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BY-LAWS FOR THE BOARD OF EDUCATION

I. Rule One: Responsibilities

The source of authority of the Board of Education is the state acting through the legislature and the state constitution. Although the state maintains, through its State Department of Education, general supervision and control of the schools, the legislature has delegated to local boards of education the legislative and judicial responsibilities of the school district and the Board, in turn, delegates the administrative tasks to the administrative staff (Reference: 70 O.S. §1-115).

II. Rule Two: Officers of the Board

A. Statutory Officers. The Board shall elect from its membership at the first regular, special or emergency meeting following the annual school election and certification of election of new members, a president and vice president, each of whom shall serve a term of one year and until a successor is elected and qualified. The Board shall also elect a clerk and, in its discretion, a deputy clerk (Reference: 70 O.S. §5-119).

B. President. It shall be the duty of the president to preside at meetings of the Board, to appoint any committee whose appointment is not otherwise provided for, and to sign all warrants ordered by the Board to be drawn upon the treasurer for school money (Reference: 70 O.S. §5-120).

C. Vice President. It shall be the duty of the vice president to perform all of the duties of the president in case of his/her absence or disability (Reference: 70 O.S. §5-121).

In the absence or inability to act of both the president and vice president, the remaining members shall select a member to act in that capacity.

D. Clerk and Deputy Clerk. The Board shall elect a clerk and, in its discretion, a deputy clerk, either of whom may be one of the members of the Board. If the Board elects a board clerk who is not one of the members of the Board, the board clerk may also be employed as the encumbrance clerk and the minute clerk. No superintendent, principal, treasurer or assistant treasurer, instructor or teacher employed by the Board shall be elected or serve as clerk or deputy clerk nor as encumbrance clerk or minute clerk; a treasurer or assistant treasurer may serve as a minute clerk (Reference: 70 O.S. §5-119).

It shall be the duty of the clerk to countersign all warrants for school monies drawn upon the treasurer by the Board and perform such other duties as required by law or as the Board or its committees may require (Reference: 70 O.S. §5-122).
The deputy clerk may perform any of the duties and exercise any of the powers of the clerk with the same force and effect as if the same were done or performed by the clerk. Before entering upon the discharge of the duties of the deputy clerk, the deputy clerk shall give a bond in a sum of not less than One Thousand Dollars ($1000.00) with good and sufficient sureties to be approved by the Board conditioned for the faithful performance of the duties of the deputy clerk. (Reference: 70 O.S. §5-119).

The clerk and deputy clerk shall hold office during the pleasure of the Board and each shall receive such compensation as the Board may allow. (Reference: 70 O.S. §5-119).

E. Superintendent of Schools. The Board shall appoint and employ a qualified Superintendent of Schools who shall be the executive officer of said board and the administrative head of the school system and who shall perform such duties as said Board directs (Reference: 70 O.S. §5-106, 1-116; 5-117). The Superintendent may not be a member of the Board.

In the event that any vacancy occurs in the office of Superintendent of Schools, the Board shall promptly fill such vacancy. Such vacancy may either be filled by appointment of an acting Superintendent of Schools or may be filled by appointment of a Superintendent of Schools as specified in this section.

F. Assistant Superintendent(s). The Superintendent may appoint, subject to approval of the Board, such assistant superintendent(s) as he/she should deem necessary or expedient, each of whom shall serve at the pleasure of the Superintendent.

G. Attorney. The attorney for the Board shall be appointed by the Board and shall serve at its pleasure; he/she shall represent the Board in all litigation and shall render other legal services to the Board upon its request; he/she shall also counsel and advise the Board and the Superintendent with respect to legal questions relating to school matters upon their request; and he/she shall attend all meetings of the Board when reasonably possible.

(a) The attorney shall receive for his/her services such compensation, as the Board shall allow. (Reference: 70 O.S. §5-117) The Board will provide legal counsel at district expense to any members of the Board of Education, or school district officers or employees who are sued in situations relating to and arising out of the performance of their office or employment. (Reference: A.G. Op. Feb., 1973) Judgments will be paid
in compliance with regulations of law. (Reference: Governmental Tort Claims Act: 51 O.S. §151 et seq.).

H. **Treasurer and Assistant Treasurer.** The Board will appoint a treasurer for the school district and, in its discretion, an assistant treasurer of the district, each of whom shall serve at the pleasure of the Board for such compensation as the Board may determine (Reference: 70 O.S. §5-114).

The treasurer shall deposit, invest and pay out all moneys of the district in accordance with 70 O.S. §5-115. He/She shall prepare and submit in writing a monthly report of the finances of the district and such other reports as may be required by the Board or by law and shall keep ledgers as prescribed by law (Reference: 70 O.S. §5-115).

Before entering upon the discharge of their duties, the treasurer and the assistant treasurer shall furnish a surety bond in an amount fixed by the Board to be approved and paid for by the Board (Reference: 70 O.S. §5-114-115).

I. **Encumbrance Clerk, Minute Clerk, and Deputy Minute Clerk.** The Board shall employ an encumbrance clerk and minute clerk and may designate a deputy minute clerk any of whom may not be a Board member or a Superintendent, principal, instructor or teacher employed by the Board. A treasurer or an assistant treasurer may not serve as an encumbrance clerk.

The encumbrance clerk shall keep the books and documents of the school district and perform such other duties as the Board or its committees may require.

The minute clerk shall keep an accurate journal of the proceedings of the Board and perform such other duties as the Board or its committees may require.

The deputy minute clerk may perform any of the duties and exercise any of the powers of the minute clerk with the same force and effect as if the same were done or performed by the minute clerk.

(b) Before entering upon the discharge of their duties, the minute clerk, the deputy minute clerk and the encumbrance clerk shall each give a bond in a sum of not less than One Thousand Dollars ($1000.00) with good and sufficient sureties to be approved by the board conditioned for the faithful performance of their duties. If both functions of minute clerk and encumbrance clerk are performed by the same person, only one (1) bond in a sum of not less than One Thousand Dollars ($1000.00) shall be required (Reference: 70 O.S. §5-119).
III. Rule Three: Meetings

A. Notification of Board of Education Meetings. The Board of Education shall announce through the news media the date, time, and place of regular and special meetings, and the major agenda items. The agenda will be posted at the Administrative Services Center twenty-four (24) hours in advance of the meeting (Reference: 25 O.S. §301-314). The agenda will be posted on the District website.

B. Regular Meetings. Regular meetings of the Board shall be held as required by law and will be for the purpose of conducting the business of the District. The Norman Board of Education will hold regular meetings on the third Monday of each month or upon such a day as may be fixed by the Board. All such meetings shall be held, commencing at 7:00 p.m., at the Administrative Services Center located at 131 South Flood Avenue, Norman, Oklahoma, 73069.

Items on the agenda may be addressed by the public at the discretion of the Board at the time designated by the Board and the length of the discussion period shall be established by the Board. A time limit of three (3) minutes will be allowed for each speaker. The time limit may be extended by consent of the Board.

The order of business at all regular meetings of the Board shall be as listed below. This order of business may be changed by consent of all members present:

1. Roll Call

2. Special Agenda Items
   Matters requiring no Board action, such as recognition of outstanding student achievement, declarations of special dates relating to education and introductions of staff members/patrons involved in special activities are presented at this time.

3. Public Communications - Items Not on the Agenda
   At the discretion of the Board, patrons may speak to the Board on other items of concern during this section of the Board meeting. The Board may limit the amount of time allocated for Public Communication. A time limit of three (3) minutes will be allowed for each speaker. The time limit may be extended by consent of the Board.

4. Disposition of Routine Business by Consent
5. **Unfinished Business**  
The Board will take action on the items which have appeared on previous agendas.

6. **New Business**  
The Board will consider those agenda items which have not been presented at previous meetings.

To address the Board during this time, a patron must fill out an Information Card prior to the starting time of the meeting. The card should be presented to the Supervisor of Security who will present the card to the Clerk of the Board. The Clerk of the Board will present the card to the Board President. If more than one patron is speaking on an issue, repetitive statements or concerns will not be allowed.

Should the speaker raise any question requiring Board action it will be deferred for consideration by the Board. The Board President and the Superintendent will determine whether the item shall be placed on a future agenda or handled in another more appropriate manner.

Comments at special meetings must be related to the reason the meeting was called.

Allegations against individual employees are personnel matters and will not be discussed at public Board Meetings. Such matters must be presented in writing to the Superintendent and must be signed by the individual or organization submitting the comments.

7. **Administrative Staff Report**

8. **Board of Education Report**

9. **Executive Session** (if needed)  
Upon motion made, seconded, and carried, the Board, upon compliance with requirements of law, may recess to executive session. When an executive session is scheduled, reasons will be specified.

Any vote or action thereon must be taken in public meeting with the vote of each member publicly cast and recorded (Reference: 25 O.S. §307).
10. **Adjournment**

C. **Reconvened Regular Meetings.** Reconvened regular meetings may be held at such time and place as the Board may determine in the motion to adjourn. Public notice of such action (date, time, place) shall be given by announcement at the original meetings.

The order of business at reconvened regular meetings shall be the same as at regular meetings. Only matters appearing on the agenda of the meeting which is continued may be discussed at the reconvened meeting (Reference: 25 O.S. §311).

D. **Special Meetings.** Special meetings of the Board may be called by the Board, or the President or Vice President of the Board, at any time. Public notice will be given at least forty-eight (48) hours prior to said meetings and will be in compliance with requirements of law. At least twenty-four (24) hours prior to said meetings, public notice of date, time, place, and agenda will be posted in the designated place at the Administrative Services Center. Only matters appearing on the posted agenda may be considered at special meetings.

Twenty-four (24) hours prior public posting shall exclude Saturdays, Sundays and holidays legally declared by the State of Oklahoma (Reference: 25 O.S. §304, 311).

E. **Emergency Meetings.** Emergency meetings of the Board may be called by the Board, or the President or Vice President of the Board, for the purpose of dealing with an emergency. An emergency is defined as a situation involving injury to persons, injury or damage to public or personal property or immediate financial loss when the time requirements for public notice of a special meeting would increase the likelihood of injury or damage or immediate financial loss. Should such a meeting be necessary, as much advance public notice as is reasonable and possible by whatever means possible will be given (Reference: 25 O.S. §304, 311).

F. **Executive Sessions.** State statute provides that executive sessions are permitted for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any employee; or for the purpose of confidential communication between the Board and its attorney concerning a pending investigation, claim, or action if the Board, with the advice of its attorney, determines that disclosure will seriously impair the ability of the Board to process the claim or conduct a pending investigation, litigation, or proceeding in the
public interest; or for the purpose of hearing evidence and discussing the expulsion or suspension of a student when requested by the student involved or his/her parent, attorney or legal guardian; or for the purpose of discussing matters involving a specific handicapped child or in any other instance where disclosure of information would violate confidentiality requirements of the state or federal law; or for the purpose of discussing negotiations concerning employees and representatives of employee groups; and for the purpose of discussing the purchase or appraisal of real property. An executive session for the purpose of discussing the purchase or appraisal of real property shall be limited to members of the Board, the attorney for the Board, and the immediate staff of the Board; no land owner, real estate developer, or any other person who may profit directly or indirectly by a proposed transaction concerning real property which is under consideration may be present or participate in the executive session. Any vote or action thereon must be taken in public meeting with the vote of each member publicly cast and recorded. An executive session held by the Board for the purpose of discussing the purchase or appraisal of real property shall be limited to such persons as designated by law (Reference: 25 O.S. §307).

IV. Rule Four: Transaction of Business

A majority of the full membership of the Board shall constitute a quorum for the purpose of conducting any business of the school district, and the affirmative vote of a majority of the full membership of the Board shall be required for the passage of any motion or resolution. A majority of the full membership of the Board means three (3) members and this is true even if there are one (1) or more vacancies on the Board.

V. Rule Five: Committees

A. Standing Committees. The Board shall have no standing committees but shall do its work with the whole Board or a quorum of the Board present at all its deliberations.

B. Special Committees. Special committees may be appointed by the presiding officer for such special purposes as deemed necessary. The authority of the special committees shall be limited to making investigations followed by reports or recommendations to the Board.

VI. Rule Six: Voting

The vote of each member shall be publicly cast and recorded. (Reference: 25 O.S. §305) An affirmative vote of a majority of the full membership of the
Board shall be required for the passage of any motion or resolution. If a member does not wish to vote on a motion or resolution, he may answer “abstain” or “present” and it shall be so recorded. However, if a member announces a conflict of interest with regard to a motion or resolution before the Board, leaves the meeting until the motion or resolution is disposed of, and abstains from voting thereby, the member shall not be counted as having voted on the motion or resolution.

VII. Rule Seven: Parliamentary Procedure

Matters of parliamentary procedure not covered by these rules nor by statute, the current edition of Robert’s Rules of Order shall govern insofar as they may be applied.

VIII. Rule Eight: State Laws

No provision of these by-laws or amendments thereto shall be operative if it is in conflict with any law of the State of Oklahoma or of the United States of America.

IX. Rule Nine: Amendments

These by-laws may be amended at any meeting of the Board subject to compliance with 25 O.S. §301-314.

X. Rule Ten: Temporary Suspension of Rule

These by-laws may be temporarily suspended by unanimous consent of the members present at any meeting attended by a majority of the qualified members of the Board.

XI. Rule Eleven: Purpose and Scope of Rules

These by-laws and any amendments thereto are mere rules of procedure and are promulgated and established solely for the use and benefit of the Board of Education for the orderly conduct of its meetings. These rules do not and are not intended to create any right or benefits for any persons transacting business or dealing with the Board of Education.
POLICY 1002
OPERATIONS

I. Goals for the Board

The Board of Education shall adopt a six-year improvement plan for the district, in compliance with Oklahoma Statutes (70 O.S. §5-117 A3). The plan will include goals and expectations that are annually evaluated and updated as necessary.

II. Government Relations

The Board of Education will establish legislative goals to be achieved each year. The administration is directed to work for and on behalf of the Board of Education in the achievement of these goals.

III. Attendance at Conferences, Meetings, and Seminars

At the time a school district elector files a notification and declaration of candidacy for the office of Board of Education membership, the elector shall agree and pledge in writing that, upon election or appointment as a member of the Board, the member will attend a workshop to be held by the State Department of Education in cooperation with the Oklahoma State School Boards Association for study and instruction of board of education members. This shall not apply to any elector who has had prior experience of one (1) year or more immediately preceding the date of the school district election as a member of the Board.

Each new Board member is required to within fifteen (15) months following his/her election to complete twelve (12) hours of instruction on education issues as specified in state statute. Incumbent board members must complete six (6) hours of instruction on education issues, within fifteen (15) months of reelection (70 O.S. §5-110).

Upon completion of the workshop, a certificate of completion shall be included in the public records of the Board’s minutes.

If a new member has not satisfied the above workshop requirements within fifteen (15) months of his/her election, the Board shall declare the seat vacant and fill the vacancy according to law.

Any member of the Board who attends and successfully completes this workshop shall be reimbursed by the school district for expenses incurred not to exceed compensation in the sum of Twenty-Five Dollars ($25) per day and actual expenses for lodging, meals, registration fees and transportation to and
from the place of the workshops, as provided in the State Travel Reimbursement Act.” (Reference: 70 O.S. §5-110.)

Board members are encouraged to attend conferences, meetings and seminars each year as a means of promoting professional growth.
POLICY 2000
ORGANIZATIONAL CHART

An organizational chart for the District shall be maintained by the Superintendent. It shall be reviewed periodically and recommendations or modifications shall be made as needed.
Regulation 2000-1 (revised 9/22/2014, 2/5/15, 9/14/15, 7/5/16, 9/18/17, 10/4/19)
Organizational Chart
Norman Public Schools Leadership Organizational Chart

BOARD OF EDUCATION

SUPERINTENDENT – DR. NICK MIGLIORINO

CHIEF FINANCIAL OFFICER (BOARD TREASURER)
Director Purchasing
Accounting Coordinator
Project Coordinator

CHIEF OPERATING OFFICER
Director of Special Services
Director of Central Services
Director of Transportation
Director of Energy & Safety
Director of Alt Education
Coordinator Health Services
Foreman Warehouse Ops
Director Child Nutrition
Director Custodial Services
School Resource Officers

Chief Technology Officer
Asst. Director Data Processing Manager
Manager of Technical Support
Manager of Data Systems Special Projects

ASSISTANT SUPERINTENDENT PERSONNEL SERVICES (TITLE IX ADMIN)
Personnel Specialist
Guest Teacher Coord
Benefits Coordinator
Director(s) of Student Services
High School Principals
Middle School Principals
Elementary School Principals
Director of Counseling & Student Advocacy
Director Health, P.E., & Athletics
Coordinator College/Career, NPS ExpandEd

ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES
Curriculum Coordinators
Coordinator Indian Education
Director Early Childhood
Director Federal Programs
Director of Fine Arts
Director of Gifted and AP
Director Libraries Instructional Technology

EXECUTIVE DIRECTOR STAFF DEVELOPMENT STUDENT ACHIEVEMENT
Assessment Info Analyst
ITech Coaches

EXECUTIVE DIRECTOR COMMUNICATIONS & COMMUNITY RELATIONS
Communications Specialists
Manager Grants & Sponsorships
Regulation 2000-2

Job Responsibilities

The Superintendent shall assign annually administrative job responsibilities.

NORMAN PUBLIC SCHOOLS
JOB RESPONSIBILITIES

Accident Reports
- Employees.......................................................... Assistant Superintendent of Personnel Services.
- Students.......................................................... Chief Operating Officer

Accreditation Report..................................................... Assistant Superintendent of Personnel Services.

Activity Fund............................................................ Accounting Coordinator


Adult Basic Education.................................................. Director of Federal Programs

Alternative Education Programs...................................... Director of Alternative Education

American Education Week.......................................... Assistant Superintendent of Personnel Services.

Americans with Disabilities Act Officer......................... Director of Special Services

Annual School Election................................................ Chief Financial Officer

Appeals, Student
- Discipline............................................................ Director of Student Services, Elementary/Secondary
- Eligibility............................................................. Director of Student Services, Elementary/Secondary

Athletics................................................................. Director of Athletics

Attendance Accounting................................................ Director of Information Systems

Bloodborne Pathogens Exposure Control Officer........... Chief Operating Officer

Board Policies/Administrative Regulations.................... Superintendent’s Office

Bond Issues............................................................. Chief Operating Officer

Budgeting Process..................................................... Chief Financial Officer

Calendars
- Academic............................................................ Assistant Superintendent of Personnel Services.
- Work................................................................. Assistant Superintendent of Personnel Services.

Career Tech............................................................. Director of Student Services, Elementary/Secondary

Certificates (Admin. & Teaching)................................. Assistant Superintendent of Personnel Services.

Commencement Procedures........................................ HS Principals & Dir. of Secondary Education

Comprehensive System of Personnel Development (CSPD)...
- Director of Special Services

Contracts
- ACT Seminars........................................................ Director of Student Services, Elementary/Secondary
- Community Before/After School Program.................. Director of Student Services, Elementary/Secondary
- Dimensions.......................................................... Director of Alternative Education
- Employees............................................................ Assistant Superintendent of Personnel Services.
- Residential Facilities............................................... Assistant Director of Special Services
- Operation School Bell............................................. Director of Counseling & Student Advocacy

Curriculum and Instruction........................................... Assistant Superintendent of Educational Serv.

Curriculum Review Council........................................ Assistant Superintendent of Educational Serv.

Data Processing Requests.......................................... Director of Information Systems

District Boundaries.................................................... Chief Operating Officer

District Informational Literature................................. Executive Director of Communications and Community Relations

District Plan for Special Education............................. Director of Special Services

District Website Development..................................... Executive Director of Communications and Community Relations

Duplicating............................................................. Director of Media Serv./Instructional Technology

Early Childhood....................................................... Director of Literacy

Employee Groups..................................................... Assistant Superintendent of Personnel Services.

Employment Process.................................................. Assistant Superintendent of Personnel Services.

Energy Conservation Program..................................... Energy Education Specialist/Safety Coordinator

English Language Learner (ELL).................................. Director of Federal Programs

Enrollment Count/Class Balancing............................... Assistant Superintendent of Personnel Services.

Enrollment Procedures.............................................. Director of Student Services, Elementary/Secondary


Evaluations............................................................. Assistant Superintendent of Personnel Services.

Facility Rental......................................................... Director of Central Services

Federal Programs...................................................... Director of Federal Programs

Title I, Title II, Title III, Title IV, Title V, Title VII

Norman Public Schools
Board Policies and
Administrative Regulations
Fiscal Allocations: Adjustments.................................................Chief Financial Officer
Foreign International Students..............................................Director of Student Services, Elementary/Secondary
Foreign Language................................................................Director of Student Services, Elementary/Secondary
Fund Raising...........................................................................Site Principals
Furniture Requests.................................................................Chief Operating Officer
Goals, Annual Operating and District.................................Superintendent / Board of Education
Graduation Requirements..........................................................Asst. Supt. of Educ. Serv. & Dir. of Sec. Educ.
Health Services.......................................................................Chief Operating Officer
High Schools That Work..........................................................Director of Student Services, Elementary/Secondary
Hitachi Teacher Exchange.......................................................Assistant Superintendent of Educational Serv.
Homebound Instruction............................................................Director of Counseling & Student Advocacy
Homeless Liaison Officer.........................................................Director of Federal Programs
IDEA..........................................................................................Director of Special Services
Immunization Requirements..................................................Coordinator of Health Services
Inclement Weather Procedures..............................................Superintendent’s Office
   Canceling Athletic Activities................................................Director of Athletics & Superintendent
   Closing School....................................................................Superintendent
Indian Education....................................................................Director of Federal Programs
Insurance
   Employee.............................................................................Assistant Superintendent of Personnel Services.
   All Other (Property/Liability/Fleet/Student, etc.)....................Chief Financial Officer
   Job Descriptions..................................................................Assistant Superintendent of Personnel Services.
   Job Postings.........................................................................Assistant Superintendent of Personnel Services.
   Keys, All Buildings...............................................................Director of Central Services
Kindergarten Roundup..............................................................Director of Student Services, Elementary & Dir. of Literacy
Legislative Plan.......................................................................Superintendent’s Office
Media Contact........................................................................Executive Director of Communications and Community Relations
Military (Opt Out)..................................................................Director of Student Services, Elementary/Secondary
Moore-Norman Technology Contact..................................Director of Student Services, Elementary/Secondary
New Construction.........................................................................Chief Operating Officer
New Employee Orientation..................................................Exec. Director of Staff Dev. & Asst. Supt. of Personnel
New Teacher Induction.........................................................Assistant Superintendent of Educational Serv.
Norman Athletic Association..................................................Director of Athletics
Norman Music Associations..................................................Director of Fine Arts
Norman Public School Foundation........................................Assistant Superintendent of Educational Serv.
   NPS Foundation Grants......................................................Assistant Superintendent of Educational Serv.
   North Central Association Activities.................................Director of Student Services, Elementary/Secondary
Office of Juvenile Affairs, Juvenile Services Unit.................Site Principals
Parent/Teacher Conferences...............................................Director of Student Services, Elementary/Secondary
Partners in Education.............................................................Executive Director of Communications and Community Relations
PEN Negotiations......................................................................Assistant Superintendent of Personnel Services.
Personnel Reports (Certified and Support)..............................Assistant Superintendent of Personnel Services.
Petty Cash..............................................................................Accounting Coordinator
Printing..................................................................................Director of Media Serv./Instructional Technology
Promotion and School Placement.................................Director of Student Services, Elementary/Secondary
Publications...........................................................................Executive Director of Communications and Community Relations
Public Relations.....................................................................Executive Director of Communications and Community Relations
Reading..................................................................................Director of Literacy
Real Estate Sale & Acquisition...............................................Chief Operating Officer
Records Center.....................................................................Request to Clerk of the Board
Recruiting, Teacher.............................................................Assistant Superintendent of Personnel Services.
Remodeling, Renovation and Site Enhancements.................Chief Operating Officer
Research Committee..............................................................Assistant Superintendent of Educational Serv.
Residence (Homes Under Construction/Attendance Areas)....Director of Student Services, Elementary/Secondary
Resident Teachers..................................................................Assistant Superintendent of Personnel Services.
Residential Facilities................................................................Director of Special Services
Residential Services Compliance Plan.................................Director of Special Services
Retirement Recognition Program........................................Exec. Director of Staff Dev. & Asst. Supt. of Personnel
Rezoning..................................................................................Chief Operating Officer
Safety Control Officer............................................................Energy Education Specialist/Safety Coordinator

Norman Public Schools
Board Policies and
Administrative Regulations
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<th>Responsible Officer</th>
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<td>Coordinator of Campus Police Dept.</td>
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<td>Exec. Dir. of Staff Dev. &amp; Asst. Supt. of Personnel Serv.</td>
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<td>Staff Development</td>
<td>Exec. Dir. of Staff Dev. &amp; Student Achievement</td>
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<td>Standardization of District Course Numbers &amp; Titles</td>
<td>Director of Student Services, Elementary/Secondary</td>
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<td>Student Out-of-State Trip Requests</td>
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<td>Student Policy Handbook</td>
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<td>Student Teacher Program</td>
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<td>Substitute Teachers</td>
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<td>Teacher of the Year Recognition Program</td>
<td>Exec. Dir. of Staff Dev. &amp; Student Achievement</td>
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<td>Telephones</td>
<td>Chief Financial Officer</td>
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<td>Ten-Day Activity Regulation</td>
<td>Director of Student Services, Elementary/Secondary</td>
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<td>Testing, Student</td>
<td>Exec. Dir. of Staff Dev. &amp; Student Achievement</td>
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<td>Director of Media Serv./Instructional Technology</td>
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<td>Thursday Folders</td>
<td>Director of Student Services, Elementary/Secondary</td>
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<td>Title IX Officer (Facilities)</td>
<td>Chief Operating Officer</td>
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<td>Title IX Officer (Non-Facilities)</td>
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<td>Chief Operating Officer &amp; Asst. Supt. of Educational Serv.</td>
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<td>Mileage Vouchers</td>
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<td>Out-of-district</td>
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<td>Unemployment Insurance Claims</td>
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<td>504 Compliance Officer (Facilities)</td>
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<td>504 Compliance (Non-facilities)</td>
<td>Director of Special Services</td>
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POLICY 2001
CALENDAR

I. Academic Calendar

The academic calendar for the school year two years hence will be adopted annually by the Board of Education. The preparation of the academic calendar shall be the responsibility of the Superintendent or his/her designee.

II. Contract Dates and Duty Times

The beginning and ending dates for contracts, for reporting to duty and terminating duty and salary schedules for various staff positions will be reviewed and established annually by the Superintendent or his/her designee.

III. Extended School Year

Extended School Year will be made available to qualified students without cost to the parents. The Superintendent or his/her designee shall be responsible for developing guidelines and regulations governing Extended School Year.

IV. Inclement Weather

School will be held as specified by the school calendar adopted annually. Should inclement weather conditions force the closing of school, the Superintendent or his/her designee shall make that decision as early as possible and shall notify the community via the local news media. All days missed due to weather conditions and emergencies will be made up in order to meet the school year requirement. Students are to be in attendance on each of the days that schools are scheduled to be in session. If parents believe it is in the best interest of their children’s health and safety to have them at home, said absence will be an excused absence.
Regulation 2001-1
Contract and Duty Times

The beginning and ending dates of duty schedules for all employees will be published annually by the Assistant Superintendent Personnel Services.
Regulation 2001-2

Extended School Year

I. Definition
The term extended school year (“ESY”) services means special education and related services that are provided to a child with a disability (ages 3 through 21) beyond the School District’s normal school year in accordance with the child’s IEP that are necessary for the child to receive a free appropriate public education in accordance with state standards and the Individuals with Disabilities Education Act, as amended (“IDEA”). It is the District’s intent to make ESY services available at no cost to each child with a disability who is determined to need the services in accordance with this policy.

II. PROCEDURES

A. The IEP team for each child with a disability will determine his or her need for ESY services, regardless of the child’s categorical disability. The IEP team will consider each child’s ESY need at the child’s annual review meeting, and any IEP team member may also raise the issue at any other time. The IEP team will determine ESY need in a timely manner to ensure that each child consistently receives a free appropriate public education.

B. The purpose of ESY services is to ensure that each child receives meaningful educational benefit. To determine whether a child needs ESY services, the IEP team will consider the following factors as relevant to the child:

1. The child’s degree of impairment;
2. The child’s actual/predicted degree of regression;
3. The child’s actual/predicted time necessary for recoupment of skills; 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 recovery of such skill loss following the break in programming is unlikely or would require an unusually long period of time to recoup skills obtained;
4. 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 District may not be required to provide additional services;
5. The child’s rate of progress;
6. The child’s behavioral problems;
7. The child’s physical problems;
8. The availability of alternative resources;
9. The ability of the child to interact with nondisabled children;
10. The area(s) of the child’s curriculum that require continuous attention;
11. The child’s vocational needs;
12. The least restrictive environment for services; and
13. Other relevant factors as determined by the IEP team.

C. In making the determination, the IEP team will collect, review and analyze existing information and pertinent data, including, but not limited to, the child’s impairment, educational history and present levels of academic achievement and functional educational performance, which could include the following:

1. Criterion referenced and standardized tests, including pre-test and post-test data of a student’s progress;
2. Functional assessments used in natural environments (home, community, work and school);
3. An analysis of data collected on a regular basis;
4. Evaluations of those areas involving related services;
5. Parent, student and/or service provider information;
6. Interviews with teachers and parents on the success or potential success of ESY services; and
7. An applied behavior analysis to directly assess students’ performance of IEP objectives across time.

To document the decision concerning a child’s need for ESY, the IEP team will use the State Department of Education Form, Consideration for Extended School Year Services.

D. If the IEP team determines that the child needs ESY services, it will complete appropriate documentation, such as the IEP/Review, to reflect the child’s ESY program and placement. The IEP team will identify which goal(s) and objectives/benchmarks, if any, will be addressed by the child’s ESY services. 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 and this policy.

Parents or guardians may request a hearing under the IDEA to challenge the provision of a free appropriate public education for a child with a disability, or the child’s identification, evaluation or educational placement.
Regulation 2001-3
Procedures for Inclement Weather

I. Authority to Close Schools
The following persons are authorized to make the decision to close schools:

A. Superintendent of Schools
B. Chief Operating Officer
C. Assistant Superintendent of Personnel Services
D. Assistant Superintendent of Education Services
E. Chief Financial Officer

II. Activities and Inclement Weather

During a regular school day, if the weather appears to present a problem for an evening activity and the activity may have to be cancelled; the director of that activity should contact the Administrative Services Center for direction and disposition of the activity before action is taken.

III. Attendance Recording

Employees who will be delayed or who will be unable to report for duty must notify their immediate supervisors as soon as possible on that day. Any delay exceeding two hours will be charged to convenience leave or to vacation leave. In this instance, prior approval for convenience leave is not required.
POLICY 2002 (revised, 1/26/15)
SAFETY AND SECURITY

It is the intent of the District to create and maintain a safe environment for students, employees, and patrons. Policies for safety and security are intended to provide for a more conducive work and learning environment.

I. Assault Upon an Employee

As specified in state statute 70 O.S. § 5-146, any person who assaults a board member, employee or contractor while he/she is performing a work related duty shall be guilty of a felony if convicted.

Every Norman Public school site shall post in a prominent place a notice having the following language: “FELONY CHARGES MAY BE FILED AGAINST ANY PERSON(S) COMMITTING AN AGGRAVATED ASSAULT OR BATTERY UPON ANY SCHOOL EMPLOYEE.”

An employee who is assaulted while at work should immediately notify his/her supervisor. The supervisor will notify the superintendent and the superintendent will notify the Board. As required by state law, the superintendent will annually report incidents of aggravated assault and assault and battery to the State Department of Education.

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

Each year, every school employee shall receive a copy of this policy and the associated procedures to follow should the circumstances warrant.

II. Cooperation with Law Enforcement

The District shall cooperate within legal limits with law enforcement agencies and other agencies of local and state government.

III. Loss Prevention

The Board of Education directs the administrative staff to establish a program designed to prevent or reduce human and economic losses from personal injury and property damage and delegates the primary responsibility for developing and implementing the program to the Superintendent or his/her designee.

A. Damage and Theft of School Property

The Superintendent or his/her designee shall conduct an investigation when damage to or theft of school property occurs. All school personnel shall cooperate in such investigations with both school officials and law enforcement officers.
Following an investigation, the Superintendent or his/her designee may file a complaint against said party responsible for the damage or theft on behalf of the Board.

The attorney for the Board, administrators and certified and support staff directly concerned with the damage to or theft of any public school property shall cooperate with the law enforcement officials in the prosecution and trial of any action which may be brought pursuant to this policy.

B. Hazardous Substances

The District shall initiate programs required to ensure compliance with the provisions of the Occupational Safety and Hazard Administration Hazard Communication Standard and the regulations of the State Department of Labor regarding the safety of employees and their right-to-know in the use of hazardous substances. The Superintendent or his/her designee shall develop regulations and procedures necessary to ensure such compliance.

The administration shall develop procedures for the storage of contraband and dangerous substances.

IV. Safe Schools Committee

In accordance with state law, each school site shall create a Safe School Committee that consists of seven (7) members. The committee also will serve as the Healthy and Fit School Advisory Committee. The purpose of the committee is to make recommendations to the principal regarding school safety, health education, and security issues, as specified in state law. Membership shall include two teachers, two parents, two students, and a school official who investigates concerns of the committee. (70 O.S. § 24-100.a; 70 O.S. § 24-100.5).

School security will be provided in accordance with the Oklahoma Campus Security Act (74 O.S. § 360.15 et. seq.).

The administration shall develop procedures for establishment of Safe School committees.

District and site crisis response teams shall develop and implement appropriate emergency response procedures.

V. Removal from School Property

The superintendent 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 or any school activity when students are present, who is not a student, officer or employee thereof, and who:

i. Interferes with the peaceful conduct of activities on school district property;

ii. Interferes with the peaceful conduct of school activities off school property when students are present;
iii. Commits an act that interferes with the peaceful conduct of activities on school district property;
iv. Commits an act that interferes with the peaceful conduct of school activities off school property when students are present;
v. Enters school district property for the purpose of committing an act that may interfere with the peaceful conduct of activities on school district property;
vi. Enters non-school district property when students are present for the purpose of committing an act that may interfere with the peaceful conduct of school activities

A. For the purposes of this policy, the term “interferes with the peaceful conduct” includes, but is not limited to, actions that directly interfere with any student activities, classes, study, student or faculty safety, housing or parking areas or extracurricular activities or any lawful activity; 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 belonging to the school district.

B. Any school administrator may direct the removal of any individual who interferes with the peaceful conduct. As soon as practicable following such a removal, the administrator will contact the Chief Operating Officer regarding the circumstances of the removal. The Chief Operating Officer will review the situation and promptly notify the removed party, in writing, of the duration of his/her ban from school activities and will provide the individual with a copy of this policy. Any person to whom this policy applies and who fails to leave the premises as directed or returns during the period of the ban without first obtaining written permission from the Superintendent or Chief Operating Officer shall be guilty of a misdemeanor (70 §§ 24-131). No ban from the premises or school activities will exceed six (6) months duration, but individuals may be banned for more than one (1) period if additional conduct warrants such a removal.

C. An individual directed off the premises for interfering with the peaceful conduct of school activities may request review of the 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 the premises, the directive will be final and nonappealable. The decision of the Superintendent will be final and nonappealable.

D. During any appeal process, the person given the directive to leave the premises must remain off school property and away from school activities, whether on school district property or not, unless the Superintendent or his/her designee, in writing, instructs that the directive is to be stayed pending the appeal process.
**Regulation 2002-1**  
**Bomb Threats**

In the event of a bomb threat, employees will be expected to assist with a search for suspicious items and assist with removal of students from the school building when necessary.

**I. Bomb Search Plan**

Information on searching for a potential bomb should be shared with employees on an annual basis.

**A. Presenting the Bomb Search Plan**

1. A word of advice: Make it very clear from the beginning that this is a bomb search and communications plan and not a bomb disposal plan. NOBODY but a bomb disposal expert should ever touch a suspected bomb. People will be much less apprehensive and more willing to cooperate if they understand that they are not expected to handle a bomb - but merely to search for it and report their findings.

2. Why an employee bomb search plan?

Recent studies have shown that the safest approach to a bomb scare is not immediate arbitrary evacuation. Bombers with limited access very often place their devices close to outer entrances and exits and that means that, instead of moving to safety, evacuating personnel may be moving closer to the bomb. It is advisable, in most cases, that everybody stay put until the situation is quickly evaluated. The people who can help most in a successful evaluation are the employees themselves. They alone know what does and does not belong in their work areas.

Bombs don't always look like bombs or tick like bombs. Only the person who works in a specific area every day can tell if the cookie box or the galoshes really belong there. A stranger conducting the search simply wouldn't have a chance. **REMEMBER: NOBODY can afford to ignore any bomb scare.** Failure to perform a reasonable search, and deaths or injuries from subsequent explosions, could find the administration staff, and Board financially liable and charged with criminal manslaughter.

3. What should they look for?

In the case of an "open bomb" (where the elements are readily visible), inexperienced people can be easily trained to recognize dangerous devices. But if the bomb is "closed" type, it can look like anything. Bombs have been concealed in cookie boxes, oatmeal boxes, pop cans, paper bags, cloth bags, pipes, letters, hand-delivered packages, socks and other items of clothing, newspapers, carrying cases of all descriptions, even lunchboxes.
A suspicious package or object might be considered suspect for any number of good reasons.

a. It might actually be labeled with the words "bomb" or "explosive" or "danger, do not open" or "call the FBI" or some other equally obvious slogan intended to attract attention and frighten the person who finds it.

b. It might fit the description or location or other conditions set forth in the actual bomb threat. (i.e., If the caller says there's a bomb in the reception room, and you find a strange package in the reception room, it could very well be the bomb.)

c. It might be out of place and nobody knows why or where it came from. (i.e., A strange tool box left in the computer room, a taped up cookie box in the women's lounge, an unclaimed attaché case in the reception room, etc.)

d. It might be making funny noises.

So in telling people what to look for in their search, the general rule is simply: When you're searching for a bomb, look for something "that you don't know what it is".

4. Where should they look?
At your first training meeting, each person present should be assigned a specific area of search responsibility. Have a large floor plan indicating every space and sectioned off into search areas. Give each area a number or a letter or a color or a combination of all these; whatever your code, make it clear and simple. At the meeting, you identify and show each person his/her area of search responsibility, perhaps even marking his/her name in the proper space for added visibility, making very sure he/she understands exactly what his/her area covers.

Once your search plan goes into effect, this coded floor plan should be kept at the side of the designated administrator - the person whom you select to be in charge of coordination of all bomb searches. His/Her area is generally called the Command Post.

In addition to specific individual work areas, there are several other easily accessible "general" areas that should be searched both inside and outside the building. They are: near the entrances (inside and out), at the exits (inside and out), on the roof, in waste receptacles, restrooms, phone booths, storerooms, stairwells, hallways and even cars parked in close proximity to the building. (Your individual situation may offer even more of these "general" areas. You would be wise to survey and note such possibilities at the outset. Custodians or janitors are the best people to handle a search of these general areas since they have access to keys and are more familiar with the side rooms of the buildings as well as the outer perimeters.)
Make sure that every area gets searched at least once.

II. Contact with the Caller

The following procedures should be followed when a bomb threat is received at a school site:

NORMAN PUBLIC SCHOOLS BOMB DATA

QUESTIONS TO ASK: CALLER'S VOICE:

1. When is bomb going to explode? ___Calm ___Nasal ___Angry ___Stutter
2. Where is it right now? ___Excited ___Lisp___Slow ___Raspy
3. What does it look like? ___Rapid ___Deep___Soft ___Ragged
4. What kind of bomb is it? ___Loud ___Clearing throat ___Laughter
5. What will cause it to explode? ___Deep breathing___Crying
6. Did you place the bomb? and Why? ___Cracking voice___Normal
7. What is your address? ___Disguised_____Distinct _____Accent
8. What is your name? _____Slurred ____Familiar____Whisper

If voice is familiar, who did it sound like?

EXACT WORDS OF THE THREAT: ____________________________________________

_____________________________________________________________________

_____________________________________________________________________

BACKGROUND SOUNDS:

___Street noises ___Machinery _____Crockery ____Animal noise__Voices ___Clear
_____PA System_____Static_____Music _____Local____
_____House noises__Long distance____Motor _____Booth_____Office machinery

Other____________________________
Bomb Threat 2 of 2

THREAT LANGUAGE: ____________________________________________________________

_____Well spoken _____Incoherent _____Taped

_____Foul _____Message _____Irrational

REMARKS:

Sex of Caller: __________ ______________________________

Age:___Length of call:______________ ______________

Number at which call is received: __________________________

Report call immediately to: ______________________________________________

Time:______________ Date:______________

Name:______________________________

Position:____________________________

Phone#:___________________ date:______
Regulation 2002-2

Visits to Schools

Persons visiting a school, for personal or business purposes, will go to the school office for permission or assistance.

When possible, conferences and or appointments will be arranged in advance through the school office or the school counselor.

Classroom visitations and observations may be permitted by the building principal. To avoid disruption of the instructional program, visitations and observations should be arranged in advance.
Regulation 2002-3
Cooperation with Law Enforcement Agencies

I. Student Records

Student information may be made available to properly identified law enforcement officials and
officials of other agencies of local and state government.

Additional information shall not be released without prior written consent of the parent or legal
custodian or presentation of a subpoena or court order.

In the event it is necessary for such officials to interrogate or interview students at school during
school hours, the school shall cooperate on the following basis:

II. Interrogation: (law enforcement officials)

It is the responsibility of the law enforcement officer to notify the parent or legal custodian prior to
an interrogation. Whether or not the interrogation shall proceed in the absence of the parent/legal
custodian is to be determined by the law enforcement officer. The principal or his/her designee shall
be present during the interrogation.

A. Interview: (law enforcement, Department of Human Services and Court Related Community
Services officials)

The agency official may notify the parent/legal custodian prior to an interview; however, it
should be recognized that circumstances sometimes exist where notification prior to the
interview would impede the investigation.

B. Removal from campus:

If the investigating officer feels it is necessary to take the student from the school during
school hours, the principal or the principal's representative shall ensure that the student has
been placed under arrest (no document to show) or that a warrant or a court order for pick up
has been served (document to show) or that the student has been placed under protective
custody (no document to show) before allowing the student to leave the school without
permission of the parent or legal custodian. The principal or the principal's representative
shall make a reasonable effort to contact the parent/legal custodian to advise them of an arrest
or of a warrant or court order for pick up being served. However, if a student is picked up by
court order or is placed in protective custody because of being a victim of child abuse, the
agency official will notify the parent/legal custodian of the situation.

If a “Court-Related” Community Service official wishes to remove a student from school
during school hours, he/she must have written or verbal permission (given to the school) from
the parent/legal custodian, unless the student is being arrested, placed in protective custody,
or a court order has been issued to pick up the student.
**Regulation 2002-4**  
**Damage to and Theft of Personal Property while at School**

In the event of the violation of criminal laws or juvenile code relating to or involving any school personnel or property, whether it be to the building, contents, real estate or otherwise, or in the event of theft of school property, the principal of the building where such violation or theft occurs shall:

Report to the school security division; the school security division shall report to the proper law enforcement officer.

When the extent of the damage and/or loss has been ascertained, the principal shall make a written report to the Chief Financial Officer and send copies of such report to the Director of Central Services.

In the event of the violation of criminal laws or juvenile code relating to damage to or theft of personal property while on the school premises, the owner of the personal property must be the one to file a police report of the incident. The school security division can assist in obtaining restitution or arrangement for restitution.
Regulation 2002-5 (changed 3/1/10)
Hazardous Chemicals

The District will maintain a central file of all applicable safety records, including, but not limited to:

I. The Board of Education policy and regulations.

II. Material Safety Data Sheets (MSDS):

   A. The District will obtain an MSDS on any substance from its suppliers as a requirement of purchase; these will be received by the District before the substance will be accepted. Warehouse personnel will be responsible for collecting and delivering all MSDS sheets to the Hazardous Chemical secretary.

      1. A note stating this requirement will be added to all purchase orders.

      2. The District will either obtain an MSDS on any material already in stock by whatever means possible or remove the material from its supplies within sixty (60) days of discovering the material's existing hazard.

      3. A chemical information list (CIL) of all the hazardous substances used in the District and an MSDS for each substance. The CIL shall contain common and trade names of all hazardous substances, be maintained in alphabetical order, and be cross referenced to chemical names.

III. An up-to-date Oklahoma Department of Labor Form on employees (showing all recordable injuries) will be maintained in the Office of Personnel Services.

IV. A CIL maintained within each employee's file containing the type of chemical exposure received throughout his/her employment. Such CIL will be maintained in the file for 40 years. A copy of the list shall be mailed by the Hazardous Chemical secretary to the employee upon termination of employment and will include the statement: "Important document - Keep for your files!"

V. The Hazardous Chemical secretary will make available all such information (listed above) as is appropriate and/or required to any of its employees upon request.

   A. Any employee will be allowed to see a copy of the requested safety information for which that employee has a right to access within one (1) working day.

   B. Any employee who makes a written request for a copy of such information will be given that copy within fifteen (15) calendar days.

   C. Employees "right-to-access" is limited to records on substances to which that employee may reasonably be expected to be exposed during the normal operation of his/her duties or in a foreseeable emergency.
VI. The Office of Personnel Services will report any safety and health information which is required to the appropriate governing agencies including but not limited to:

A. The Oklahoma Department of Labor Form OK 300: annually upon receipt.

B. The Oklahoma Department of Labor Fatality Report: within 48 hours of a work-related fatality of one or more of the district's employees.

C. A copy of the following documents: OK-300, and the OK-301, shall be maintained in the District’s safety files for a period of five (5) calendar years, plus the current year.

VII. Each site will maintain a copy of all appropriate/required safety information within the immediate area of each product which contains a hazardous chemical.

A. This information will include but is not limited to a CIL and an MSDS on all appropriate substances within each area.

B. This information will be up-to-date, readable, and clearly visible within each area.

C. These areas will be determined by the Superintendent or his/her designee.

VIII. Fire Safety

A. The Director of Central Services and/or the Supervisor of Campus Police will contact the Norman Fire Department and make available to them all information which they may require to determine their needs in order to respond to an emergency in the District's facilities.

1. The Norman Fire Department will be made aware of all hazardous substances in our facilities.

2. They will be shown all MSDSs on file.

3. They will be shown the location of all substances for which the District has an MSDS.

4. They will be told the maximum quantities which the District may have at any one time of these substances.

B. The District will either:

1. Placard the building as requested by the Norman Fire Department using NFPA 704 labels, or

2. Obtain and maintain any waivers/variances received from the Norman Fire Department.
C. Each site will maintain all labels intact and readable on containers of hazardous substances which the District receives.

D. Each site will obtain or create labels for all containers into which hazardous chemicals are transferred.

E. Each site will store all of the hazardous materials within its facilities in accordance with storage information found on the MSDS or label or other reasonable recommendations.

F. Each site will obtain and maintain all necessary personal protective equipment as required.

IX. Employee Training

A. Each employee of the District will be trained annually.

1. Their rights and responsibilities under the law including but not limited to:
   a. Their right of access to safety records which may affect them;
   b. Their right to refuse to work with or around substances for which they are denied access of information;
   c. Their responsibility to comply with all health and safety regulations for which they have been trained; and
   d. Their responsibility to report to their supervisor any and all reportable exposures to hazardous chemicals.

2. The items contained in these regulations and the Board policy which shall be covered in the employee's annual training and which shall be included in all employee handbooks.

3. Specifics of the hazards to which each employee may be exposed including but not limited to:
   a. The nature of the health hazard;
   b. Protective measures including the use of personal protective equipment;
   c. Appropriate work practices; and
   d. Emergency procedures.

4. This information will be consistent with the information found on the MSDSs.
B. Each new employee at the site will be trained on hazardous chemicals within 30 calendar days of the beginning of employment in the District.

C. Every employee at a site who may be exposed to any new hazard shall be trained in the specifics of that new hazard within 30 calendar days of the hazard's appearance at the site.

D. All contractors who operate within the District shall supply the Director of Central Services with information on all hazards which they will be bringing into the District prior to their doing so. The Director of Central Services will give information on any hazards to which a contractor may be exposed within the District prior to such exposure.

X. Employee Responsibilities and Consequences

A. Employees working in areas where an exposure to a hazardous substance exists are required to perform their jobs in accordance with the precautions communicated to them during their training programs.

B. If any employee after he/she has been trained refuses to abide by these regulations in such a way as shall lead to the injury or illness of self or someone else, such employee may be suspended from duties until the next Board meeting at which time that employee will be susceptible to termination of employment at the discretion of the Board if willful or negligent violation is proven.

C. If any employee after proper training refuses to abide by these regulations and no injury/illness results thereby, he/she shall be susceptible to the following disciplinary actions:

1. First occurrence -- verbal warning by his/her immediate supervisor with a written record of warning signed by both and sent to the Superintendent or his/her designee

2. Second occurrence -- written warning signed by both to be a permanent part of the employee's records.

3. Third occurrence -- the employee will be immediately suspended from duties for a period of not less than two (2) working days and not more than five (5) working days with a written record maintained in the employee's file.
Regulation 2002-6  (revised 10/7/13, 10/27/14, 4/13/2015, 8/18/2015)
Emergency Drills

Fire, tornado, preventative lockdown, safety and hard lockdown drills shall be held in accordance with state laws (O.S. 70-5-148; 70-5-149).

I. Responsibility

The Chief Operating Officer shall be responsible for the program designed to ensure the security, protection and safety of personnel and property of the District.

II. Instruction and Drills

The building supervisor shall ensure that fire, natural disaster, and lock down drills are held in compliance with the requirements of local and state governmental agencies. An effort shall be made to inform parent(s) of the pertinent details of these plans, especially in terms of the home and school cooperation necessary for the safety of the children.

Each building supervisor shall be responsible for sending reports to the office of the Safety Coordinator by the 5th of each month reporting drills for the preceding month.

III. Severe Weather Notification

When a Tornado Watch or Severe Thunderstorm Alert is issued for the Norman area, the Civil Defense Director will contact the Administrative Services Center and so advise the Superintendent. Each site will then be notified by the Administrative Services Center of the weather alert.

The site administrator will assign an employee to monitor the "NOAA" National Weather Service Radio for further development.

IV. Action

When the Civil Defense siren sounds, it is an indication of "imminent severe weather sighted visually or indicated by radar. Take cover immediately!" Each site administrator should immediately implement the tornado drill procedures for that site.

No "pre-warning" is sounded. No "all clear" is sounded. Two siren signals issued close together in time means two funnels have been sighted.

The sirens are tested each Friday at noon, if clear weather prevails, during the spring, summer and fall.
Please complete this form recording the date and time after holding your fire, tornado, or lockdown drill, and send a copy along with After-Action Drill Evaluation Report and Homeland Security Verification, if applicable, to:

**Safety Coordinator**
**Instructional Services Center (ISC)**

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<th>Drill: (Circle one)</th>
<th>Fire</th>
<th>Tornado</th>
<th>Preventative</th>
<th>Intruder</th>
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<td>(Soft Lockdown)</td>
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Specify

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<th>Principal’s Signature</th>
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**SEMESTER 1**

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**SEMESTER 2**

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<tr>
<td>Tornado Drills</td>
<td>Any time this month</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soft Lockdown (Preventative)</td>
<td>Maximum 2 each semester (cannot have on same day as Hard Lockdown)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hard Lockdown (Intruder)</td>
<td>1st 15 days of semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Drills</td>
<td>2 additional safety drills (any of the above) must be held each year</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Revised 8/2015
Regulation 2002-7
Safety Check Lists and Inspection Reports

The Chief Operating Officer shall be responsible for the program designed to ensure the security, protection and safety of personnel and property of the District.

I. PROCEDURES

A. Custodial Boiler Report

Items listed for each building at each site will be checked visually each day and initialed by the custodian conducting the check on the form provided. Any malfunctions are to be reported to the Director of Central Services immediately. Report forms are to be sent to the Director of Central Services by the 5th day of each month.

B. Maintenance Boiler Inspection Reports

Items listed for each building at each site will be inspected monthly and initialed by the plumber conducting the inspection on the form provided. Any malfunctions are to be repaired immediately and noted on the report. Inspection report forms are to be given to the Director of Central Services by the 5th of each month.

C. Fire Safety Inspection Reports

Fire safety inspections are conducted yearly by the Norman Fire Department in the fall. The reports will be sent to the Chief Operating Officer who will be responsible for implementing any changes necessary.

D. Fire Extinguisher Inspection Tags

A fire extinguisher maintenance company will inspect and service all fire extinguishers in the District annually. This will usually occur during the summer. Following the inspection, the company will place a dated tag on the extinguisher.

If an extinguisher needs service at another time, contact the Director of Central Services.

E. State Inspection - Hot Water Tanks

Hot water tanks are inspected on an annual basis by the State of Oklahoma at each site. A report of the inspections is sent to the Director of Central Services who is responsible for making changes/repairs as indicated.

F. State Inspection - Boilers

Boilers are inspected annually by the State of Oklahoma at each site. A report of the inspections is sent to the Director of Central Services who is responsible for making
changes/repairs as indicated. When a boiler has passed inspection, the District is given a tag to place on it.

G. Roof Drain Inspection

Roof drains will be inspected visually each week by the custodian who will initial the form provided.
Regulation 2002-8 (revised 6/16/16)
Student Accident Reports

When a student is injured at school, on a bus, or during a school sponsored activity or trip, prompt submission of an electronic Student Accident/Injury Report is required. If uncertain whether to complete a report or not, it is better to capture the information immediately rather than having to reconstruct it from memory at a later date.

The Student Accident/Injury Report may be completed electronically by accessing the “Staff” section of the Norman Public Schools web page.

I. Individuals responsible for completing Student Accident/Injury Report

Staff members who witness an accident or incident shall complete an accident/injury report. If there are no witnesses, a staff member to whom the student reports the accident/injury shall complete the report.

Staff members who speak with a parent or guardian who report an accident/injury shall complete the report.

II. Conditions requiring submission of a Student Accident/Injury Report.

Examples of incidents and injuries that require submission of a report include:
A. Incidents in which bodily harm has occurred.
B. An injury that requires a student to leave the school or activity in order to receive medical treatment.
C. An incident requiring an ambulance to be called regardless of whether the student is transported or not.
D. When a parent/guardian is notified that the student was injured
E. When a parent/guardian notifies the school that they have taken their child to a doctor because of an injury received at school or during a school event.
F. An injury involving weather conditions.
G. An injury, which may have been partially or wholly caused by a physical condition of the facility.
H. An injury occurring on a school bus or van during routine transportation.
I. An injury involving head, neck, or spine.
Regulation 2002-9
Injury Reports

The Chief Operating Officer shall be responsible for the safety education and accident prevention program for all district employees.

Each supervisor shall be responsible for instructing the employees under his/her supervision in the safe performance of their duties and shall be responsible for sending reports to the Benefits Coordinator as directed.

I. Accident/Injury Reports

A. Site administrators, directors or any school employees having direct supervision of other school employees will maintain a supply of the Employee Incident Report, the Supervisor’s Investigation Report, and the Employee Accident Witness Report.

B. If an employee accident/injury is reported, the Employee Incident Report and the Supervisor’s Investigation Report must be completed and faxed within 24 hours of the accident/injury to Personnel Services at the Administrative Services Center.

C. The supervisor will retain a copy of the reports for the site's file.

D. Personnel Services will maintain a copy of the report for the District's file and report the accident/injury to the insurance company for the workers compensation.

II. Statutory Provisions

In compliance with state statutes (70 O.S. 1997 § 35f et seq.), school personnel who are injured during performance of duties shall receive full wages during their absence.
**Regulation 2002-10**

**Use of District Owned Equipment**

The following conditions must be met for all district-owned equipment loans:

The building principal must authorize, in writing, all equipment loans noting borrower, description, loan period, and serial numbers and/or inventory identification number.

District-owned equipment will not be loaned if the loan will cause a disruption in the regular educational program.

District-owned equipment not intended for portable use, such as desks, bleachers, score boards, etc. will not be loaned.

Vehicles and implements such as tools, lawn equipment, cleaning equipment, plumbing equipment, etc. will not be loaned.

If district-owned equipment requires repair, the borrower will not personally attempt repairs, but will report the problem upon return of the equipment.

The employee will reimburse the District for repair to the district-owned equipment within two weeks of receipt of the bill from the District for the repair.

If district-owned equipment is lost or stolen while in an employee's possession, the loss or theft must be reported within two working days. The employee will take action to reimburse the District for the lost or stolen district-owned equipment within two weeks of the return date on the agreement or the District will deduct the cost of the equipment from the employee's salary.

If costs are incurred for the use of the district-owned equipment while the equipment is in an employee's possession, the employee will reimburse the District immediately upon notification by the District of the amount of such charges unrelated to the professional use of the equipment.

All district-owned property borrowed will be returned to the site specified on the date specified in the written agreement.
NORMAN PUBLIC SCHOOLS
DISTRICT-OWNED EQUIPMENT LOAN FORM

Description of Equipment: ______________________________________________

Serial Numbers and/or Inventory Identification Number: _____________________

Employee's Name: ___________________________ Home Phone: ______________

Address: _________________________________ School: ______________________

Loan Date: _____ Return Date: _____ Time: _____ Return to:(Site)___________

Comments: ____________________________________________________________

I have received the district-owned equipment listed above. If the district-owned equipment is lost, stolen, or damaged while in my possession, my Renters/Homeowners insurance will cover the replacement costs of the district-owned equipment, or I assume that responsibility. I will take action to reimburse the District for the equipment within two weeks after the scheduled return date or the District may deduct the cost of the equipment from my salary. If district-owned equipment requires repair, I will not personally attempt the repair, but will report the problem upon return of the equipment. I will reimburse the District for repair to the district-owned equipment within two weeks of receipt of the bill from the District for the repair. If expenses are incurred for the use of the district-owned equipment, I will reimburse the District immediately upon notification of the amount of those charges unrelated to the professional use of the equipment.

Employee's Signature: __________________________________________________Date:

_________________________

Granted by:___________________________________________________________

Date returned: ___________ Returned to: (Site)_____ Return Condition: ______

Signature (upon return): _______________________________________________

Date reported lost or stolen: _______ Employee's signature: __________________

Repairs required: _______________________________________________________

Employee's signature: _____________________________________________

Charges unrelated to the professional use of the equipment: yes / no
Regulation 2002-11
Commissioning of Campus Police Officers

I. Commissioning

In Compliance with state statutes O.S. 1991 § 360.18 and 74 O.S. 1991 § 360.19, the Board may employ and commission campus police officers. Police Officers will be registered with the CLEET office at the time of their employment.

II. Responsibilities

Officers shall be responsible for:

A. Assist in a supervisory capacity in the provision for the security and protection of all students, staff and property.

B. Patrol district/site buildings and grounds to prevent fire, theft, vandalism and illegal entry.

C. Confront unauthorized persons and/or call police for assistance according to site emergency action plan.

D. Sound fire signal to alert fire department and school personnel in event of fire and assist in extinguishing fire.

E. Patrol school grounds to detect unauthorized persons or vehicles, check cars for parking authorization and determine if vehicles are parked in restricted area.

F. Confront unauthorized student activities in and around the site.

G. Report to the principal or his/her designee any irregular activities or illegal persons on school property.

H. Enforce school rules pertaining to illegal use of drugs and alcoholic beverages.

I. Perform other duties as assigned by the Superintendent or his/her designee or the site principal.
Regulation 2002-12
Requesting Police Officers for Emergencies and School Activities

Procedures for requesting police officers shall be as follows:

I. Life Threatening Situations

For life threatening situations, the principal will:

Call 911 and contact Campus Police.

II. Non-Threatening Situations

For non-emergency situations, the principal will:

Contact Campus Police.

III. Security for School Related Activities

The principal should contact Campus Police and request an officer(s) for the activity. Campus police will need to know the date, time, place, name of activity and number of hours.

Following the event, principal will have the officer(s) sign a site claim form and payment will be made from the site's Activity Fund.

IV. Trespassing

In a trespass situation, if police assistance is required to remove an individual from the site, the principal or designee must sign a complaint form before removal occurs. These forms will be made available by the Police Department at each site.
Regulation 2002-13
Storage of Contraband and Dangerous Substances

A central storage area for all contraband and dangerous substances will be established and maintained under the direction of the Superintendent and by the Campus Police.

Upon seizure of any contraband or dangerous substance, a Norman Public Schools Property Custody Form will be filled out and the Campus Police notified to pick up the item.

Upon completion of all necessary legal action the school submitting the item will notify the Campus Police so that he/she may dispose of the item.
Regulation 2002-14
Reporting Incidents of Inappropriate Behavior Towards Students

When an incident is reported to the school, the principal or designee will obtain as much information as possible (description of the individual being reported, make of car, tag number, etc.).

The principal or designee will report the information to the Norman Police Department (ask for the Juvenile Detective and leave a message for the Community Relations Officer), Director of Student Services and the Campus Police.

The decision to make a report of an incident to the community at large will be determined on an individual basis. The principal and Director of Student Services will make the decision after consulting with the proper authorities.

Employees will cooperate with law enforcement agencies in these matters as in all other areas of safety and protection of the youth of our community.
POLICY 2003 (Revised 9/9/13, 10/13/14)
COMMUNICATION

State statutes mandate that the Board "maintain and operate a complete public school system of such character as the board of education shall deem best suited to the needs of the school district." The Board considers the area of communication among Board, administration and all other personnel to be of vital importance in enabling the Board to perform this mandate (70 O.S. §5-117).

I. Community Involvement

The Board recognizes that the public schools belong to the community and that support of the schools is dependent upon full knowledge, understanding and participation of the staff and citizenry.

The District affirms as its policy to:

Keep the staff and citizens informed through appropriate means of communication on policies, programs and planning of the school system.

Solicit the advice and counsel of staff, students, parents, the professional organizations and others on basic issues through appropriate channels of feedback and advisory councils.

Cooperate with the news media as a primary purveyor of public information and recognize its right to such information in a timely manner.

Assure that the community has access to "public records" but to uphold its obligation to safeguard staff, students, and parents from invasion of personal privacy or violation of civil rights. Thus certain information will be kept confidential as prescribed by law.

The administrative, instructional and operational staffs are charged with carrying out this policy as an integral part of their regular activities and responsibilities.

II. Open Records

The Board of Education will make available the public records of the District as defined in 51 O.S. 1996 § 24 A. 1-23. The Clerk of the Board is designated as the official custodian of all district public records. An appropriate charge will be made for the recovery and reproduction of public records of the District as authorized by law. The Superintendent shall prescribe procedures to implement the requirements of this law and achieve compliance by the District.

Material not designed specifically for dissemination to the public will be distributed at a charge reflecting the estimated cost of duplicating, handling and mailing.

III. Internet Use

Employees are to utilize District computers, networks and Internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as
long as such use does not interfere with the employee’s job duties and performance, with system operations or other system users. “Incidental personal use”, is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures, rules and regulations.

Any violation of this policy and/or other established regulations governing computer use may result in disciplinary action, up to and including termination. Illegal uses of computers may also result in referral to law enforcement authorities.

All District computers and servers remain under the control, custody and supervision of the Norman Public School District. Norman Public School District reserves the right to monitor all computer and Internet activity by employees. Employees have no expectation of privacy in their use of school computers.

The Superintendent or designee may develop additional administrative regulations governing the day-to-day management and operations of the Norman Public School District’s computer system as long as they are consistent with Board Policy. The Superintendent or designee may delegate specific responsibilities to building principals and others, as he/she deems appropriate.

IV. Inter-School Mail

Inter-school mail delivery will be provided by the District for official school business. Service will not be provided to agencies and/or groups of people who are not connected with the conduct of official school business.

V. Video Resource Center

The Video Resource Center serves to support and enhance the use of video in the schools, to provide District information to patrons and personnel, and to provide a television production laboratory setting for students.

The Video Resource Center shall not be used for projects that violate copyright limitation, that compromise community standards, or that are deemed to be contrary to the purpose and standards of the District.

The Superintendent or his/her designee shall be responsible for developing guidelines and regulations concerning the administration and use of the Video Resource Center.

VI. Website Use and Development

The Norman Public School District encourages school personnel to create and maintain websites for educational purposes and to share information with parents and the public in support of parent and community engagement. District and individual school websites shall be used to share information about school curriculum and instruction, school-authorized activities, and other information relating to our schools and our mission. Websites shall also provide instructional resources for staff and students. Staff or student work may be published only as it relates to a class project, course, or other
school-related activity. Students, staff or other individuals may not use District, school or classroom web pages or resources to provide access to or manage their personal web pages.

Materials displayed on websites are published on the Internet. Therefore, the content shall be of professional quality and consistent with the education mission of the school system. Websites shall follow standards for ethical behavior in regard to information and technology by showing respect for the principles of intellectual freedom, intellectual property rights, and the responsible use of information and technology. Pages shall reflect an understanding that both internal and external audiences will be viewing the information.

Any sites or links representing the District shall contain disclaimers to follow state and federal statutes, guidelines and responsibilities pertaining to content standards, student records, copyright and technical standards which are contained in the administrative regulations.

Any violation of this policy and/or other established regulation governing computer use may result in disciplinary action, up to and including termination. Illegal uses of computers may also result in referral to law enforcement authorities.

Due to the changing nature of technology and its applications in the District, the Board authorizes the Superintendent to develop regulations to fully administer this policy.

VII. Distribution of Materials

The District may allow the distribution of literature or the posting of notices in buildings which relate to school activities, 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 entities may utilize District facilities for the distribution of written materials according to the procedures and criteria set forth below. The provisions of this policy do not apply to the distribution of official school publications including but not limited to, 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 or associations, the Norman Public School Foundation, and school booster clubs, materials produced or provided by city, county, state, or federal governmental agencies, or materials provided by licensed care providers operating on District campuses. This policy shall also apply to the distribution of non-school publications and materials by students.

A. Materials to Be Distributed

Those not for profit entities which provide community-based youth-related activities shall be allowed to distribute material related to those events in the elementary schools, middle schools, and high schools of the District at any time determined appropriate by the District. Material to be distributed shall be reviewed by the Director of Student Services (dependent upon grade level) to determine that it relates to a community-based youth-related activity and is appropriate for the age group to which it will be distributed.
B. The District shall not allow the distribution of materials which:

1. promote organizations, individuals, or groups who are for profit corporations or businesses;
2. depict tobacco products, alcohol products (including beer), drugs, or drug-related paraphernalia or products;
3. depict sex or sexual activity, or which are lewd, indecent, vulgar, obscene, or pornographic;
4. attack ethnic, religious, or racial groups (i.e., "hate" material);
5. promote hostility, disorder, or violence;
6. promote, endorse, or oppose any political candidate, beliefs, party, or issues;
7. violate any applicable copyright laws;
8. invade the privacy of others;
9. promote illegal activities for minors;
10. are defamatory, libellous, misleading, or false;
11. are not age-appropriate;
12. promote discrimination on the basis of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information;
13. are deemed to be detrimental to students and would substantially disrupt or interfere with the school’s activities.

Literature and postings providing information of an event sponsored by a for-profit entity may contain the name and address of the sponsor located in the header or footer of the document. The notice should include “Sponsored by” and only the name and address of the sponsor and should not be larger than one inch in height.

C. Distribution Procedure

All materials other than school sponsored materials sought to be distributed to students shall be submitted to the Director of Student Services two weeks prior to the date being sought for distribution or posting. Material which is acceptable for distribution shall be distributed in a time and manner deemed appropriate for the material and age group. The person or entity distributing the material shall be responsible for delivering the material to be distributed to the place designated by the District. Persons who deliver and/or place the material for distribution 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 distributed. Teachers, principals, or other school employees or agents shall not communicate with any person on school property for the purpose of soliciting, encouraging, or pressuring any person to take such materials. In addition, to making material available for distribution, persons or entities may, if deemed appropriate, post an announcement or flyer on a bulletin board designated by the principal for community-based youth-related activities. Material posted on such bulletin board may be removed after the date of any event being promoted or within a reasonable time determined by the principal.
When planning to release information that is to be shared via district-wide communication media, including but not limited to the district website, electronic newsletters, social media and the district mobile application, the party responsible for the information should submit it to the Executive Director of Communications and Community Relations at least twenty-four (24) hours prior to the release when possible.

D. Violation of 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.

E. Disclaimer Sign Required

All materials and the distribution point, including any bulletin board designated for community-based youth-related activities shall contain the following statement: materials approved for distribution are not sponsored or endorsed by Norman Public Schools. The disclaimer may be waived at the discretion of the Superintendent.

VIII. Political Activities Involving Students and School Employees

Because it is important for school employees and students to be well informed on political issues and affairs of city, county, state and federal government, school employees and students shall be free to engage in political activities and to campaign and run for political office in accordance with the limitations established by the Board.

IX. Record Management Programs

The Superintendent or his/her designee shall establish a records management program which will ensure that records are retained as long as required by local, state and federal agencies and as long as needed for administrative, legal and fiscal uses. The program shall also ensure that records of enduring value are retained for historical and research purposes.

The Records Retention Schedule as printed in the handbook on the records management program shall be the schedule for records retention for the District.
Regulation 2003-1 (revised 9/9/13)
Submitting News Stories

I. News Releases

News releases relating to the District or its schools will be released through the Executive Director of Communications and Community Relations as authorized by the Superintendent.

News releases relating to an individual site or program may be released to the news media with the approval of the Executive Director of Communications and Community Relations as authorized by the Superintendent.

II. Interactions and Interviews with News Media

The Superintendent and the Executive Director of Communications and Community Relations are the spokespersons for the District. Other District staff may receive authorization to speak on behalf of the district or a particular school site by contacting either the Office of the Superintendent or the Executive Director of Communications and Community Relations.
Building Level Communications

Each school will maintain a planned communications program, including as a minimum the following as regular communication channels:

I. Reporting Student Progress
   Parent-teacher conferences will be held in all schools two times per year. Grade cards will be used as a means of communicating student progress at the end of each quarter.

II. Websites
   Each school site is to designate a site Webmaster to maintain a school website designed to share information to parents and the public and to serve as an instructional resource. School websites should always contain the same information that is broadcast or published through other communication avenues. Deadlines and student opportunities should be given prominence so they are not missed by parents. Information on the website should keep pace with what is occurring at school and/or being taught in the classroom as well as including information such as deadlines or expectations that have been communicated in school and/or class announcements. Information on the website should also be retained on the site as long as it is relevant information. Conversely, information should be removed as soon as it is no longer relevant or accurate so as to not confuse or give erroneous information to the public.

III. Infinite Campus
   Infinite Campus is the District’s official parent notification medium when emergency communications are required; it provides information to parents via email, phone message and mobile text messages. Infinite Campus is also an effective tool for sending regular, non-emergency messages and newsletters from principals, departments/advisory teams and/or classroom teachers. Infinite Campus is a priority tool as it contains the official contact information supplied by parents at enrollment.

IV. Parent Portal
   In addition to parent-teacher conferences, Parent Portal is the primary tool for the District to share current student grades and academic status with parents and guardians. As such, faculty members are to input grades into Parent Portal in a timely manner, no less than once per week or as soon as new grades are available. Inconsistent entries in Parent Portal by faculty jeopardize the integrity of the reporting system.

V. Mobile Application
   The NPS mobile application allows district, school and individual classroom Push messaging. Such messages are effective for conveying brief messages and reminders or directing parents and students to where they may acquire more detailed information of which the school wishes them to be aware.

Administrators shall not rely solely on the mobile app to provide information to the public but should avail themselves to use it as part of a coordinated communications effort with the other
communication tools made available by the district. Principals who authorize faculty to “Push” classroom-level messages shall also subscribe to such messaging.

Any messaging performed with the application is one-way communication and should be used solely for general classroom or school information. Communication must be of a professional nature and must not violate FERPA laws and guidance. Messaging on behalf of a third, for-profit party is strictly and expressly prohibited. Administrators and faculty members are accountable for the content of any messages that they send.

VI. Newsletters and/or Infinite Campus Messaging
Building administrators will send a regular printed or electronic newsletter and/or a regular Infinite Campus email update to the parents of the students attending their school.

Information copies of the newsletter or Infinite Campus updates should be sent to the Director of Student Services or the Assistant Superintendent of Student Services and the Executive Director of Communications and Community Relations.

VII. Communication with Parents
Building administrators and faculty will respond to parent and/or guardian emails and phone calls in a timely manner. All communication with parents shall be of professional quality and consistent with the education mission of the school system.

VIII. Parent Organizations
Each school will encourage and maintain an active parent organization as an advisory support group to the school.

IX. Communications with Staff
Each principal will communicate regularly with staff via bulletins, email, conferences, and staff meetings.

X. Communications with the Central Administration
Building administrators will keep the central administration informed of instructional and management developments in their schools through communication with the Director of Student Services. Building administrators or their designees shall notify the Executive Director of Communications and Community Relations of any developments that would be of interest or concern to parents and the general public.
Regulation 2003-3 (revised 9/9/13)
Internet and Computer Use by Employees

I. Acceptable Uses of Computers and the Internet

Employee access to Norman Public School District computers, networks and Internet services is provided for administrative, educational, communication and research purposes consistent with educational mission, curriculum and instructional goals. General rules and expectations for professional behavior and communication apply to use of Norman Public School District computers, networks and Internet services.

The level of access that employees have to school unit computers, networks and Internet services is based upon specific employee job requirements and needs. Computers should be used for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee’s job duties and performance, with system operations or other system users. “Incidental personal use” is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures, rules and regulations.

Employees may communicate information concerning pending legislation that could impact the District.

II. Prohibited Use of Computers and the Internet

The employee is responsible for his/her actions and activities involving school unit computers, networks, and Internet services and for his/her computer files, passwords and accounts. General examples of unacceptable uses, which are expressly prohibited, include but are not limited to the following:

A. Any use that is illegal or in violation of other Board policies, including harassing, discriminatory or threatening communications and behavior, violating of copyright laws, etc.

B. Any use involving materials that are obscene, pornographic, or sexually explicit.

C. Any inappropriate communications with students or minors.

D. Any use for private financial gain, or commercial, advertising or solicitation purposes.

E. Any use as a forum for communicating by e-mail or any other medium with other users or outside parties to campaign, solicit, proselytize, advocate or communicate the views of an individual or non-school-sponsored organization; to solicit membership in or support of any non-educational-related organization, whether for-profit or not-for-profit. No employee shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, students, and/or their families for non-school purposes. Employees
who are uncertain as to whether particular activities are acceptable should seek further
guidance from the building principal or their appropriate administrator.

F. Any communication that represents personal views as those of Norman Public School District
or that could be misinterpreted as such.

G. Downloading or loading software or applications without permission from the system
administrator or the building site contact person.

H. Opening or forwarding any e-mail attachments from unknown sources and/or that may
contain viruses.

I. Sending mass e-mails to school users or outside parties for school or non-school purposes
without the permission of the system administrator or building principal.

J. Any malicious use of disruption of computer, networks and Internet services or breach of
security features.

K. Any misuse or damage to computer equipment.

L. Misuse of the computer passwords or accounts (employee or other user).

M. Any communications that are in violation of generally accepted rules of network etiquette
and/or professional conduct.

N. Any attempt to access unauthorized sites.

O. Failing to report a known breach of computer security to the system administrator.

P. Using school computers, networks, and Internet services after such access had been denied
or revoked.

Q. Any attempt to delete, erase or otherwise conceal any information stored on a computer that
violates these rules.

R. Using the District web pages to provide personal information or provide links to any non-
school related personal pages on site servers, district servers, other servers, or online services.

S. Any violation of Norman Public Schools’ Web Site Use and Development policy.

T. Campaigning and/or lobbying.

III. Privacy

Norman Public School District retains control, custody and supervision of all computers, networks
and Internet services owned or leased by the District. Norman Public School District reserves the
right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy regarding their use of school computer, including e-mail messages, web pages and stored files.

IV. Confidentiality of Information

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential. Student data on District websites will be protected in accordance with Federal Regulations and State Statutes regarding student confidentiality.

V. Social Media

The district defines social media as the integration of technology, telecommunications, social interactions and relationships with the strategic construction of words, pictures and/or video. Common social media platforms include but are not limited to Facebook and Twitter.

The District does not sanction building administrators and staff to use social media platforms for personal use during business hours. Use of social media is allowable as a method to engage and inform the community and parents of school/district relevant information. Use of social media as an information tool in no way supersedes requirements or restrictions outlined in district and site crisis management procedures.

Staff members who engage in social media should be mindful that certain behavior and messaging on social media platforms may impact their credibility and effectiveness as employees of the district. As in other media or venues, communication through social media platforms must be professional in nature and in alignment with the district’s academic mission.

A. Building Level Use

Social media platforms should only be used to convey academically or school culture specific information. The following procedures will be followed:

1. The identified school Webmaster and Principal shall both have access and administrative rights to the school account. Both of these persons shall be responsible for the information that is presented on the official school account.
2. Staff will complete district provided training prior to utilizing social media platforms.
3. The school account is to be used for information sharing by school staff only; any chat or comment functions must be disabled.

B. Class Level Use

School faculty may utilize social media account for instructional purposes and shall observe the following restrictions:
1. Teachers are reminded that all district policy and federal/state laws (i.e. FERPA) must be observed, platforms must be age appropriate and usage must be in accordance with the terms of use for each platform.
2. Sharing of information that is not closely related to class subject matter and/or class lessons is expressly forbidden.
3. The class account is to be used for information sharing by the teacher only; any chat or comment functions must be disabled.
4. Staff will complete district provided training prior to utilizing social media platforms.

If a teacher feels that his/her class(es) would benefit from a more active dialog via comment functions, the teacher may apply with the school principal for access to such functions. The following procedure will be followed for such applications:

1. The teacher will submit a written request to their school principal. The written request will provide sufficient detail to support the teacher’s request.
2. The principal will respond to the request no later than ten (10) calendar days after submission of the request. Requests that are granted will include a reminder that the teacher is responsible for primary monitoring of any communication and that revocation of the granted privilege is at the principal’s discretion should he/she become aware of any misuse. Requests that are denied will include an explanation as to why the request was not granted.
3. The principal has final decision-making authority on granting or denying application for greater access.
4. Principals shall provide District Computer Services with written notice for each staff member approved.

VI. Staff Responsibilities to Students

Teachers, staff members and volunteers who utilize school computers for instructional purposes with students have the responsibility to monitor and supervise such use. Teachers, staff members and volunteers are expected to be familiar with Norman Public School District policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees/volunteers become aware of student violations, they are expected to stop the activity and inform the building principal or other appropriate administrator.

VII. Compensation for Losses, Damages

The employees shall be responsible for any losses, costs or damages incurred by Norman Public School District related to violations of Policy and/or these rules.

VIII. School Unit Assumes No Responsibility for Charges or Costs for Illegal Use Norman Public School District assumes no responsibility for any unauthorized charges made by employees including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.
Regulation 2003-4 (revised 9/9/13)
Open Records

In accordance with state law, all records (as defined in 51 O.S. 1996 § 24 A.3) of public shall be open to any person for inspection, copying and/or mechanical reproduction during regular business hours, or electronically, on the form provided for such purpose and posted on the District Web site.

I. Procedures for Obtaining Records

All requests for inspection and/or copying of records must be submitted in writing to the Custodian of Public Records (Clerk of the Board of Education or his/her designee, 131 South Flood, Norman, Oklahoma 73069) on the form provided for such purpose.

Upon receipt of any such request the following provisions shall apply:

A. Each request shall be given a response as soon as possible but not later than the end of the tenth (10th) business day following the date the request is received;

B. If by the end of the tenth (10th) business day following receipt of the request access to the designated records has not been granted, the Custodian of Public Records or his/her designee shall provide a detailed explanation of the cause for further delay and the earliest time and date the records will be available for inspection or, if access is denied, a statement of the grounds for denial.

C. If a request is denied, a written statement of denial stating the grounds for such shall be furnished to the requester not later than the end of the tenth (10th) business day following receipt of the written request.

D. In the event a request is denied, the requester shall be entitled to make a written appeal to the Superintendent who shall act thereon within three (3) business days after receipt of the written appeal. In the event the written appeal is denied by the Superintendent, the requesting party may appeal in writing to the Board of Education at least seven business days prior to its next regular meeting.

E. Public records of the District will be available for inspection and/or copying Monday through Friday during regular business hours except on the holidays and non-duty days specified in the district's academic calendar.

F. No original public record shall be removed from any facility without the written permission of the Custodian of Public Records or his/her designee. Copies must be made only while the records are in the possession, custody and control of the administrator of the department and shall be made under the supervision of such administrator.
II. Fees

A. Except where otherwise provided by law, a charge will be made to cover the cost of making copies, staff time, computer time, etc. Fees shall be collected in cash prior to the making of copies or conducting requested search for materials. Fees shall be remitted to the Treasurer and will be credited to the General Fund.

B. The Custodian of Public Records or his/her designee shall discuss with each requester the cost involved in the copying or search requested, shall collect and receipt for costs paid in advance by the requester and then make or allow the copying or research to the extent of the fee collected.

C. Any requester who feels aggrieved by the cost proposed to be collected for copying and/or search may appeal in writing to the Superintendent who shall render a decision thereon within three business days from receipt of such appeal.

D. The requester may make a written appeal from an adverse decision by the Superintendent to the Board of Education. Such an appeal must be filed not less than seven business days before the next regular meeting of the Board.

E. Fees for conducting requested searches and for making copies of public records are hereby established and shall remain in effect until further notice as follows:

1. The search fee will be sufficient to cover the actual hourly wage rate of the employee(s) doing the search for the time actually required.

2. Reproduction fees:

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copier (8 1/2 x 14 or smaller)</td>
<td>25¢ per page</td>
</tr>
<tr>
<td>Certified copy (8 1/2 x 14 or smaller)</td>
<td>$1.00 per page</td>
</tr>
<tr>
<td>Computer printouts</td>
<td>$1.00 per page</td>
</tr>
<tr>
<td>Photographs</td>
<td>Actual commercial cost</td>
</tr>
<tr>
<td>Audio cassettes</td>
<td>$20.00 per cassette</td>
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3. Computer tapes, disks, records, film recording and all other materials not specifically noted above will be subject to a copying fee based on the actual cost of copying, labor and materials which shall include the cost of paper, electricity and any other expense to the District.

F. A statement of the search and copy fees set forth herein shall be posted in the office of the Administrative Services Center and filed in the office of the County Clerk of Cleveland County.
NORMAN PUBLIC SCHOOLS
REQUEST FOR INSPECTION AND/OR COPYING PUBLIC RECORDS

Please print or type:

Date of Request_________________

Name___________________________________________________________________
Address_________________________________________________________________
City, State, Zip Code_______________________

Telephone No.  Home:_______________ Work:_____________ Description of Records Requested:
________________________________________________________________________
________________________________________________________________________

Signature of Requester
____________________________

If by the end of the tenth business day following receipt of this request access to the public records requested is not granted, the Custodian of Public Records or his/her designee will provide a detailed explanation of the cause for further delay and the place and earliest time and date the records will be available for inspection or, if access is denied, the Custodian or designee will provide a statement of the grounds for denial.

Custodian of Public Records Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

When appropriate, a charge will be levied on requests to cover the cost of making copies, staff time, computer time, etc. Fees shall be collected in advance of releasing material.
Fee: ____________________

All records will be available Monday through Friday, 7:45 a.m. to 4:15 p.m. (except holidays and non-duty days outlined in the District’s academic calendar). Summer Hours (June-July) vary yearly and may be obtained by calling 364-1339.

All requests must be submitted in writing to the Custodian of Public Records (Clerk of the Board or his/her designee; 131 South Flood, Norman, OK 73069) on this form.
Telephone: 405-366-5961  Fax: 405 366-5851
Regulation 2003-5
Engaging in Political Activities

School employees shall be free to engage in political activities and to campaign and run for political office so long as these activities do not interfere with the proper performance of their school duties and so long as they neither use school time, school premises, supplies or equipment in these activities nor promote partisan political views in their school activities. Before filing for a political office, employees shall reach an agreement with the Board of Education on matters which might interfere with the performance of their regular school duties.

The use of administrators', teachers', and other employees' duty time or district facilities for political activities (i.e. writing, printing, painting, displaying, transporting or electioneering for persons seeking local, state, national or association offices) shall be prohibited.

With the approval of the principal, pictures or posters of candidates may be displayed and issues discussed providing political parties of all major candidates are presented on a non-biased basis.

The school may invite the appearance of political speakers if approved by the school's principal. Those appearing may explore views and issues so long as they contribute to a sound instructional program and are given fair, equal and objective treatment. Sound judgment should be exercised that such appearances are not designed to promote the fortunes of particular persons.

Students shall not be used for activities of a partisan political nature.
Regulation 2003-6 (Created 9/9/13, revised 10/10/16)
Soliciting Contributions

I. Acceptable Practices for Soliciting Contributions

Exceptions to this regulation other than those listed below must be approved by the Superintendent or his/her designee.

A. School personnel may be interviewed in the school building on school business by representatives of school supply houses with approval of the principal or his/her designee but not during the time scheduled for teaching.

B. School personnel may be interviewed by representatives of insurance companies at the invitation of the personnel in the school building in the person's office or other place in the building where other personnel are not present. The interview may not occur during the time scheduled for teaching.

C. Individual and/or group pictures may be taken at the elementary and middle schools. Participation in the taking of pictures is to be voluntary for individual schools and students.

D. Principals may authorize taking of individual or group pictures deemed appropriate for the school annuals and publications.

E. The use of students or school personnel during the school day to disseminate information for or to promote the success of various community and civic student-oriented service groups if approved by the principal will be acceptable.

F. Cooperation may be given to nonprofit community-wide social service agencies provided such cooperation does not infringe upon the time devoted to the school program.

G. At the discretion of the Executive Director of Communications and Community Relations, advertising may be negotiated and allowed where designated.

H. Authorization may be given by the principal for the use of films, audiovisual or any other materials or information, which bear the name of the sponsor but which do not in any way involve a program or presence of any agent in the classroom or contradict advocated health and citizenship practices.

I. Drives to collect money, coupons, etc., from students at school, the proceeds of which directly benefit the schools, are permissible. However, those fund-raising projects, which infringe upon or detract from the classroom activities or the education process as determined by the building principal, shall not be permitted.

II. Prohibited Practices for Soliciting Contributions

The following practices are prohibited.
A. The use of school personnel and students while in school buildings or on school property or
the use of school facilities by agents and representatives of various businesses, commercial
or financial institutions, political groups or candidates for disseminating information or to
promote the success of the business, agency, group or candidate;

B. Require or encourage door-to-door selling by students grades pre-K through 8;

C. On-campus sale of commercial articles by non school-sponsored persons or groups;

D. The use of students or teachers during the school day to disseminate information for, or to
promote the success of, various community organizations; and

E. Ticket selling in the schools for events which are not school-sponsored or school-related; and

III. Contests for Students

Participation in contests by students shall relate to the educational goals and objectives of the District.
Materials or activities required for participation shall be judged by the principal according to their
contribution to the total educational program.
Regulation 2003-7
Guidelines for Notifying Students of Non-School Related Events

Non-school related events are those events which are not related to the curriculum and student achievement.

I. Announcements

Public address systems in the schools shall be used to promote school related events approved by the principal.

No classroom announcements may be made to inform students of non-school related events.

II. Bulletin Boards

A. Bulletin Board for Posting of Non-School Related Events

1. Any poster or other announcement of a non-school related event must be submitted to the Principal or designee for approval prior to being posted on the designated bulletin board.

2. The announcement shall be restricted to not larger than 8 1/2 x 11 inches.

3. The group sponsoring the event must be clearly identified on the announcement.

4. If the announcement has been approved by the Principal or designee, the announcement will be posted on the bulletin board by the person designated by the Principal.

5. The announcement may be posted no earlier than two weeks prior to the event.

6. The announcement will be removed immediately after the event by the person designated by the Principal.

7. No announcement shall remain posted longer than two weeks.

8. An announcement of a weekly meeting may remain posted at the discretion of the principal based upon space available.

9. Posting of the following types of material is prohibited:
   a. Indecent, vulgar or lewd material or obscenity defined in reference to minors;
   b. Libelous material;
   c. Material that invades the privacy of others;
d. Material that promotes unhealthy activities;
e. Material that promotes illegal activities for minors;
f. Material that infringes upon someone's copyright; and
g. Advertising or commercial material.

III. Disclaimer

NON-SCHOOL RELATED EVENTS DISCLAIMER

Notice is hereby given to all students, faculty, parents and employees that the posting of material on this bulletin board does NOT constitute the endorsement of the event by the Norman Public Schools. The posting is provided as a public service for informational purposes in accordance with the policies and regulations of the Norman Public Schools.
Regulation 2003-8 (revised 9/9/13)
Website Use and Development

All subject matter on District web pages and their links must relate to curriculum and instruction, school-authorized activities, information about the District, student opportunities or the District’s academic mission.

Web pages that contain staff or student opinion must contain a disclaimer that states “The opinions expressed on this page do not necessarily reflect those of the Norman Public School District.”

Students, staff, or other individuals may not create links or publish the URL to their personal pages on other servers or online services.

Advertising for commercial purposes and/or products is prohibited.

Campaigning related to issues, individuals, and groups is prohibited.

Students are not allowed to upload web pages to the server. Pages created for teachers by students must comply with all policies, regulations and guidelines.

I. Quality

All work should be free of any spelling or grammatical errors.

Documents must not contain objectionable material, point directly to objectionable material, or violate District policy. Objectionable material may also be determined on a case-by-case basis by the teacher, building administrator/site supervisor.

II. Student Safeguards

Documents shall include only the first name of the student. An administrator may authorize the use of directory information, as defined by federal and Oklahoma law.

Documents shall not include a student’s home telephone number, address, email, or the full names of other family members or friends.

Published email addresses shall be restricted to those of staff members.

Pictures of students and students’ academic or creative work shall not be published without permission from the student and parent or guardian.

Student data on District websites will be protected in accordance with Federal Regulations and State Statutes regarding student confidentiality.

III. Technical Standards

A. Consistency
1. School and classroom websites shall include navigation both to the District home page and that of the school. District school and classroom web pages shall also include school and district contact information for public use.

2. A disclaimer should be included at the bottom of the page that states, “We have made every reasonable attempt to ensure that our web pages are educationally sound and do not contain links to materials that violate the District’s Student Policy on Internet and Internet Safety for the Computer Network.”

B. Usability

1. The web designer who is responsible for the web page will edit, test links and update the information on the web page.

2. Image files shall be jpeg or gif and include alt tags.

3. Pages may not contain links to other pages that are not yet completed unless there is notice that the web pages are “under construction.”

IV. Responsibility

A. District Administrators/Site Supervisors

1. The District’s web server is the property of the District, and all work published thereon must adhere to District policy.

2. District administrators will audit web sites for appropriateness.

3. The District reserves the right to remove any web pages that violate District policy.

B. School Administrators

The school principal should have personal knowledge of any web site at his/her school.

The principal should regularly visit the school web site and site staff web pages to check for appropriateness and legal issues such as copyright.

C. Site Webmaster

The site webmaster must keep his/her password secure to ensure that unauthorized persons are not able to upload or change the site web pages.

The site Webmaster shall ensure that his/her principal and/or the Executive Director of Communications and Community Relations is able to access the web page should it become necessary to alter the Website in the Webmaster’s absence or illness.
When the site Webmaster links to a teacher web page, he/she should check the content of the teacher’s pages.

The Principal and site Webmaster are responsible for ensuring all content on the school-level Web pages are current and useful to the parents and the general public.

D. All employees

Responsible for the content of their web pages and for any student or volunteer’s material used on their web pages.

Teachers and staff must use their own original material unless they have written permission or legal license to use other materials (this includes text, graphics, images, audio and video clips).

Unless there is a clear statement that material is “public domain” and available for free use, one should assume it is copyrighted.
Regulation 2003-9 (revised 9/9/13)
Thursday Folders

Approved items from community organizations will be sent out on the first and third Thursday of each month unless the date falls within the first week of school. Some dates will be adjusted due to holidays.

The following steps will be followed for information included in Thursday Folders:

Step 1: Approval of flyer
The flyer must be submitted to the Director of Student Services, 131 South Flood, two weeks prior to the Thursday folder date. Approved flyers will be stamped “Approved for Distribution.” Copies of approved flyers will be provided to the Executive Director of Communications and Community Relations by the office of the Director of Student Services. Approval of the flyer does not constitute use of facility.

Step 2: Preparation of flyers for distribution to schools
Flyers must be bundled in groups of 25 by school site. Number of flyers needed for each school will be provided. Flyers must be placed in a brown paper sack or plastic bag. The flyers must be secured in a bag with tape, rubber bands or staples so they will not spill from the bag. An approved flyer must be attached to the outside of each school’s sack. Put the grade(s) on the outside of each school’s sack if only for a specific grade level. Include a contact name and phone number on copy attached to school bundle. Flyers must include the following statement: Materials approved for distribution are not sponsored or endorsed by Norman Public Schools.

Step 3: Deliver flyers to the NPS Warehouse
Flyers must be delivered to 4100 N. Flood (west side of building) 7:30 a.m. - 3:30 p.m., no later than 9:00 a.m. on the Thursday preceding the distribution date.
POLICY 2004 Child Nutrition and District Student Wellness Policy (created 10/2/17, revised 11/19/18)

I. Purpose
The Norman Public Schools recognizes the important role that schools play in the development of children’s lifelong health habits, their ability to learn, and their overall well-being. Schools can improve the health of students not only by educating them about the importance of healthy behaviors, but also by implementing policies that promote those behaviors.

Therefore, the District establishes the following policy to promote the health and wellness of students and to ensure its schools comply with those standards established by federal and state law. Specifically, this policy requires all schools in the District to:
A. Allow parents, students, and representatives of the school food authority, physical education teachers, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, review, and update of the school wellness policy.
B. Establish nutrition guidelines that meet or exceed the United States Department of Agriculture’s (USDA) school meal requirements and the nutrition standards for competitive foods and beverages (i.e. foods and beverages sold in vending machines or school stores).
C. Create goals for nutrition promotion and education, physical activity and physical education, and other activities that promote student health.
D. Adopt a plan to ensure the policy is properly implemented, regularly assessed, and periodically updated.

II. School Meal Requirements
The District will make nutritious foods available on campus during the school day to promote student and staff health. At a minimum, the District Child Nutrition Program will serve reimbursable meals that meet the United States Department of Agriculture’s (USDA) requirements and follow the Dietary Guidelines for Americans (DGA). The District will also ensure that schools will encourage students to start the day with a healthy breakfast and provide breakfast through the USDA School Breakfast Program.
Specifically, the District will ensure that all meals are:
A. Accessible, appealing, and attractive to all children
B. Served in a clean, pleasant, and supervised setting
C. High in fiber, free of added trans fats, and low in added fats, sugar, and sodium
D. Respectful of cultural diversity (e.g., students will be encouraged to suggest local, cultural, and favorite ethnic foods) and religious preferences
E. Reviewed by a registered dietitian or other certified nutrition professional; based on a meal plan provided by a professional resource (such as the State Department of Education, the USDA, the Alliance for a Healthier Generation, or The Lunch Box)

III. Water
Schools will make clean drinking water available and accessible without restriction and at no charge at every district facility (including cafeterias and eating areas, classrooms, hallways, and faculty lounges) before, during, and after school. Schools will also ensure the following:
A. Students will be provided drinking cups, glasses, or reusable water bottles in places where meals and snacks are served.
B. Students will be allowed to bring drinking water from home and take water into the classroom, provided that the water is in a capped container, such as a bottle, to prevent spills.
C. All water sources and containers will be maintained on a regular basis to ensure good hygiene standards (including drinking fountains, water jugs, hydration stations, and other methods for delivering drinking water).

IV. Information and Promotion
As required under the National School Lunch Program (7 CFR 210.12), the District will promote activities to involve students and parents in the School Lunch Program. In addition, the District will do the following:
A. Inform families about the availability of breakfasts for students.
B. Distribute materials to inform families of the availability and location of free Summer Food Service Program meals for students when school is not in session.
C. Post information on the nutritional content and ingredients of school meals on menus in the cafeteria, on the District website and/or websites of individual schools, and/or in school newsletters.
D. Provide applications for reimbursable meal programs to families at the beginning of the school year and make applications available on the District website.

V. Adequate Time to Eat
The District will allow students at least 10 minutes to eat breakfast and 20 minutes to eat lunch from the time they are seated.

VI. Competitive Foods and Beverages
All competitive foods and beverages (i.e. foods and beverages sold in vending machines or school stores) sold to students during the school day must meet or exceed the USDA’s Smart Snacks standards.

VII. Other Foods Provided at School
The District will provide parents and teachers with a list of ideas for healthy food as well as non-food alternatives for classroom parties and celebrations.

VIII. Fundraising
All fundraisers featuring food items must be approved by the building principal, the Director of Elementary and Secondary Education, and district health services coordinator prior to the start of the activity. The District will encourage only food-based fundraisers that are in compliance with Smart Snack standards.

Building principals may request an exemption from the Smart Snack standards requirement. Any fundraisers exempted cannot be held during normal meal service times and may not exceed 14 school days in length. The limits on the number of exemptions, which may be requested per site, are as follows:
A. Two (2) fundraisers during the school year at all elementary sites per semester;
B. Fifteen (15) exemptions for all middle school sites per semester; and,
C. Up to thirty (30) exemptions at each high school site per semester.
D. After school concessions are encouraged to include food and beverage options that meet the USDA’s Smart Snack Standards.

IX. Nutrition Education
Schools will offer—and integrate into the core curriculum—nutrition education to all grades (K-12), providing students the knowledge and skills necessary for lifelong healthy eating behaviors. In addition, schools will ensure that nutrition education:
A. Complies with state learning objectives and standards.
B. Provides opportunities for students to practice and apply the skills and knowledge taught in the classroom (e.g., by using the cafeteria as a learning lab, visiting local farms, etc.)
C. Is made available for staff.
D. Is promoted to families and the community.

X. Rewards and Punishment
Only food and beverage items that meet Smart Snack standards should be used to reward student behavior. The District encourages non-food and beverage items to be used for rewards and will provide a list of ideas to teachers for alternative reward systems. Food and beverages will not be used to punish academic performance or student behavior. Food, beverages, and candy should not be used to reward or punish academic performance. A qualified student’s IEP may contain provisions that supersede this portion of the district policy.

XI. Nutrition and Healthy Food Promotion
The District will promote healthy food and beverage choices and appropriate portion sizes by doing the following:
A. Exhibiting posters, signs, or other displays on the school campus that promote healthy nutrition choices.
B. Providing age-appropriate activities, such as contests, food demonstrations, and taste-testing that promote healthy eating habits.
C. Offering information to families (via communications with parents, educational workshops, screening services, and health-related exhibitions and fairs) and encouraging them to teach their children about nutrition and healthy eating behaviors.
D. Encouraging school staff to display healthy eating habits and physical activity choices to students (e.g., by eating with students during meal times, consuming only healthy snacks, meals, and beverages in front of students, sharing positive experiences with physical activity with students, etc.)

XII. Food and Beverage Marketing
Only foods and beverages that meet the USDA’s Smart Snacks standards may be marketed in schools.

If a non-compliant piece of advertisement is an immovable feature of a permanent fixture (e.g., a scoreboard), such advertising can remain until the permanent fixture is removed or replaced.

XIII. Staff Qualifications and Training
The District will follow the USDA’s Professional Standards for State and Local Nutrition Programs in selecting local school nutrition program directors. Also, the District will require all personnel in the school nutrition programs to complete annual continuing education and training.

In addition, Child Nutrition Staff will do the following:
A. Receive training in basic nutrition, nutrition education, safe food preparation, and nutrition standards for healthy meals and snacks.
B. Organize and participate in educational activities that support healthy eating behaviors and food safety.

XIV. Farm-to-School Programs and School Gardens
The District will allow school gardens on District property and each school site will be responsible for the upkeep and maintenance for their school gardens.

The District will encourage local and/or regional products to be incorporated into the school meal program, as available. Schools will be encouraged to take field trips to local farms.

XV. Physical Education and Physical Activity
A. General Requirements
The District will ensure that all elementary school students (K-5) participate in a minimum of 160 minutes of physical activity each complete school week whether through physical education, exercise programs, after-school programs, fitness breaks, recess, classroom activities, or wellness and nutrition education.

B. Recess and Physical Activity Breaks
The District will require schools to provide elementary school students (K-5) at least 20 minutes of recess each day (in addition to the PE requirements). Additionally, the District will develop indoor recess guidelines to ensure students can have adequate physical activity on days when recess must be held indoors. The District will encourage schools with elementary students to hold recess before lunch when feasible, to increase food consumption, reduce waste, and improve classroom attentiveness when students return from lunch.

The district will strongly encourage schools to provide all students short breaks (3-5 minutes) throughout the day to let them stretch, move around, and break up their time spent sitting. These physical breaks may take place during and/or between classroom time.

C. Physical Education (PE)
The District will require all schools to establish a comprehensive, standards-based PE curriculum for each grade. Schools will ensure that PE classes and equipment afford all students with an equal opportunity to participate in PE. Elementary school students (K-5) will participate in at least 60 minutes of PE per week throughout the entire school year. Middle and high school students that participate in PE will participate in at least 225 minutes of PE per week throughout the block/semester.

During PE, all students (K-12) will be given the opportunity to participate in many types of physical activity, including both cooperative and competitive games.
All students (K-12) will engage in moderate to vigorous physical activity for more than 50 percent of the PE class time.

PE classes are encouraged to have a teacher/student ratio comparable to core subject classroom size, when feasible.

D. Teacher Qualifications, Training, and Involvement
Teachers will receive training on how to integrate physical activity into the curriculum. Some portion of this training will be incorporated into annual professional development.

Schools will allow teachers the opportunity to participate in or lead physical activities throughout the school day.

PE classes will be taught by licensed teachers who are certified in or endorsed to teach PE.

E. Punishment and Rewards
Physical activity will not be used or withheld as punishment. (This does not apply to participation on sports teams that have specific academic requirements). The mandated 20-minute recess in grades PK-5 will not be withheld as punishment. The District will provide a list of alternative ways for teachers and staff to discipline students.

The district will strongly encourage teachers to use physical activity (e.g., extra recess) as a reward.

F. Grounds, Facilities, and Equipment
Consistent with District Policies and state and federal laws, the District will ensure the availability of proper equipment and facilities that meet safety standards and will conduct necessary inspections and repairs.

G. Community Use of Recreational Facilities
The District will encourage school staff, students, and their families to participate in physical activity outside of the school day.

XVI. Active Transportation
The District will do the following, as the infrastructure allows:
1. Encourage children and their families to walk and bike to and from school.
2. Work with local officials to designate safe or preferred routes to school.
3. Encourage participation in the National and International Walk and Bike to School Week/Day.
4. Provide bike racks
5. Encourage parents to supervise groups of children who walk or bike together to and from school.

XVII. After School Physical Activity and Screen Time
After school programming will do the following:
1. Dedicate at least twenty (20) percent, or at least thirty (30) minutes (whichever is greater), of program time to physical activity, which includes a mixture of moderate to vigorous physical activity.
2. Utilize outdoor space for physical activity as much as possible each day, weather permitting and with appropriate protection from the elements.
3. Provide equal opportunities for children and youth with disabilities to be physically active.
4. Encourage staff to join children and youth in physical activity whenever possible.
5. Limit screen time to less than sixty (60) minutes per day to be used only for homework and other educational or physical activity purposes.

XVIII. Staff Wellness
The District recognizes that employee health is essential to student health and to creating healthy school environments. Accordingly, the District will implement an employee wellness program that promotes healthy eating, physical activity, and overall health. The District may partner with community agencies and organizations (e.g., local health departments, hospitals, health insurance companies, and local chapters of national organizations, such as the American Cancer Society, American Heart Association, Red Cross, and YMCA) to assist in providing education, services, and resources for staff. The District will do the following to support staff wellness:

A. Nutrition
1. Encourage foods and beverages that meet Smart Snacks standards at all staff meetings, trainings, special occasions (e.g., birthdays and retirement parties), and other workplace gatherings.
2. Provide employees with access to a refrigerator, microwave, and sink with a water faucet.
3. Provide or partner with community organizations or agencies to offer nutrition education through activities such as seminars, workshops, classes, meetings, and newsletters.
4. Partner with community organizations or agencies to offer staff accessible and free or low-cost healthy eating/weight management programs.

B. Physical Activity
1. Promote walking meetings.
2. Encourage 10-minute physical activity breaks into every hour of sedentary meetings, trainings, and other workplace gatherings.
3. Provide access to on-campus athletic facilities, such as gyms, running tracks, basketball courts, tennis courts, and swimming pools.
4. Promote employee participation in physical activity by creating exercise clubs or groups and/or sponsoring employee sports teams.
5. Use posters, pamphlets, and other forms of communication to promote physical activity (including stairwell use, if applicable).
6. Provide information about local physical activity resources and facilities, such as walking trails, community parks, and recreation facilities.

C. General Wellness
1. Partner with community organizations or agencies to offer voluntary health screenings annually to staff, including free or low-cost health assessments.
2. Partner with community organizations or agencies to provide stress management programs annually to staff.
3. Promote tobacco prevention and provide referral information on cessation services through the Oklahoma Tobacco Helpline.
4. Provide access to a private space (other than a restroom) that has an electrical outlet, and provide flexible paid or unpaid break times to allow mothers to express breast milk and/or breastfeed.
5. Partner with community organizations or agencies to offer immunization clinics (e.g., flu, Tdap, etc.) to staff.
6. Provide or partner with community organizations or agencies to offer free or low-cost first aid and CPR training.

XIX. Professional Development
The district will provide staff with educational resources and annual training in health and health related topics.

XX. Implementation, Monitoring, and Evaluation
A. Leadership
The Superintendent and the Health Services Coordinator shall facilitate the development of the local school wellness policy, oversee appropriate updates to the policy, and ensure each school’s compliance with the policy. These identified individuals will be fully versed in the federal and state laws related to the wellness policy.

B. Community Involvement
The District will permit parents, students, and representatives of the school food authority, physical education teachers, school health professionals, the school board, school administrators, and the general public to serve on the local school wellness policy committee and participate in the development, implementation, review, and update of the local school wellness policy. To encourage broad public participation in the process, the District will do the following:
1. Actively notify parents and the broader community about the content and implementation of as well as any changes to the wellness policy, whether through electronic communications (e.g., email, District website, etc.), non-electronic means (e.g., mailings, presentations, etc.), or both.
2. Ensure that all outreach and communication is culturally appropriate and translated as needed.
3. Educate community stakeholders on how they can participate in the development, implementation, review, and update of the wellness policy and let them know why their participation is important to the health and wellness of students and the broader community.

C. Assessments, Revisions, and Policy Updates
At least once every three years, the District will measure the extent to which schools are in compliance with the local wellness policy, as well as progress made in attaining the policy’s goals.
Regulation 2004-1 (revised 6/12/17)
Student Lunch Charges

I. Elementary and Middle School Charge Policy
   The building principal and kitchen staff are responsible for the implementation of the charge policy
   at elementary and middle school. The following steps will be taken related to lunch charges:
   A. Parents will be notified about account balances.
   B. When a student's “Prepaid Meals” for breakfast or lunch has three charges, the Child Nutrition
      Office will call the parents to remind them that this needs to be paid.
   C. When a student's “Prepaid Meals” for breakfast or lunch has five charges or more, the Child
      Nutrition Office will contact the parents with a reminder that payment is due this needs to be
      paid.

II. High School Charge Policy
    When a student's prepaid meals for breakfast or lunch has one charge the Child Nutrition Office
    will call or send a reminder to parents that payment is due.

III. General Policies for Elementary and Secondary Schools
    A. Students will not be allowed to charge ala carte items if they have unpaid meal charges.
    B. All meal charges should be paid before a student withdraws from school.
    C. Any meals charged prior to the completion and approval of the free/reduced meal application
       must be paid in full.
    D. There will be a charge for an insufficient check; it will be charged against the student’s
       account.

IV. Refund Policy for Students with Prepayments
    Parents/guardians having students with a balance in their child nutrition account will be notified by
    the end of April each year. The notice will include the student’s current meal balance.
    Refund requests must be submitted on the included form to the Child Nutrition Office, 111 N.
    Berry Rd., Norman, OK 73069.
    Receipted refunds, less any new charges, will be made to parents/guardians during the last month
    of the school year.
    Any refund of $2.00 or less not picked up by the parent/guardian or designated in the signed waiver
    to be applied to the student’s account the next school year will be considered a donation to the non-
    profit school food service account.
    All positive balances will be carried to the next fiscal year. All negative balances will be available
    for collection at enrollment.
Regulation 2004-2
Child Nutrition Program Implementation

The building principal is responsible for the implementation of the following:

Making applications available during enrollment times and, for elementary schools, during Back-to-School night.

Forwarding completed applications to the Child Nutrition Office.

Contacting families of students, who have previously qualified and/or others who have not applied, for the current school year to request a completed application.

Compliance with the following federal requirements: There shall be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal; no publication, posting or announcing in any manner of the names of children eligible to receive free or reduced price meals; and no overt identification of any such children by use of special tokens, tickets, or any other means. Children eligible for free or reduced price meals shall not be required to: (a) work for their meals; (b) use a separate lunch room; (c) go through a separate serving line; (d) enter the lunch room through a separate entrance; (e) eat meals at a different time; and, (f) eat a different meal from the one sold to children paying the full price.
Regulation 2004-3
Wellness and Child Nutrition

The principal will meet with the Safe and Healthy School Committee for the purpose of attaining recommendations from the committee related to Wellness practices for the site. The committee should consider the optional activities provided by the district and the State Department of Education as they develop recommendations for the principal.

The committee will evaluate the effectiveness of the district and site Wellness program using an assessment tool provided by the district.

School staff will support and encourage student participation in the USDA school meals programs.
POLICY 2005 (revised 9/9/13, 10/15/18)
SCHOOL PROPERTY

I. Environmental Concerns
   A. Energy Conservation
      The Board is committed to energy conservation in the District and directs all employees and
      students to cooperate in achieving this goal. The Superintendent or his/her designee shall
      implement a program to bring about energy conservation in the areas of facilities management
      and transportation and to ensure inclusion in the curriculum, wherever appropriate,
      information on energy awareness, conservation, and alternative fuel sources.

   B. Recycling
      The Board of Education is committed to the pursuit of practices that encourage the reduction
      of solid waste through recycling and the procurement of products containing recycled
      materials. The Superintendent or his/her designee shall implement a program to attain this
      goal.

II. 24/7 Tobacco-Free Campus
    Tobacco Products are products that contain or are derived from tobacco and are intended for human
    consumption, excluding drugs or devices approved for cessation by the United States Food and Drug
    Administration. All district staff are expected to assist in enforcing the District’s tobacco-free campus
    prohibition. Site administrators will take appropriate steps to enforce this policy.

    Tobacco Product use is prohibited anywhere on School Property, 24 hours a day, seven days a week,
    by any person. This includes e-cigarettes and vapor products with or without nicotine. This policy
    extends to personal vehicles while such vehicles are on School Property, school vehicles, and school-
    sponsored or school-sanctioned events, including those held off-campus.

    Students are prohibited from possessing Tobacco Products on School Property and at any off-site,
    school-sponsored meeting or event, including, but not limited to, field trips and athletic events.

    This policy applies to employees of the school district, students, visitors, and any other person present
    on School Property. This policy also applies to all public school functions (sporting events, concerts,
    etc.) and any outside agency using the district’s facilities, including stadiums. This policy is in effect
    24 hours per day, seven days per week.

    The District will refer employees, parents/guardians, family members, and students (13 and older)
    interested in quitting tobacco use to the Oklahoma Tobacco Helpline and other available cessation
    resources.

    The District will promote the Oklahoma Tobacco Helpline (1-800-QUIT-NOW or OKHelpline.com)
    to ensure awareness of the statewide services that are available.

    The District will communicate and promote available tobacco cessation benefits and insurance
    coverage for employees to all prospective employees, new employees at the time of hire, and all
    existing employees on an annual basis. Signs shall be posted at the entrances of School Property to
inform employees, students, visitors, and any other person present of the tobacco-free nature of the facility.

Students and employees in violation of this policy will face consequences consistent with Personnel and Student policies regarding disciplinary actions. And information about the Oklahoma Tobacco Helpline will be provided as a resource for tobacco cessation.

Visitors who violate this policy will receive one verbal warning; if the visitor fails to or refuses to stop, they will be directed to leave district property.

The District shall not accept donations of gifts, money, or materials from the tobacco industry. The district will not participate in any type of services, events, or programs that are funded by the tobacco industry.

III. Construction Projects
The Superintendent or his/her designee shall develop guidelines for design specifications and the development and completion of construction projects in the District.

IV. Naming of Facilities
The following criteria shall provide guidelines for selecting recommendations for the naming of district facilities:
A. Elementary Schools: for deceased former Presidents of the United States of America.
B. Middle Schools: for deceased American writers.
C. High Schools: according to geographical location.
D. Other district facilities: criteria decided by a committee appointed by the Superintendent or his/her designee.
E. Recommendations shall be presented to the Board of Education for adoption.

V. Public Activities in the Schools
Advertising, distributing printed materials, taking contributions, selling, soliciting funds, fundraising or promoting the interests of any non-school organization is prohibited on school property without prior approval of the Superintendent or his/her designee.

VI. Surplus Property Acquisition and Distribution
A. Acquisition of Surplus
The Superintendent or his/her designee may authorize persons to obtain materials and equipment from the State of Oklahoma, Surplus Property Section. All surplus property is for school use only and must be available for audit upon request by the State of Oklahoma.

B. Textbooks, Library Books, and Materials
The Superintendent or his/her designee shall establish procedures for restitution for lost or damaged textbooks, library books and materials, and for discarding of books.

C. School Memorabilia
Whenever a school is closed, items of historic and sentimental value will be appropriately distributed. Memorabilia determined by the Superintendent or his/her designee to be of significant value shall remain in the public domain.
Regulation 2005-1
Guidelines for Design Specification and Development and Completion of Construction Projects

I. Procedures

A. Preparation

1. Establish the need for acquisition, remodeling and new construction through an annual building and site audit in conjunction with related demographics. New furniture and equipment should be incorporated in the project if required.

2. Include the projects in the Comprehensive Local Education Plan and present to the Board of Education for approval.

3. After Board approval, place selected projects in the Bond Issue for voter approval.

B. Planning

1. As soon as possible following voter approval, a preliminary planning meeting will be scheduled by the Chief Operating Officer. It will include the Superintendent, the Chief Operating Officer, Chief Financial Officer, Assistant Superintendent of Educational Services, and the Assistant Superintendent of Personnel Services. The purpose will be to establish timelines, project priorities, proposed bid dates, and other similar guidelines.

2. Following this meeting, the Chief Operating Officer, the Director of Central Services, the Architect selected by the District will hold an initial planning meeting. Present at this meeting shall be the principal and any other faculty member the principal desires as well as directors of areas that are affected.

3. After preliminary plans are developed, the Chief Operating Officer, and the Architect will schedule meetings with appropriate personnel to develop schematic designs.

4. The Chief Operating Officer, the Director of Central Service and the Architect shall present the completed schematic designs to the principal and the site planning committee after completion for review.

C. Drawings and Approvals

1. The Chief Operating Officer, the Director of Central Services and the Architect shall present the schematic design to Cabinet for their approval.

2. The Chief Operating Officer and the Architect shall present the schematic design with renderings to the Board of Education for their approval.
3. The Architect, working with the Chief Operating Officer and the Director of Central Services, shall develop a set of working drawings and details including landscaping for the construction of the project.

4. The Chief Operating Officer, the Director of Central Service and the Architect shall meet with the principal and site committee to review working drawings and discuss details (ex: mill work, storage, lockers, interior details not shown on original drawings and landscaping).

5. The Architect shall submit construction drawings to the state or local fire marshal and to the School Plant Services Department of the State Department of Education for review and approval prior to Board of Education review.

6. The Architect shall send a copy of the working drawings and details for the construction of the project to the State Department of Education, School Plant Section who shall check for compliance with federal and state requirements regarding provisions for handicapped individuals.

7. The Architect, through the Chief Operating Officer, shall submit the completed drawings and contract documents to the Board of Education for approval and permission to solicit construction bids.

D. Bids and Bonds

1. Bids shall be obtained and the lowest and best bidder submitted to the Board for their approval.
   a. Bid date, time, and place will be set by the Architect in consultation with the Chief Operating Officer. No bid will be accepted if it is not received on time.
   b. The bids will be opened by the Architect or his designee(s).
   c. The tabulation of bids will be prepared by the Architect and presented to the Board of Education for its approval.
   d. The bid bond will be held by the Architect and released by him at the appropriate time.
   e. The architect will obtain all bonds and insurance policies.
   f. The contract, bonds, insurance policies and other related documents will be given to the District Business Office for filing.

2. If the bidder withdraws his/her bid after the bid is accepted by the Board of Education, the bidder will forfeit his/her bid bond.
E. Construction and Payments

1. The construction work order is issued by the Architect to the contractor to proceed.

2. The Architect shall supervise all stages of construction. The Director of Central Services shall be the District representative and shall also inspect the construction of the project during all phases of construction.
   a. The Architect will present claims for payment based on a schedule of payment dates established by the District Business Office. The Director of Central Services will approve all claims.
   b. The Director of Central Services shall keep the principal informed concerning timelines and construction progress and shall work with the principal and the Architect regarding problems during construction.
   c. Requests for changes during construction are to be presented to the Director of Central Services who will submit them to the Architect for specifications and estimates.
   d. Change orders will be presented to the Board of Education for approval prior to the work being authorized to be completed.

3. If the contractor does not complete the project according to the contract documents there will be a penalty assessed to the contractor.

4. Site staff should contact the Chief Operating Officer for information regarding any construction projects.

F. Inspections and Acceptance

1. Upon completion of the project, the Architect, the Director of Central Services, engineers and other invited personnel shall hold a final inspection for acceptance of the building. Notification and invitation shall be received seven calendar days prior to inspection. The invited personnel shall include the following:
   a. The Board of Education
   b. Superintendent of Schools
   c. Assistant Superintendents
   d. Chief Financial Officer
   e. Directors
   f. School Principal
   g. Other personnel as deemed necessary
The final acceptance of the project shall be made by motion of the Board of Education at a regular or special meeting of the Board upon recommendation of the Superintendent.

2. After the contractor completes the punch list of items designated at the previous inspection, the Architect and the Director of Central Services shall inspect these items to ensure their completion. The school principal will be invited to join in this inspection.

3. The District will withhold final payment of five percent (5%) until completion and acceptance of the final punch list.
Regulation 2005-2
School Memorabilia

Schools named for a person should retain that person's name as part of the building's name as long as the facility is utilized for instructional purposes by the District. Exceptions to this will be made with Board of Education approval.

A committee determined by the receiving and sending principals will meet and decide what should be done with the student-related memorabilia that does exist.

Pictures, plaques and other memorabilia not related to students should remain in the building as long as the building is in use by the District. If the facility is sold or razed, items may be selected for display in the Central Administrative Facility archives.

Memorabilia shall be kept in the public domain rather than auctioned off or given to individuals in the community.
Regulation 2005-3
Energy Conservation

The Chief Operating Officer shall be responsible for the program designed to ensure the conservation of energy in the District. Energy management at a site is part of the job descriptions of all employees.

All unnecessary lighting will be turned off in unoccupied areas by the last adult to leave the area.

All lights will be turned off when students and teachers leave the classroom.

All lights will be turned off when teachers and students leave the building.

Custodians will turn on lights only in the areas in which they are working.

Air conditioning will be used in the summertime only in those sites having summer school and in office areas where administrators are on duty. Air conditioning also may be used in those sites involved in a team-cleaning endeavor.

The head custodian at each site will be responsible for a complete and total shut-down of the facility when closing each evening.
Regulation 2005-4
Naming of Facilities

The Superintendent will establish a committee for the purpose of naming elementary or secondary school facilities. The central office administrator will chair the committee and will be responsible for establishing meetings and presenting a recommendation to the Board of Education. The Board will be responsible for making the final decision.

The Superintendent will establish an appropriate committee for the purpose of renaming district facilities and naming other new district facilities.

A central office administrator will chair the committee and will be responsible for establishing meetings and presenting a recommendation to the Board of Education. The Board will be responsible for making the final decision.
Regulation 2005-5
Recycling

In compliance with state statutes, the District will operate a recycling program and all sites (74 O.S. 1999 § 85.51 et. seq.).
Regulation 2005-6
Facility Rental (Revised 10/13/14, 3/15/18, 4/15/19)

State statutes (70 O.S. §5-130 et seq.) and federal guidelines will be used to make decisions concerning the rental of school facilities. The district uses an online facility management system for facility rental purposes.

I. Procedures for Facility Use
   A. Groups or individuals interested in using district facilities will access the facility management software through the district website to determine availability.
   B. If custodial services will be required, the group representative or individual must indicate such and provide appropriate information during the reservation process. The person creating the reservation will be billed.
   C. Rules for use of the building (i.e areas off limits: no roaming halls, bringing in bikes, food; clean up after selves; return furniture to original place; check restrooms for damage) must be followed.

II. Application Process
   A. A representative of the group or individual shall complete reservation requests through the facility management system at least five (5) days prior to the date requested.
   B. Principals and/or designees will review and approve or deny completed reservation requests utilizing the facility management system.
   C. Groups or individuals attempting to reserve facility space must possess a liability insurance policy at the time the reservation request is completed.
   D. The Director of Custodial Services will assign the needed custodial staff and is responsible for the supervision and pay of staff.
   E. The group or individual will pay rental and related costs through the facility management system.

III. Eligibility
   A. The Superintendent or his/her designee may develop agreements with social service organizations for use of space in a building when it is determined that such space is not needed for the educational program. The fee for the use of such space shall be at a rate adequate to compensate the District for the cost involved.
   B. The use of school facilities for church purposes may be granted by the Superintendent or his/her designee on a temporary basis due to emergency conditions not to exceed one year.
If a request is made by a church group for the use of the facilities, the Superintendent or his/her designee shall have authority to determine the terms, conditions and fees applicable to such use if allowed.

C. Any rental applicant who engages in discrimination on the basis of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information is not eligible to use school facilities.

IV. Priorities
A. Class I: District Sponsored/Affiliated Activities
   1. School sponsored activities for students
   2. School sponsored activities for parents
   3. Adult/Community education classes sponsored by the District
   4. Curriculum related student groups
   5. Non-curriculum related student groups sponsored by the school
   6. Non-curriculum related student groups not sponsored by the school
   7. District employee organizations

B. Class II: Other Youth or Educational Activities;
   1. Youth serving agencies such as Boy Scouts, Girl Scouts, etc. (at elementary sites only)
   2. City Park and Recreation sponsored programs (at elementary sites only)
   3. Parent and/or community organization sponsored programs approved by the District for youth of the District (at elementary sites only)
   4. Public institutions providing post-secondary education for educational programs
   5. Adult/Community education groups sponsored by local groups not sponsored by the District

C. Class III: Civic and Service Use
   1. Community organizations of a civic or service nature
   2. Church sponsored activities for youth of the District (at elementary sites only)
   3. Local non-school groups raising money for approved charitable purposes
   4. County, city, state and federal agencies
   5. Local water boards, commissions, etc.
   6. Adult groups residing in the District
   7. Local organizations residing in the District
   8. Alumni groups
   9. Elected officials (may not use facilities for the purpose of campaigning for office)
10. State recognized political parties for precinct meetings

D. Class IV: Private Interest Groups
   1. Out-of-district and university groups
   2. Profit making organizations
   3. Organizations collecting admission fees or donations to their treasury

V. Facilities and Equipment
   A. Facilities available for rental are identified on the facility management system. Certain restrictions may be imposed due to the architectural design of the facilities.
   B. The renter should be allowed normal use of the designated space rented with access to restrooms and, if needed, access to storm shelter or protection in the event of a tornado warning.
   C. When renting school gymnasiums, shower and dressing room use will not be authorized.
   D. Rental of auditoriums with stage lights shall include only minimal use of stage lighting and no changes to facilities or equipment will be made except as authorized by the district. Where special lighting or sound equipment is needed in large auditoriums, a special charge for operators and equipment use will be made.
   E. Class IV charges of the fee schedule may prevail for money raising ventures of a Class III organization or for private commercial gain. A fee may be charged for the use of district equipment (audiovisual, business machines, etc.). The fee will be commensurate with maintenance and/or replacement costs.

VI. Rental Times
   A. Facility schedules, particularly closing time, must be carefully observed.
   B. Weekday facility rentals must begin no earlier than 5:00 p.m. with a minimum of two (2) hour rental time.
   C. A group renting a facility can expect to have the building opened at the proper time, normal school custodial services and utilities provided for normal operation.

VII. Supervision
   A. The renter is responsible for the supervision of the activity, parking and security/crowd control.
   B. No food or beverages are permitted in the facility except where special arrangements have been made with the principal of the building and only in those areas designated in writing. All district facilities are 24/7 tobacco-free areas; no smoking or use of tobacco products, including e-cigs or vapor products, will be tolerated.
VIII. Cancellations
There will be a charge on rentals canceled with less than a 48-hour notice if an early setup has been necessitated. The District reserves the right to cancel reservations due to unforeseen circumstances.

IX. Supplies and Equipment
Facility rental does not provide equipment or supplies. The facility must be used in a normal fashion for the type of facility rented.

X. Damages
The renter shall be responsible for all damage, other than normal wear and tear, to the building, equipment and the appurtenances during occupancy. Prompt payment for damage charges is expected and will be considered in future eligibility determinations.

Damage and cost will be determined by the principal and the Director of Central Services and transmitted to the Business Office for the necessary reporting and billing.

XI. Safe Areas
The renter shall be responsible for warning people in attendance of impending severe weather and is responsible for the prompt movement of these people to areas designated as the best available refuge area in the building. It will be the renter's responsibility to inquire of the school principal during the principal's normal school hours of the location of the designated safe areas.

XII. Fees
A. Rental charges will include normal utilities, consumables, custodial personnel as appropriate.

B. Prompt payment for damages and conditions of supervision will determine future eligibility for use of the facility.

C. A schedule of facilities rental fees may be reviewed at any time by the Superintendent or designee.

XIII. Fee Schedule
Note: Extra Charges will be made for setting up chairs, special lighting, air conditioning, etc. for ALL CLASSES on SCHEDULE I and SCHEDULE II.

CLASS I - Labor costs for extracurricular school activities will be paid from the school's activity account on SCHEDULE I and SCHEDULE II SCHEDULE III.
SCHEDULE I: Elementary Schools
Applies to weekends, school holidays and when school is not in session and building staff members are not on duty. Hourly rental rate does not include required supervision, security, etc., which may be required.

<table>
<thead>
<tr>
<th>Class</th>
<th>Gym</th>
<th>Classrooms</th>
<th>Auditoriums/Large Areas</th>
<th>Fields</th>
<th>Custodial</th>
</tr>
</thead>
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<tr>
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<td>$22 hr</td>
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<tr>
<td>VI</td>
<td>$32hr</td>
<td>$22hr</td>
<td>$44hr</td>
<td>$11hr</td>
<td>$22 hr</td>
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SCHEDULE II: Middle Schools and High Schools
Applies to weekends, school holidays and when school is not in session and building staff members are not on duty. Hourly rental rate does not include required supervision, security, etc., which may be required.

<table>
<thead>
<tr>
<th>Class</th>
<th>Gym</th>
<th>Classrooms</th>
<th>Auditoriums/Large Areas</th>
<th>Fields</th>
<th>Custodial</th>
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SCHEDULE III: Nancy O’Brian Performing Arts Center
Additional terms and conditions for the O’Brian Center can be found on the facility management software through the district website.

<table>
<thead>
<tr>
<th>RENTAL</th>
<th>RATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinton Theatre</td>
<td>$225 per hour</td>
<td>Three-hour minimum</td>
</tr>
<tr>
<td>Studio Theatre</td>
<td>$125 per hour</td>
<td>Three-hour minimum</td>
</tr>
<tr>
<td>Art Gallery</td>
<td>$60 per hour</td>
<td>Three-hour minimum</td>
</tr>
</tbody>
</table>

Your event may require the hiring of some or all of the following O'Brian Center Personnel. Direct questions to the Theatre Manager.

<table>
<thead>
<tr>
<th>CPA PERSONNEL HIRING RATES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Supervisor</td>
<td>$27.50 per hour</td>
</tr>
<tr>
<td>Lead Technician</td>
<td>$22 per hour</td>
</tr>
<tr>
<td>Lighting Technicians</td>
<td>$22 per hour</td>
</tr>
<tr>
<td>Sound Technicians</td>
<td>$22 per hour</td>
</tr>
<tr>
<td>House Manager</td>
<td>$22 per hour</td>
</tr>
<tr>
<td>Stage Hands/Ushers/General Staff</td>
<td>$22 per hour</td>
</tr>
<tr>
<td>Piano Technicians</td>
<td>$45 per hour: Three-hour minimum</td>
</tr>
</tbody>
</table>
Regulation 2005-7
Restitution of Lost Textbooks and Library Books

State Statutes will be followed regarding reimbursement for lost or missing books 70 O.S. § 16-121.

I. Prohibited Practices

The following practices are prohibited:

A. Schools cannot withhold records from another school district.
B. Schools cannot withhold records from students or parents.
C. Schools cannot withhold textbooks from students.
D. Schools cannot withhold enrollment.
E. Teachers cannot withhold a grade earned in a course of study.

II. Procedures for Retrieving Lost Materials

A. Textbooks

1. Each building principal or his/her designee shall try to collect an amount equal to the replacement cost of the textbook from a student (or his/her parent/guardian) who damages or fails to return a textbook.

2. The replacement cost of a textbook will be determined by the administrator in charge of textbooks.

3. A receipt for the money will be issued at the building site.

4. Money collected for lost textbooks should be deposited in the clearing account in each site's activity fund. The clearing account must be sent to the Business Office by June 15.

B. Library Books and Materials

1. Each building principal or his/her designee shall request payment of an amount equal to the replacement cost of the library book from a student (or his/her parent/guardian) who damages or fails to return a library book or materials.

2. The replacement cost of the library book or materials will be determined by the Director of Library/Media Services.
3. A receipt for the money will be issued at the building site.

4. Money collected for lost library books and miscellaneous items which are itemized should be deposited in the clearing account in each site's activity fund. The clearing account must be sent to the Business Office by June 15; the amount for lost library books will be allocated to you for the next year.
Regulation 2005-8
Video Resource Center

I. Uses

A. All District broadcasts over the District cable access channel shall be exclusively devoted to providing content that will educate and inform District staff, students, and patrons about (a) educational and support services offered by the District; (b) current issues affecting the operations of the District; (c) activities of students as they are relevant to the students’ participation in school-sponsored activities; (d) activities of District personnel to the extent those activities are relevant to the duties of those personnel; and (e) any other matters that, in the judgment of the Video Resource Center Coordinator/Instructor, promote the mission and activities of the District, including, but not limited to, meetings of the Board of Education.

B. There are five programming categories on the District Channel:

1. Computer-Generated: bulletin board to inform the community of events and activities throughout the District.

2. Student-Produced: media production students at the high schools contribute to the District Channel programming through class projects. Students at the elementary and middle schools work with the VRC through special programs and projects originated on site.

3. Staff-Produced: District and school programs are included in a regular schedule of topical programs produced by the Video Resource Center staff.

4. Site-Produced: Programs produced at a school site may be edited by the VRC staff and cable cast to the community.

5. Rebroadcast educational programming selected by the District.

C. The VRC is also used for District teacher in-service training, public relations events, and other District events that are coordinated by District administrators.

II. Scheduling

A. The VRC serves as a laboratory for the media productions classes and is reserved for class and/or Video Resource Center staff productions.

B. Scheduling priorities will always be given to the students of the media productions classes, the VRC, and District staff.

III. Procedures for Rental

A. Rental/Service arrangements must be made with the Video Resource Center Coordinator/Instructor. Studio rental requires a VRC employee to be on duty for the
duration of the agreed upon service. Terms must be agreed upon before the service is rendered.

B. A rental/service agreement can be initiated with a phone call to the Video Resource Center. The availability of the studio and personnel, the suitability of the project, and the level of the rental charges will be determined.

C. A Facilities Rental Form must be completed and a contract with the Video Resources Center must be signed. Any payroll and facilities charges will be billed through the NPS business office.

D. Fees are levied according to the basic class determinations as follows:

Class I  Norman Public Schools, the State Department of Education, and contracting agencies associated with the Video Resource Center.

Class II  Educational organizations including but not limited to the University of Oklahoma and other public school systems in Oklahoma. Educational support organizations such as booster clubs, P.T.A.’s, etc.

Class III  Nonprofit organizations including but not limited to the Chamber of Commerce, government agencies, church groups, public access TV personnel and community organizations.

E. If at any time the project/service deviates from the stated purpose; the VRC has the right to terminate the project/service.

F. Fee Schedule

<table>
<thead>
<tr>
<th>Class</th>
<th>Studio Rental</th>
<th>Personnel Fee **(in addition to Edit/Tape/Studio Rental)</th>
<th>Editing</th>
<th>Taping</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>II</td>
<td>$50.00 Hr.</td>
<td>** $35.00 Hr.</td>
<td>$40.00 Hr.</td>
<td>$40.00 Hr.</td>
</tr>
<tr>
<td>III</td>
<td>$200.00 Hr.</td>
<td>** $35.00 Hr.</td>
<td>$50.00 Hr.</td>
<td>$50.00 Hr.</td>
</tr>
</tbody>
</table>

** When an organization rents the studio and requires editing or taping services, the organization must pay the personnel fee in addition to the cost of the studio, editing and taping services. EX. Class II $35.00/hr. Personnel Fee plus $40.00/hr. for editing = $75.00/hr.
POLICY 2006 (3/5/12, 4/16/12, 8/5/13, 1/26/15, 2/22/16, 4/2/18)
FISCAL MANAGEMENT

The quantity and quality of learning programs are directly dependent on the funding provided and the effective, efficient management of those funds. It is essential that the Board of Education take specific action to make sure education remains central and that fiscal matters are sound and contribute to the educational process.

I. General Fund Balance

A. It is the goal of the Board of Education to achieve and maintain a minimum fund balance in the General Fund of 5% of the current year’s total revenue collections. An adequate fund balance is necessary for the following:
   1. Payment of summer payroll warrants (July and August) for the twelve month contracted employees;
   2. Payment of unforeseen unbudgeted items;
   3. Funds needed for emergencies;

B. Building Fund Balance

   1. It is the goal of the Board of Education to achieve and maintain a minimum fund balance in the Building Fund of 35% of the current year’s total revenue collections.
   2. An adequate fund balance is necessary for the following:
      payment of maintenance salaries and/or contracted services for the six month period prior to receipt of ad valorem tax revenue; payment of building operational expenditures for the six month period prior to receipt of ad valorem tax revenue; payment of unforeseen/ unbudgeted items; funds needed for emergencies.

II. Purchasing Policy

The Board of Education authorizes the administration to purchase materials, supplies, equipment and services for the District. Purchasing procedures will be used to obtain supplies, equipment, materials and services of acceptable quality at the lowest possible price and within acceptable time frames. The following guidelines and procedures will be used for purchasing:

A. All bids received will be considered. In case of equal bids, the local vendor will be given preference.

B. Employees of Independent School District No. 29 are not permitted to make purchases for personal use through any fund of the District, including the school activity fund.

C. The Board of Education shall designate employees with authority to make purchases against indicated school appropriations with indicated maximum authority per purchase. Only those employees designated by the Board shall have authority to obligate the funds of the District.
D. As specified in state law, no contract will be made between the District and any member of the Board of Education or any business interest associated with a Board member (Reference: 70 O.S. §5-124).

E. Board members and/or District employees shall not allow out-of-state travel expenses for non-school related activities to be paid for or provided by a vendor or a potential vendor.

F. Employees of contractors used by the District shall be subject to state statutes regarding convictions of felony offenses (70 O.S. §6-104.48). Contractors will be required to sign a statement declaring that no employee working on school premises is currently registered under the provisions of the Oklahoma Sex Offenders Registration Act. Felony searches may be conducted in accordance with state statute (70 O.S. §5-142).

G. The District may join a cooperative buying group in order to obtain access to group pricing. Such membership may not be used to satisfy statutory requirements for the procurement of goods or services by competitive bid (70 O.S. §5-117(12)).

III. Purchasing Procedures

The purchasing procedures are applicable to all district activities including those involving activity funds. The procedures apply to expenditures for construction or for purchase of materials, supplies, equipment or services, as set forth in 70 O.S. §5-123, and 61 O.S. §101-137.

A. Areas of Authority

1. Board of Education
   The Board of Education shall approve Board operating policies defining the area and scope of operations of the purchasing system. In addition to this, they shall:

   a. Give prior approval for expenditures for one specific item or multiples of the same item in excess of $10,000.

   b. Give approval for routine annual expenditures prior to the issuance of the specific purchase orders involved. This would include but not be limited to recurring annual expenditures such as textbooks and testing.

   c. Accept those purchase orders, which are presented on a monthly basis. The business cycle cut-off date shall be the close of business on the Monday preceding the regular monthly Board meeting.

   d. Review audits by competent outside authorities to assure compliance with established Board policies related to purchasing.
e. Refer questions or inquiries pertaining to the Purchasing Department by interested persons to the Chief Financial Officer or the Director of Purchasing Services.

f. Question specific situations brought to their attention to secure adequate factual explanations of circumstances surrounding the purchasing, receipt of materials and supplies, services and equipment required by the District.

2. Superintendent of Schools

The Superintendent of Schools shall administer the policies of the Board of Education as they pertain to purchasing. In addition, he/she shall:

a. Require that efficient business practices govern the purchasing of all materials, supplies, services and equipment required in the operation of the District.

b. Ensure that established Board of Education policies are put into effect.

c. Initiate administrative practices and procedures which when implemented shall efficiently fulfill the educational objectives of the school system.

3. Chief Financial Officer

The Chief Financial Officer shall administer the practices and procedures established to implement the policies of the Board of Education. He/She shall discharge all responsibilities delegated by the Superintendent pertaining to purchasing. He/She shall coordinate the purchasing activities and their relationship to the entire business function. He/She shall supervise the Director of Purchasing Services. In addition, he/she shall:

a. Give prior approval for expenditures from the student activity fund for any single item or multiples of the same item in excess of $10,000.

b. Determine that all statutory requirements are observed and complied with in all the purchasing procedures.

c. Recommend changes in policies, practices or procedures to the Superintendent.

d. Authorize the payment of invoices that do not exceed the original purchase order amount by more than ten percent (10%) or fifty dollars ($50), whichever is greater, shipping excluded.

e. Accept the recommendation for use of a specific vendor, when that recommendation comes from a duly contracted Professional Service vendor, by virtue of their expertise in such situations. The recommendation shall preclude quotes in the verbal or written threshold, but shall not preclude quotes in the sealed bid threshold.
4. Director of Purchasing Services

The Director of Purchasing Services shall administer the purchasing procedures and practices for all purchasing activities of the District including all E-Rate services and materials. He/She shall identify and recommend changes in policies or procedures to the Chief Financial Officer. He/She shall supervise District personnel who are responsible for committing the District to the purchase of materials, equipment, supplies and services within designated dollar limits. In addition, he/she shall:

a. Receive the requisitions submitted by District personnel and review those for adherence to Board policy. (See Section VIII. which follows.)

b. Create purchase orders from approved requisitions.

c. Review purchasing activities, records and documentation for appropriateness and compliance with policies, procedures and acceptable purchasing practices.

d. Participate with using departments in the development of specifications and service improvements and resolving supply problems.

e. Determine the proper receiving station at the time of issuance of a purchase order and assign shipment to that receiving station.

B. Vendor List

The District will maintain a vendor list. Any vendor may be added to the list and receive an invitation to bid for the products which he/she sells.

A vendor may be removed from the bid list for unsatisfactory performance.

C. Acceptance of Bids

Bids for anticipated purchases in excess of $50,000 shall be submitted on approved documents in a sealed envelope marked with the firm name, bid name, the bid opening date and the bid opening time. Bid opening time shall be defined as that specified time valid bids must be in the hands of the Director of Purchasing Services located in the Norman Public Schools Administrative Services Center, 131 South Flood, Norman, Oklahoma 73069. If a bid is received after the stated bid opening time, it shall be returned to the sender unopened. No attempt will be made to provide special internal mail service for such documents.

Each prospective bidder shall be furnished a copy of the bid documents for the proposed items. The prepared bid proposal blanks and the invitation to bid sheet are to be returned to the Purchasing Department on or before the time specified for bids to be returned. The public opening of bids shall be the time designated under the conditions of the bid.

A tabulation of bidders will be made prior to the time purchase orders are authorized and issued. Supporting data shall be made accessible to qualified bidders in those instances where there is a best bid or a low bid meeting specifications. The complete tabulation of bids will be available for inspection at the office of the Director of Purchasing Services. The Board of
Education shall reserve the right to reject any or all bids or quotations and to waive any irregularities.

Any bidder may make inquiry concerning the award or decision to award a contract by submitting an inquiry in writing to the Director of Purchasing Services no later than ten (10) days after the award is made. The Director of Purchasing Services will review the inquiry and reply to the bidder within five (5) days.

D. Classification of Vendors

Vendors shall be classified as follows:

1. **Local**—A local vendor is a vendor of materials, supplies, services or equipment who maintains a distributing, manufacturing or processing facility within the confines of Independent School District No. 29 and who occupies real property appearing on the ad valorem tax rolls of the District.

2. **State**—A state vendor is a vendor of materials, supplies, services or equipment who maintains a distributing, manufacturing or processing facility within the confines of the State of Oklahoma but outside of Independent School District No. 29.

3. **State of Oklahoma State Contract Vendors**—A State of Oklahoma contract vendor is a vendor of materials, supplies or equipment who holds a State of Oklahoma State Contract through the Department of Central Services.

4. **Other**—An other vendor is a vendor of those materials, supplies or equipment who does not qualify under the above three definitions.

The District must diligently pursue purchasing materials, supplies, services and equipment required by the educational program from the vendor who offers products conforming to purchase specifications and whose total price for such products is the lowest of those approved vendors submitting quotations.

The "total price" shall be defined as that quoted for the quantity offered for bid in accordance with the published terms delivered to the address or addresses indicated.

In that instance where one or more vendors shall offer materials, supplies, services or equipment at an identical "total price", preference shall be given such vendors in the following order:

<table>
<thead>
<tr>
<th>Preference</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Local</td>
</tr>
<tr>
<td>Second</td>
<td>State</td>
</tr>
<tr>
<td>Third</td>
<td>State Contract Vendors</td>
</tr>
<tr>
<td>Fourth</td>
<td>Other</td>
</tr>
</tbody>
</table>
In those instances where two or more vendors who are judged to belong in the same classification shall submit identical quotations for the same item, it shall be the administrative responsibility of the Director of Purchasing Services to select that vendor who shall be awarded the purchase contract based upon consideration of each vendor's past performance such as meeting delivery deadlines, product warranties and meeting specifications. If the past performance of the vendors is equal, then the selection shall be by means of a chance drawing conducted by the Director or Purchasing Services and witnessed by those vendors affected provided they express a desire to be present.

E. Requirements for Issuance of Purchase Order

Any material, supplies, service or equipment requested by a duly authorized employee of the Board of Education on a purchase requisition, shall be purchased by the Purchasing Department as restricted by Section VIII provided that the following limitations are complied with:

1. Funds exist in the current year's approved budget.

2. Proper budgetary assignment of the charge incurred by the purchase shall have been made.

Purchase of any material, supplies, services or equipment obligating the Board of Education shall be made only upon issuance of a standard purchase order or a blanket purchase order. Exceptions: petty cash purchases.

F. District Credit Cards

The Board of Education authorizes the Superintendent, Chief Financial Officer, and Director of Purchasing Services to obtain a District credit card for use towards payment of services and/or products in certain circumstances. If a purchase is deemed best value or sole source, but the vendor does not accept purchase orders, then the district credit card may be used to make the purchase. Travel and/or registration expenses for staff may also be secured with the District credit card. Possession of the card will reside with the three authorized offices at all times. For security purposes, the account number will remain confidential and unknown by all other staff members.

G. Authorization to Purchase

Consistent with provisions of 61 O.S. 200 §102 an expenditure of more than $50,000 for the purpose of making any public improvements or constructing any public building or making repairs to or performing maintenance on the same shall be made only upon submission of sealed proposals and shall be awarded to the lowest responsible bidder.
Other statutory limitations imposed by duly constituted authorities shall be complied with when executing purchase contracts. Employees are prohibited from signing any personal guaranty.

Purchases for all funds except Child Nutrition shall be made as follows:

1. In excess of $50,000:

   Vendors shall be given the opportunity to submit sealed bids covering a purchase of one specific item or multiples of the same item having an estimated total price in excess of $50,000. This provision includes purchases from school activity accounts.

   **Any (1) one item or multiples of the same item over $50,000 will be competitively bid with the following exceptions, when it is most advantageous for the district:**

   **Exception #1 – Roofing:** A special exception will be made for roofing projects to utilize the OMES (Office of Management and Enterprise Services) statewide contract when available. Other than the Competitive Bid Act process by the district, the state OMES contract is the only option available for roofing projects. All other construction or improvement to real property bids over $50,000 will be bid in compliance with the Competitive Bid Act.

   **Exception #2 - Buses:** A special exception to the bid threshold will be made when purchasing one or multiples of the same bus. Other than competitive bid by the district, the state contract is the only option available for these purchases provided the bus(es) and the price list for the bus(es) being purchased are on file with the State Board of Education.

   **Exception #3 – Other statewide or cooperative purchasing contracts:** A special exception will be made for purchases made utilizing a statewide or cooperative purchasing contract where vendors have been selected by a competitive process.

   A purchase of one specific item or multiples of the same item having an estimated total price in excess of $25,000 shall be made only upon prior approval of such purchase by the Board of Education. Exception: payment on utilities, gasoline, surety bonds and similar continuing contractual obligations and purchases from activity accounts.

   A purchase from school activity funds of a single item or multiples of the same item having an estimated total price in excess of $10,000 shall be made only upon prior approval of the Chief Financial Officer.

2. Between $750 and $49,999:

   A purchase of one specific item or multiples of the same item having an estimated total price less than $10,000 shall be made only upon prior approval of the Director of Purchasing Services. Exception: purchases from activity funds.
A purchase from school activity funds of one (1) specific item or multiples of the same item having an estimated total price less than $10,000 shall be made only upon prior approval of the Accounting Coordinator.

Vendors shall be given the opportunity to submit written quotations covering a purchase of one (1) specific item or multiples of the same item having an estimated total price in excess of $750 but less than $50,000. Quotes from three (3) representatives of reliable vendors are required. Awards of such items normally shall be made to the lowest responsible quotation. This provision includes purchases from school activity funds. The written quotations must be submitted to the Business Office with the signed purchase requisition. Exception: Written quotations for purchases from activity funds must be received in the Business Office prior to approval of the purchase requisition.

3. Between $75 - $749:

Purchases of less than $750 may be made without verbal quotations by vendors. This provision includes purchases from school activity funds. Written quotes are not required at this threshold, but as purchase decisions are made, the expectation remains that we will obtain the best product for the best price.

4. Between $1 - $74:

A purchase of one (1) specific item or multiples of the same item having an estimated total price of less than $75 can be purchased using authorized petty cash funds. Petty cash is intended for small cash expenditures such as postage, freight, or express charges not typically payable with a purchase order. Petty cash is not intended to be used for personal reimbursements.

5. Personal reimbursements may involve instances where a purchase order to a vendor cannot be used. Personal reimbursements should be avoided for items that can be encumbered to a vendor. To ensure that the items meet purchasing guidelines and budget is available, purchase orders for personal reimbursement should be in place before expenses are incurred.

Personal purchases are discouraged due to the addition of sales tax. The additional cost of the sales tax may impact the value of the item purchased and may not be reimbursable to the buyer. The following are examples of allowable expenses for personal reimbursement: (a) travel-related expenses, (b) purchases with businesses who do not accept purchase orders, (c) online sites that do not accept purchase orders, (d) professional development materials purchased while attending conferences.

6. Purchases of same items are not to be divided in order to circumvent the approved dollar limitations. Quantities of the same item are to be consolidated into a single purchase request whenever possible.
7. Adequate records to substantiate all purchase transactions shall be maintained by the Purchasing Department or, in the case of purchase from activity funds, by the Business Office.

8. Summary of Quotations and Approval Requirements:

**Final District Level**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Fund</th>
<th>Approval</th>
<th>Quotation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50,000</td>
<td>General</td>
<td>Board of Education</td>
<td>Sealed Bids</td>
</tr>
<tr>
<td>$50,000</td>
<td>Activity</td>
<td>Chief Financial Officer</td>
<td>Sealed Bids</td>
</tr>
<tr>
<td>$10,000+</td>
<td>General</td>
<td>Board of Education</td>
<td>Written Quotation</td>
</tr>
<tr>
<td>$10,000+</td>
<td>Activity</td>
<td>Chief Financial Officer</td>
<td>Written Quotation</td>
</tr>
<tr>
<td>$750-9,999</td>
<td>General</td>
<td>Dir. of Purchasing</td>
<td>Written Quotation</td>
</tr>
<tr>
<td>$750-9,999</td>
<td>Activity</td>
<td>Accounting Coordinator</td>
<td>Written Quotation</td>
</tr>
<tr>
<td>Up to $750</td>
<td>General</td>
<td>Dir. of Purchasing</td>
<td>None</td>
</tr>
<tr>
<td>Up to $750</td>
<td>Activity</td>
<td>Accounting Coordinator</td>
<td>None</td>
</tr>
<tr>
<td>Up to $75</td>
<td>Petty Cash</td>
<td>Accounting Coordinator</td>
<td>None</td>
</tr>
</tbody>
</table>

9. The Board authorizes the Superintendent or his/her designee to approve emergency expenditures in excess of $10,000 after consultation with members of the Board. The limitation placed by emergency requirements shall be considered, but every effort shall be made to secure competitive quotations.

IV. Procurement for Child Nutrition

A. Procurement for Child Nutrition will be from State Contract, utilizing State Contract acquisition price. If needed product is not available on State Contract, purchases for Child Nutrition will abide by the Oklahoma State Department of Education School Food Service Compliance Document for small purchase procedures which stipulates that small food purchases must obtain quotes. If purchases are not made from State Contract, Child Nutrition will comply with District quote and bid requirement thresholds.

B. Price or rate quotations shall be obtained from an adequate number of qualified sources. Factors such as product quality, delivery and availability, and vendor reputation will be utilized in the selection criteria.

C. Awards will be made only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
D. Procurement by noncompetitive proposals may occur if an item is available only from a single source, or if an emergency exists for the requirement which will not permit a delay resulting from competitive solicitation, or after solicitation of a number of sources, competition is determined inadequate.

E. If several items are desired, it will be acceptable for the items to be quoted as a group, where the selection will be based on the overall low price offered.

V. Purchase Specifications

It shall be the administrative responsibility of the Purchasing Department to prepare detailed specifications describing all materials, supplies, services and equipment to be purchased with the exception of contracts for the erection of or improvement to school buildings.

Insofar as possible, all specifications shall be prepared in such a manner that will enable the Purchasing Department to secure broad participation in established competitive bidding procedures.

VI. Lease Agreements of Real or Personal Property

Vendors shall be given the opportunity to submit sealed bids covering a lease of real or personal property of one (1) specific item or multiples of the same item having an estimated total annual lease payment in excess of fifty thousand dollars ($50,000), including lease agreements from school activity accounts. Lease agreements in excess of fifty thousand dollars ($50,000) must receive approval by the Board prior to commencement of the lease agreement.

VII. Rental Agreements for Used Property

The Board will consider a rental agreement on any used real or personal property or goods for a period not to exceed twelve months without quotes or bids, provided the property has been examined and is in good working condition. The rental agreement will be presented to the Board and the District’s attorney for approval.

VIII. Exemptions from Bidding Requirements

Every effort should be made to obtain the best quality of goods and services at the lowest possible price. Due to the unique nature of some goods and services, the following goods and services are exempt from bidding requirement: professional services, including but not limited to audit services; legal services; employment services; drug and alcohol testing; professional consultation services; extermination services; travel services including airfare, hotel, accommodations, etc.; specialty repair or service contracts; maintenance agreements; textbooks, student workbooks, library/media materials, educational and training videos; software upgrades and specialized source software; staff training classes and catering events; unique artwork for projects (excluding signage); yearbooks and student photos; provision of infrastructure as a service; rental of used equipment.
Additional exemptions include goods purchased for student activity fund raisers (e.g., candy, T-shirts, candles, etc.); expenses for graduation, prom, dances and other student social activities; unique and custom decorations purchased from student activity funds and used for student events (e.g., prom, graduation, etc.); testing and assessment materials; items purchased with funding from NPS Foundation grants where item was specifically approved by the Foundation with the grant application; purchases of fuel.

IX. Standardization Program

If a site has designated a specific brand or type of furniture or office equipment from an Original Equipment Manufacturer (OEM) or authorized distributor for the local sales territory, as part of a site or district-wide standardization program, quotes are not required for maintenance, additional units or component pieces (Excluding off-the-shelf, common catalog items). All initial purchases of furniture for the beginning of a standardization program must be quoted in accordance with the prescribed quote thresholds, as listed herein.

X. Sole Source Procurements

Sole Source procurements shall be exempt from bidding provided the following criteria are met:

A. The goods or services are unique to one manufacturer/supplier and no form/fit/function replacement exists from another supplier.

B. The manufacturer distributes it directly or has limited distribution to one supplier.

C. The manufacturer (not the distributor) submits a written letter on company letterhead stating why the goods or services are unique to his company and that distribution is limited to himself or a sole distributor. This letter must be attached to the requisition.

D. Sole Source procurements may also be allowed where compatibility of equipment, accessories, or replacement parts are of paramount consideration. Documentation of such shall be included with the requisition.

XI. Exceptions for Quotation Selections

It shall be the administrative responsibility of the Chief Financial Officer, with recommendations from the Director of Purchasing Services, to obtain justification in writing for the selection of a bid other than a low, valid bid submitted by an approved vendor in accordance with established purchasing procedures.

Criteria to be used in such a selection shall include, but not be limited to, the determination of the item which best fits the specifications, delivery dates for the item, service warranties, and past performance of the vendors. Justification for such selection shall identify the criteria used and other reasons, if any, for selection of other than the low bid.
XII. Justification for Restrictive Specifications

Specifications for materials to be supplied shall be written in such a manner that competitive bidding by vendors is encouraged.

If it is thought advisable to prepare such specifications in such a manner as to restrict competitive bidding to those products or services of any one (1) manufacturer or vendor, that individual or specification committee who initiates this specification shall justify the action in writing. A copy of this justification shall remain on file in the Business Office.

The justification of a restricted specification shall indicate the tests comparative products were subjected to; their relative performance during such tests; and other factors, which were considered at the time the limited specification was established.

If it is not feasible to test competitive products, the objective opinion of recognized authorities should be weighed in evaluating the specification. The Director of Purchasing Services shall be the judge as to the adequacy of the justification for limiting an item specification. Prior to approval of a sole source vendor, the Director of Purchasing Services should make a sufficient survey of known vendors who provide similar items to determine if a comparable item is available. If, in his/her opinion, the reasons for restricted specifications are not adequate, he/she shall personally direct a concentrated effort to liberalize the approved specifications so that competitive bidding might be encouraged.

XIII. Attainment of Most Favorable Total Price

The Purchasing Department shall exert every possible effort to obtain the materials, supplies, services or equipment requisitioned by authorized employees at the lowest possible total price consistent with the item specification and required delivery date.

While it is recognized that all statutory limitations must be observed, efforts shall be made to purchase normal operating supplies at such time and in such a manner that will encourage vigorous competitive bidding by vendors. Wherever possible and economically feasible in the opinion of the Director of Purchasing Services, the annual requirements for a specific item should be offered for quotation as a unit. The Purchasing Department shall always reserve the right to specify the delivery schedule that minimizes handling, labor, storage cost and inventory investment.

XIV. Warehouse Stock Inventory

All items classified as stock materials will be charged to a warehouse stock supply account upon purchase and not charged to the particular school or department until issued to that school or department from the District warehouse. Dollar cost averaging shall be used to determine the stock prices charged to school sites.

All items classified as non-stock and purchased directly for use by a particular school or department shall be charged to that school or department.
The Purchasing Department shall supply all prices or estimated prices that are used for budgetary control purposes.

XV. Purchase Order Terms

The general terms, which shall govern the conditions of a written purchase order issued by the Purchasing Department, shall appear on the purchase order.

Terms which are applicable only to a specific purchase order shall appear in the prescribed spaces on the face of the purchase order, as a note written on the body of the purchase order or as a separate addendum later made a part of the purchase order and so identified.

XVI. Blanket Purchase Orders

Based on the guidelines provided in state statute, a school district may issue blanket purchase orders for recurring purchases (62 O.S. §310.8).

XVII. Gasoline Purchases

Upon notification of the need for gasoline by the office of the Supervisor of Transportation, the Director of Purchasing Services or his/her designee will call at least three responsible vendors for verbal price quotations. The gasoline is then ordered that day from the lowest responsible quotation for delivery that same day or the next day. A purchase order encumbering that expenditure is prepared. As specified in state statute, fuel for District use is exempt from state taxes (68 O.S. §500.10 and §527).

XVIII. Disposition of Surplus or Obsolete Materials

No item of District property shall be disposed of except through the office of the Director of Purchasing Services or Director of Central Services or Director of Technology Services. Surplus or obsolete materials, supplies, equipment or property no longer required to accomplish the educational mission of the District shall be disposed.

Those items considered as obsolete or broken shall be sold at such times as the Chief Financial Officer or his/her designee determines the necessity for a sale due to warehousing space and the number of items involved. Such items may be sold by public auction/on-line either through sealed bids or vocal auction, by arranging for sale to a third-party vendor, or by placing a price on such items and selling them.

General Guidelines for Disposal:

A. Auction
The public shall be informed of such public auction through notice published on the Public Surplus website at least one week prior to the date of the sale.
Any unsold surplus property may be sold in bulk, as a single lot or disposed of as useless refuse.

B. Bulk Sale
When it is necessary to dispose of large quantities of a single item, the Chief Financial Officer or his/her designee may decide to determine a fair price for the item and sell single units or quantities at this predetermined price.

C. High-Value Items
Any individual surplus property item having an estimated market value of more than two thousand five-hundred dollars ($2,500) shall be advertised and sold in a public auction or by sealed bid.

D. Trade or Exchange
If surplus property can be traded or exchanged for items of equal or greater value, the Chief Financial Officer or his/her designee may allow such items to be traded for new equipment, provided the estimated market value for each item is less than two thousand five-hundred dollars ($2,500).

E. Real Property
Any real property to be sold as surplus property shall have prior approval of the Board of Education with the outline of the sale procedure being approved by said Board and conforming to 70 O.S. §5-117, A.11.

F. Broken or Unusable Items
If surplus property is broken or irreparable, and thus, reasonably determined unable to be disposed of through auction or other means, the Chief Financial Officer or a duly appointed designee, may designate the items as trash and arrange for disposal by District maintenance or the City of Norman.

G. Books
Books declared surplus property may be sold, donated to a non-profit agency/organization, or other disposal method as so decided by the Chief Financial Officer or his/her designee.

H. Computers and other Electronic Assets
The Director of Technology Services will work closely with the Chief Technology Officer regarding the disposition of computers and other electronic assets. Computers, tablets, smartphones, and other electronic assets declared as surplus property may contain confidential information such as social security numbers, staff/student identification numbers, credit card numbers, bank account numbers, passwords, medical records, photographs, addresses, telephone numbers, student records, and other information and metadata that should not be released to the public. The district has an obligation to ensure that all personally identifiable information or metadata has been deleted from files and hardware of such surplus electronic assets. Deletion of such information will be managed by the Director of Technology Services and completed by district personnel or through the services of a responsible and reputable vendor. A certificate of such deletion shall be obtained prior to sale, trade, or other final disposition of such assets.
I. Report of Revenue
Following the disposition of items that results in revenue, shall submit to the Chief Financial Officer a listing of those items sold, price of each and any accompanying payments for same.

XIX. Record Availability

The files, records, and related data of the Purchasing Department shall be available for inspection by persons other than Board of Education members or employees of the Business Department in accordance with the limitations enumerated below:

A. Interested individuals shall request information from the Clerk of the Board who shall make such data available as expeditiously as possible. The information he/she shall supply normally shall be similar to, but not limited to, that data included in the minutes of the Board of Education.

B. Current and historical files of the Purchasing Department shall be accessible for reference purpose only to employees of the Business Services Department who shall make every effort to abstract pertinent information upon receipt of a valid request.

C. Approved vendors of the Board of Education shall be given access to the specific material/item records, which pertain to the materials/items they supply.

D. Information pertaining to materials/items specifications, approximate annual usage, or method of purchase utilized shall be supplied to interested potential vendors.

E. The sharing of information that would give unfair advantage to one vendor over another will remain a confidential record in accordance with 51 O.S. §24A.10.

F. All E-Rate purchase records will be maintained for a period of at least five (5) years after the last date of service in accordance with FCC Fifth Report and Order (Para. 47, FCC 04-190, Adopted August 4, 2004).

XX. Construction and Facility Improvement

Construction contracts that exceed fifty thousand ($50,000) dollars shall be awarded to the lowest responsible bidder based on guidelines specified in state statutes (61 O.S. §102-103; 61 O.S. §103.4, & 61 O.S. §101-137). In the event of emergency construction statute, 61 O.S. §130 shall apply.

XXI. Purchasing Real Estate

The Board of Education will approve the process for the purchase of real estate.
XXII. Purchase of Transportation Equipment

Transportation equipment for the District will be purchased in compliance with state regulations and guidelines 70 O.S. §9-109

XXIII. Unlawful Acts as specified in state statutes:

It is hereby declared to be unlawful for any officer or employee of the State Board of Education, member of a board of education or employee thereof, to solicit, take, retain, or receive any money, property or thing of value in the nature of commissions or otherwise for the purchase or sale of school bonds, or the purchase of any furniture or supplies, and the soliciting, taking, retaining or receiving of any such money or other thing of value is hereby declared to be a misdemeanor (70 O.S. §24-103).

It is hereby declared to be unlawful and a misdemeanor for any person, corporation or individual to offer, tender to pay or deliver to any such officer or employee of the State Board of Education, member of a board of education or employee thereof, any such property, money or other thing of value in any way connected with the issuing of school bonds or the purchase of furniture or supplies, whether the same be denominated commission or otherwise (70 O.S. §24-104).

District employees violating this policy, exceeding their purchasing authority or incurring an expense without a purchase order may be held personally and financially liable and subject to disciplinary action including, but not limited to, suspension, demotion, termination, and legal action.

XXIV. Petty Cash

Petty cash funds will be established in all schools and administrative locations in accordance with the Oklahoma State Department of Education Technical Assistance Document (latest revision).

XXV. Investment of District Funds


XXVI. Travel Reimbursements

If an employee is given prior approval by his/her supervisor and the appropriate departmental administrator to attend a conference, meeting or seminar as an official representative of the District, travel, meals, lodging and registration fee may be considered appropriate expense. The availability of funds will determine if employees will be reimbursed for such expenses. The proper expense form must be completed and supplied to the employee's immediate supervisor within ten (10) days after returning from the trip.
XXVII. Sanctioning Organizations and Associations

The Norman Public Schools shall establish procedures in compliance with 70 O.S. 1996 § 5-129.1 to provide for sanctioning of organizations and associations that raise money and collect revenues for the benefit of students so that they may be exempt or apply to be exempted from statutory controls and requirements pertaining to school activity funds.

XXVIII. Site Receiving Procedures

State law requires payment of purchase orders only after satisfactory receipt of goods and services. Therefore, items should be delivered to the District Warehouse where receiving procedures are in place. If items are picked up or received at the site, instead of being delivered to the warehouse, the following procedures are required to ensure adequate receiving documentation.

A. Site Principals must designate an employee to certify receipt of delivered to the site.

B. The staff person picking up the items must sign and date the invoice or receipt. Items picked up by a staff person, will require a second signature on the invoice or receipt as proof that all of the items were actually received.

C. The designated employee (receiving clerk) must visibly check each item to ensure that all items have been received at the site and that these items are for school business and not for personal use.

D. Verification of receipt of goods must be noted on the invoice or receipt by the receiving clerk’s signature and date.

E. Invoices or receipts must be returned to the site secretary by close of business the day after the purchase is made.

XXIX. Acceptance of Gifts

Individuals employed by the District shall neither solicit nor accept gifts valued over $20 per item or valued over $50 in total from any one E-Rate vendor per E-Rate funding year. A donation by an E-Rate vendor to the District may be allowed under certain conditions but (1) shall not be directly or indirectly related to E-Rate procurement and (2) shall be approved in advance by the District Administration in consultation with the District E-Rate Coordinator.

A. "Gifts" include services, material goods, promotional items, prizes, meals, gratuities, entertainment, tickets, favors, travel expenses, cash, loans, or any other thing of value.

B. An "E-Rate vendor" is any provider of services and/or goods who is participating in or seeking to participate in the schools and libraries universal service fund (or "E-Rate") program.
C. An "E-Rate funding year" begins July 1 and ends June 30 of the following calendar year.

XXX. E-Rate Procurement Policy

The Director of Purchasing Services shall administer the purchasing procedures and practices for all purchasing activities of the District including all E-Rate services and materials. In selecting service providers for all eligible goods and/or services for which Universal Service Fund ("E-Rate") support will be requested, the District shall:

A. Make a request for competitive bids for all eligible goods and/or services for which Universal Service Fund support will be requested and comply with applicable state and local procurement processes included in its documented policies and procedures.

B. Wait at least 28 days after the posting date of the FCC Form 470 on the USAC Schools and Libraries website before making commitments with the selected service providers.

C. Consider all bids submitted and select the most cost-effective service offering, with price being the primary factor considered.

D. Keep control of the competitive bidding process by not surrendering control to a service provider who is participating in the bidding process and not including service provider contact information on the FCC Forms 470.

Where the above E-Rate requirements are silent, the district will follow 47 Code of Federal Regulations, Section 54.503.
Regulation 2006-1
Travel Reimbursement

An employee is considered to be on official travel when the trip has been approved by the administrator(s) of the travel budget(s) to be charged with the expense(s).

Employees shall provide themselves with sufficient funds to cover travel expenses. There will be no advancement of school district funds for travel expenses.

Travel reimbursements shall be limited to allowance for lodging, transportation, registration fees, meals including gratuities, and other actual and necessary travel expenses incurred by a traveler in the performance of official duties. A non-employee may be reimbursed, as per policy, for the same expenses if they have been approved to perform duties in lieu of a district employee. The District will not reimburse for alcoholic beverages.

I. Request for Travel

A. All employees must use the appropriate form when making a request for travel with reimbursement.

1. The applicant should fill in the professional leave section and the supervisor or department administrator should fill in fund and account number.

2. Signatures and approval must be obtained from:
   a. Immediate supervisor/building administrator, and
   b. Sponsor(s) of the budget(s) to be charged.

3. A copy will be returned to the applicant when final action has been taken.

4. If the request is approved, the applicant must then complete a requisition to encumber the funds for all allowable anticipated expenses. Expenses related to flight or mileage payments shall be based on coach fare quotes obtained at least twenty-one days prior to the scheduled travel date.

II. Transportation

A. Travel to and from the conference or convention shall be reimbursed in the amount of the actual commercial fare. Travel within the destination area shall be by the most economical means available and is reimbursable.

1. Direct Purchase of Tickets

   If an employee desires, airline reservations may be made through a travel agency. It will be necessary for the employee to make all flight arrangements directly with the
agency. Flight arrangements should be made at least twenty-one days in advance of the scheduled travel date. Only authorized travel tickets can be charged to the District. The employee must submit a requisition form to the Business Office. The Business Office will prepare a purchase order which can be submitted at the time the employee obtains the ticket.

2. Refunds on Unused Tickets

If it is necessary to change travel plans resulting in a refund, the unused portion of the ticket must be submitted to the Business Office for credit to the District.

B. Automobile Travel

If an employee is approved to drive a personal car instead of using a public mode of transportation, reimbursement will be for coach fare (quote for coach fare should be provided to the appropriate administrator at least twenty-one days prior to travel) or mileage from workplace to destination as determined by MapQuest times the district allowance per mile, whichever is the lower amount. A copy of the coach fare quote and mileage as determined by MapQuest should be attached to the request for expenses. The district’s rate of reimbursement shall be the same as the prevailing per-mile rate approved by the Internal Revenue Service.

C. School Owned Cars

Only the actual expenses incurred, including turnpike and gas charges, will be reimbursed.

D. Taxicabs, Buses, Limousines, Use of Personal Vehicles, Rental Vehicles, Parking Fee, Turnpike Fee

Cost will be reimbursed when their use is required in the performance of official duties.

III. Preparation of Expense Account

A. Every employee will use the Travel Reimbursement Request Form when requesting reimbursement for expenses as outlined in this document. This form must be submitted within ten (10) days following the trip and requires the same signatures and approval as the Request for Leave previously submitted. The agenda or conference brochure reflecting dates of the conference must be attached to the reimbursement form.

B. The Travel Reimbursement Request Form must be prepared in detail including receipts for hotel/motel, turnpike fees, parking fees, registration, airline passenger ticket (last sheet of ticket used), railroad ticket, bus ticket, and rental vehicle, which must be attached and sent for approval to the sponsor(s) of the budget(s) to be charged. Each category of expenses must be itemized separately.

If the sponsor of the budget to be charged is the person requesting reimbursement, the immediate supervisor must approve the reimbursement.
IV. Summary of Expenses Allowable Expenses for Approved Travel

A. Actual fare for common carrier transportation;

B. Reimbursement for mileage at the prevailing per-mile rate approved by the Internal Revenue Service.

C. Meals that are connected to an over-night stay, which are a qualified business expense and exempt from tax. Reimbursement will be made through accounts payable. Meals not involving an overnight stay may be reimbursed but are considered a taxable fringe benefit and must be paid through Payroll. Reimbursement for any meal requires that the District Travel Reimbursement Request Form be completed and submitted with supervisor approval. This regulation is applicable to all funding sources. The per diem rate is as follows:
   1. In-State Overnight $45.00 per day
   2. In-State Day Trip (itemized receipts required up to $45.00 per day)
   3. Out-of-State Overnight $60.00 per day
   4. Out-of-State Day Trip $60.00 per day

D. Single rate for hotel room; an employee may, based upon reservation confirmation, request advance payment payable to the hotel to cover the cost of their room. Upon return, the employee must provide receipts to substantiate the actual cost of the room. If the cost of the room is less than the advance, the difference must be reimbursed to the District.

E. Registration expenses cannot include professional dues;

F. Expenses for travel to and from the airport plus travel expense to and from the convention building and hotel;

G. Turnpike expense and parking fees; and

H. Actual expenses for the day prior to the conference, during the conference and the day following the conference if the day before and the day following the conference are necessary for travel.

I. Any exceptions to the guidelines contained in this section must be approved prior to travel by the appropriate member of Superintendent’s Cabinet.

J. Expenses for dry-cleaning, non-business long distance telephone calls and alcoholic beverages are not reimbursable.
Regulation 2006-2
Investing District Funds

In compliance with state statues (62 O.S. 1991 § 562 et seq. and 70 O.S. 1991 § 15-108 et seq.), sinking funds and bond funds may be invested.

I. Investment Accounts

The treasurer of every school district shall invest the full amount of the investment account in:

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, a treasurer of a school district who has completed the program pursuant to the provisions of subsection H of this section may invest funds in the investment account in other obligations of the United States Government, its agencies or instrumentalities;

Obligations to the payment of which the full faith and credit of this state is pledged;

Certificates of deposits of banks when such certificates of deposits are secured by acceptable collateral as in the deposit of other public monies;

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. Provided, that the income received from the investments may be placed in the general fund of the governmental subdivision to be used for general governmental operations;

Repurchase agreements that have underlying collateral consisting of those items specified in paragraphs 1 and 2 of this subsection 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;

County, municipal or school district direct debt obligation 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. The income received from an investment may be placed in the general fund of the governmental subdivision to be used for general governmental operations, the sinking fund, the building fund, or the fund from which the investment was made.

Money market mutual funds regulated by the Securities and Exchange Commission;

Warrants, bonds or judgments of the school district; or Qualified pooled investment programs, as well as obligations of United States agencies and instrumentalities, regardless of the size of the district’s budget. To be qualified, a pooled investment program for school funds must be governed through an interlocal cooperative agreement and the program must competitively select its
investment advisors and other professionals. Any pooled investment program used must be approved by the Board.

II. Training of the Treasurer

The board of education is hereby empowered to require the treasurer to satisfactorily complete an investment education program approved by the State Board of Education and the State Board of Vocational-Technical Education. Such program shall be designed to allow treasurers to make informed decisions regarding the safety, return, liquidity, costs and benefits of various investment options allowed under this section.

III. Investment Procedures

The income received on an investment may be placed in the fund from which the investment was made, the general fund, the building fund, or the sinking fund.”

A. The amount of money available, the number of days and type of investment will be communicated by the Treasurer to financial institutions as funds become available. The financial institutions will be asked to submit bids by 11:00 a.m. on the following morning to the Administrative Services Center, 131 S. Flood, Norman, Oklahoma.

B. The institutions being awarded the investments will be notified by the Treasurer. The investment will be purchased from the institution submitting the bid to yield the highest interest rate provided they have sufficient securities pledged to the State Treasurer and in place prior to the investment to secure 110% of the amount of all district deposits at the institution minus the amount insured by the F.D.I.C. or F.S.L.I.C.

C. Investments will be made in the amount of $100,000 or multiples thereof. Institutions may bid the total amount or multiples of $100,000. In instances of ties in bidding, amounts will be awarded in lots of $100,000 on a rotation basis.
Regulation 2006-3
Petty Cash

The general intent of the use of petty cash funds is to provide building administrators the ability to purchase supplies on an emergency basis.

The principal, or his/her designee receiving such funds shall keep a record of all receipts and expenditures from the fund and, at the time a requisition is submitted to replenish the funds, submit such records along with the requisition. The petty cash fund shall be replenished by payment from the appropriate funds of the District to the petty cash fund upon proper claim. The fund shall be kept separate from all other funds and be used only for authorized expenditures; itemized receipts shall be taken for each expenditure. No part of such fund may be loaned or advanced against the salary of any employee.

The total amount expended by each site may not exceed $2500.00 in a school year.

The amount of the fund shall be $200 per site. An account must be set up at a local bank called "(Your School/Site Name) Petty Cash Fund".

Purchases made from the petty cash fund are to be directly related to the school's educational program or the operation of the school office. Those items purchased should be of the type that would be approved if requisitioned through regular channels. If there are questions as to whether the purchase would be approved, please call Chief Financial Officer.

Please attempt to make all purchases for less than $15 from the petty cash fund.

Individual expenditures are limited to $75 at any one time.

When money is spent, the expenditure must be supported by an itemized receipt, bill, cash ticket or similar record of what was purchased signed by the purchaser. Place the supportive materials in the petty cash box.

The fund may be replenished during the school year. To replenish the fund: (a) prepare a requisition showing the expenditures by account number. In order to replenish the petty cash fund, your site accounts will be charged; (b) after completion of the requisition, forward it with the supporting materials attached to the Business Office for processing; (c) it is recommended that the fund not be exhausted before the requisition is sent in because of the time necessary to issue a check.

For requisitions:
- List each purchase separately with description of each item -- file box, etc.
- List Total Expenditures
- List Cash on Hand, Current

On June 1, each school should submit a requisition to replenish the petty cash fund. The replenishment check may be picked up after July 1 for the following school year.
Regulation 2006-4
Cashing Checks

No checks which require the return of cash to the bearer or signee may be cashed by the school, child nutrition program or any school sponsored organization.
Regulation 2006-5
Sales Tax Exemption

There are hereby specifically exempted from the tax levied by this section: Sales of tangible personal property made by a public school, a public school district, a public school board, a public school student group or organization, a parent-teacher association organization or public school personnel for purposes of raising funds for the benefit of a public school, a public school district, a public school board or a public school student group or organization.

The exemption provided by this paragraph for sales made by a public school shall be limited to those public schools accredited by the State Department of Education or registered by the State Board of Education for purposes of participating in federal programs. Sale of tangible personal property in this paragraph shall include sale of admission tickets and concessions at athletic events.

Coin operated music and amusement devices are to be licensed with a permit as set forth in 68 O. S. 1991 Article 15.
Regulation 2006-6 (revised 9/22/2014)
Mileage Reimbursement

The Local Mileage Chart must be used to calculate local mileage reimbursement for all mileage between district facilities. All mileage not included in the chart shall be verified by use of MapQuest.
Norman Public Schools
Board Policies and
Administrative Regulations

NPS Mileage
ASC/
CC/SS PDC

AD

CL

ES

JK

JF

KD

LV

LN

MD

MC

MO

RG

RO

TE

TP

WS

WL

AL

IR

LF

WH

NH

NN

DM

AS

Adams

N/A

0.7

3

1.3

1.6

4.2

12.4

1.9

3.3

1.8

2.6

4.82

5.3

3.4

3.6

5.9

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3.1

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2.2

0.9

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2

4.9

1.1

1.2

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ISC/T Centr
SC
al
Kitche
n
3.5
0.7 Adams

Cleveland

0.7

N/A

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2.5

3.9

13.1

2.7

3.5

1.9

2

6.31

4.9

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3.1

6.6

1.6

1.1

3.9

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1.6

1.1

2

2.5

4.5

1.3

2

3.8

4.3

0.9

Cleveland

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3.6

N/A

4.2

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2.4

11.2

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3.7

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5.5

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5.6

5.7

4.7

2.1

4.3

2.3

2

4.7

3.1

2.6

1.4

5.8

3.2

2.3

1.3

4.9

3.2

Eisenhower

Jackson

1.3

1

4.2

N/A

2.2

2.7

12.8

2

2.5

0.9

1.3

4.25

6

3.1

3.4

6.3

2.1

0.5

3.6

2

0.8

0.8

2.6

2.6

5.6

1

1.7

3.2

4.8

0.6

Jackson

Jefferson

1.6

2.5

1.7

2.2

N/A

1.9

11.1

1

2.5

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3.5

3.49

5.6

4.8

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4.6

0.7

2.8

1.9

0.3

3.1

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1.9

0.4

5.2

1.3

0.7

0.8

4.8

1.6

Jefferson

Kennedy

4.2

3.9

2.4

2.7

1.9

N/A

10.3

1.3

1.8

2.1

3.5

1.7

7.5

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6.9

3.9

2.4

2.9

1.1

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3.7

1.5

7.1

2.7

2

1

6.3

2.7

Kennedy

Lakeview

12.4

13.1

11.2

12.8

11.1

10.3

N/A

10.9

12.1

12.3

15.7

11.7

14.6

15.9

17.3

7.4

11.6

13.1

9.3

11.1

16.9

12

13

10.7

15.5

11.9

11.3

10.3

13.1

12.2 Lakeview

Lincoln

1.9

2.7

2.5

2

1

1.3

10.9

N/A

1.5

1.4

2.9

3.29

6.1

4.7

5

4.4

1.1

2.2

1.6

0.7

2.5

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2.3

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0.8

1.3

4.8

1.8

Lincoln

Madison

3.3

3.5

3.7

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2.5

1.8

12.1

1.5

N/A

1.6

2.5

2.45

8

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6.3

2.5

Madison

McKinley

1.8

1.9

4

0.9

2

2.1

12.3

1.4

1.6

N/A

1.5

4.41

7.1

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2.4

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0.6

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1

McKinley

Monroe

2.6

2

5.5

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15.7

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N/A

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Reagan

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3.49

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2.45

4.41

5.16

N/A

11.5

8.74

9.04

3.61

3.97

6.72

1.77

3.58

6.33

4.62

6.37

3.17

11.3

4.4

3.65

3.92

8.69

4.76 Reagan

Roosevelt

5.3

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N/A

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Roosevelt

Truman E

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Truman E

Truman P

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Truman P

Washington

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4.2

9.8

5.4

4.8

3.8

9

5.7

Washington

Wilson

1.1

1.6

2.1

2.1

0.7

2.4

11.6

1.1

2.6

1.8

3.3

3.97

4.9

4.1

4.3

5.1

N/A

2.6

2.3

0.5

2.9

1.3

1.2

1.2

4.6

1.2

0.4

2

3.7

1.5

Wilson

Alcott

1.9

1.1

4.3

0.5

2.8

2.9

13.1

2.2

2.7

1.1

1

6.72

5.7

2.9

3.2

6.5

2.6

N/A

3.8

2.5

0.6

1.3

3.1

3.1

5.3

1.4

2.2

3.5

5.9

1.1

Alcott

Irving

3.1

3.9

2.3

3.6

1.9

1.1

9.3

1.6

2.8

3

6.9

1.77

7.5

6.7

7.1

2.8

2.3

3.8

N/A

1.8

4.1

2.8

3.7

1.5

7

2.7

2

1

6.3

2.9

Irving

Longfellow

1.3

2.3

2

2

0.3

1.8

11.1

0.7

2.2

1.7

3.2

3.58

5.5

4.3

4.9

4.6

0.5

2.5

1.8

N/A

2.8

1.2

1.7

0.7

5

1

0.4

1.1

4.3

1.4

Longfellow

Whittier

2.2

1.6

4.7

0.8

3.1

3.2

16.9

2.5

2.5

1.2

0.8

6.33

6.2

3

3.3

6.5

2.9

0.6

4.1

2.8

N/A

1.6

3.5

3.4

5.6

1.7

2.5

3.8

6.2

1.5

Whittier

NHS

0.9

1.1

3.1

0.8

1.5

2.8

12

1.6

2.4

0.8

2

4.62

6

3.2

3.5

5.5

1.3

1.3

2.8

1.2

1.6

N/A

2.2

1.8

5.6

0.2

0.9

2.3

4

0.2

NHS

NNHS

1.4

2

2.6

2.6

1.9

3.7

13

2.3

3.8

2.4

3.9

6.37

4.1

4

4.2

6.5

1.2

3.1

3.7

1.7

3.5

2.2

N/A

2.2

3.7

1.7

1.6

2.7

2.9

2

NNHS

2

2.5

1.4

2.6

0.4

1.5

10.7

1.2

2.9

2.3

3.9

3.17

6

5.2

5.9

4.2

1.2

3.1

1.5

0.7

3.4

1.8

2.2

N/A

5.6

1.6

0.9

0.5

4.8

1.9

Dimensions

All Saints

4.9

4.5

5.8

5.6

5.2

7.1

15.5

5.7

7.6

6.7

5.9

11.3

0.8

3.2

4

9.8

4.6

5.3

7

5

5.6

5.6

3.7

5.6

N/A

5.8

6.6

6

1.8

5.5

All Saints

ASC/CC/SS

1.1

1.3

3.2

1

1.3

2.7

11.9

1.5

2.9

0.6

2.2

4.4

6.2

3.3

3.6

5.4

1.2

1.4

2.7

1

1.7

0.2

1.7

1.6

5.8

N/A

0.8

2.4

3.9

0.4

ASC/CC/SS

PDC

1.2

2

2.3

1.7

0.7

2

11.3

0.8

2.3

1.4

3

3.65

7

4

5

4.8

0.4

2.2

2

0.4

2.5

0.9

1.6

0.9

6.6

0.8

N/A

1.6

4.1

1.1

PDC

Central Services

3.1

3.8

1.3

3.2

0.8

1

10.3

1.3

2.4

2.7

4.2

3.92

6.4

3.8

5.8

3.8

2

3.5

1

1

3.8

2.3

2.7

0.5

6

2.4

1.6

N/A

5.2

2.5

Central
Services

ISC/TSC

3.5

4.3

4.9

4.8

4.8

6.3

13.1

4.8

6.3

4.6

6.5

8.69

2.2

4.8

4.8

9

3.7

5.9

6.3

4.3

6.2

4

2.9

4.8

1.8

3.9

4.4

5.2

N/A

4.2

ISC/TSC

Central Kitchen

0.7

0.9

3.2

0.6

1.6

2.7

12.2

1.8

2.5

1

1.9

4.76

5.9

3

3.3

5.7

1.5

1.1

2.9

1.4

1.5

0.2

2

1.9

5.5

0.4

1.1

2.5

4.2

N/A

Central
Kitchen

AD

CL

ES

JK

JF

KD

LV

LN

MD

ME

MO

RG

RO

TE

TP

WS

WL

AL

IR

LF

WH

NH

NN

DM

AS

ASC/
CC/SS PDC

CS

ISC/T CK
SC

Eisenhower

Dimensions

CS

ADMIN
118

Monroe


Regulation 2006-7 (revised 6/29/15)
Procedures for Sanctioning

Sanctioning: to approve an organization or association (that raises funds or collects revenues for the benefit of students) for the sole purpose of exemption from the requirement of depositing all funds in the Student Activity Account of the District.

Organizations are not required to be incorporated to qualify for sanctioning by the Board of Education.

Organizations are not required to have been granted tax-exempt status by the Internal Revenue Service (501 (c) (3)) to qualify for sanctioning by the Board of Education.

Sanctioning by the Board of Education in no way grants the organization or association "tax-exempt" status for its operations, nor does it grant "tax-deductible" status to its donors. The organization or association should consult a tax professional for advice on these matters.

I. Procedures for Sanctioning

A. Responsibilities of each Booster Club/PTA/PTO:

1. Complete the appropriate form which describes the following:
   a. A statement of the organization's purpose, goals, organizational structure, and membership requirements.
   b. A detailed statement of how the school district and its students will benefit if the organization is sanctioned.
   c. A statement of nondiscrimination consistent with all Oklahoma and federal laws.
   d. A financial report.

2. Assist in obtaining all annual reports required by the Board.

B. Board Procedures

1. An application for sanctioning must be completed by the organization prior to September 15 each year.

2. The completed form must be filed with the Chief Financial Officer.

3. The Superintendent will make a recommendation to the Board of Education concerning the organization seeking to be sanctioned.
4. The Board of Education will approve those organizations to be sanctioned.

5. Once an organization has been sanctioned and file the required reports, the sanction will be automatically extended for another year when a copy of the new bond has been filed.

6. The sanction shall be approved by the Board of Education on a one year basis only (November 1 - October 31). The Board of Education will consider the application at the October Board meeting.

7. The treasurer of an organization whose total revenues exceed one thousand dollars ($1,000) must be bonded in the amount of $10,000. A copy of this bond must be on file with the Chief Financial Officer. If the bond has been requested but not confirmed, a copy of the request form must accompany the application for sanctioning. Once the bond has been received, a copy of the bond must be filed with the Chief Financial Officer.

The treasurer of an organization whose total revenues are less than one thousand dollars ($1,000) is not required to be bonded.

8. At the end of each year the organization will provide a financial report to the Chief Financial Officer which must include the beginning balance, funds raised, funds expended and the ending balance. A report on how the funds were raised and expended is also required.

II. Safeguards

A. After a conference with the officer(s) of a sanctioned organization, the Superintendent may recommend to the Board of Education that sanctioning be withdrawn. Any decision of the Board of Education to withdraw sanctioning is final and cannot be appealed.

B. No organization or association sanctioned under this policy shall publish or otherwise publicly indicate in any manner that it has been sanctioned by the District under this policy.

III. Non-Sanctioned Organizations

Organizations that are not sanctioned by the Board may continue as a supporting organization but all monies must be processed through the Student Activity Fund. These organizations shall be subject to all such rules and regulations pertaining to the School Activity Fund.
Regulation 2006-8
Transfer Fees for Special Education Students

I. State Statute

70 O.S. 1999 §18-110 quoted in part:

"If any school district shall fail, neglect or refuse, for any reason whatsoever, to provide special education and related services for a child with disabilities, certified as such by competent authorities and residing in such district, as directed in O.S. 1999 70-13-101, the following is hereby authorized:

A. Such child shall be entitled, upon petition by the child's parent or guardian, without consent or approval of the school district not providing special education and related services, to transfer to any adjacent or nearby school district which will accept the child with disabilities and provide the special education and related services which such child is entitled to receive. Notwithstanding the provisions of the Education Open Transfer Act, a school district in which a child transferring under this section resides shall pay to the district receiving and educating such child, as tuition, a special education transfer fee as provided in paragraph 2 of this subsection. Provided the average daily membership of such child shall be credited to the resident district of such transferee.

B. The special education transfer fee shall be the per capita cost of the receiving district for current expenditures for the special education and related services of such child with disabilities based upon the cost of teachers, equipment, material and special costs associated with the special education class."

C. “The sending school district shall also be obligated to pay the special education transfer fee, notwithstanding the provisions of the Education Open Transfer Act:

1. whenever a student who resides in the district is transferred to another school district for purposes other than to acquire special education;

2. the student is subsequently found to require such special education and related services;

3. the student is determined to be eligible by the Special Education Division of the State Department of Education; and

4. the student is placed in an appropriate special education program by the receiving school district.

The special education transfer fee shall be prorated by the receiving school district according to the number of days the student has been enrolled in the special education program. The receiving district shall notify the sending district immediately upon finding that the student requires special education and related services and the sending district shall participate in planning the student’s Individualized Education Program.
(IEP) and in subsequent reviews of the program in accordance with the Individuals with Disabilities Education Act (IDEA).”

II. Procedures

A. The Chief Financial Officer will review current rates with Special Services and other appropriate personnel.

B. Rates will be determined according to the statutes.

C. The Superintendent will determine rates and inform the Board.
Regulation 2006-9 (Created 10/10/16, revised 4/3/17, 4/12/17, 11/13/17, 3/2/18)
Fundraising and Grants

The board prefers to monitor fundraising and seeks to provide all necessary furniture and supplies for district use. This practice safeguards standardization throughout the district’s programs, allows for appropriate oversight of activity funds, and ensures the district meets its obligations for equity in its programs.

The board also acknowledges that fundraising is a reasonable way to pay for special projects and activities. In order to ensure that fundraising efforts do not inadvertently impede the district’s overall financial plans or create disorder within the district, the board will annually approve a fundraising schedule at the beginning of the school year. The board may also approve additional fundraising throughout the year, as it deems appropriate.

I. Employee Fundraising

Any employee who wishes to conduct fundraising apart from the master schedule must obtain prior approval from the board. This approval may be sought by submitting a request for board consideration to the site principal. If approved by the principal, the Assistant Superintendent of Student Services will then review and submit the request for board approval or deny the request. If a request involves the sale of food, the request should be sent to the district Health Services Coordinator before submission to the Assistant Superintendent of Student Services.

Unless the board grants authorization, no employee may solicit donations for any purpose connected with the school. This prohibition includes, but is not limited to: raffles, class projects, walkathons, any type of sale (bake sales, rummage sales, car washes, etc.), requests for donations, and/or the use of crowdfunding or crowdsourcing websites (i.e. DonorsChoose.org, GoFundMe). The district will pursue the suspension of all unapproved fundraising activities that claim affiliation with Norman Public Schools.

Any employee who is granted authorization to engage in fundraising activities must adhere to all requirements established by the board. These requirements include but are not limited to identifying:
A. The group or activity benefitting from the funds
B. The individuals who will participate in the fundraiser, including the school site involved
C. The type of fundraiser, including specific products or services to be sold, auctioned, etc.
D. The proposed dates for the fundraiser
E. The employee who will oversee the fundraiser
F. The estimated amount of revenue to be generated per unit and in total
G. The procedural safeguards to be utilized to ensure the security of all funds
H. Whether the activity complies with the district’s wellness policy or would use one of the site’s exceptions.

When fundraising includes the posting of pictures/videos/images of any students or staff, all NPS policies and procedures must be followed.

The Chief Financial Officer is responsible for updating the board at each of its meetings regarding any fundraising activities apart from the board’s master schedule.
II. Student Organization Fundraising
   All fund-raising activities by officially recognized student organizations must be approved by the
   building principal and the Board of Education.

   Door-to-door selling by students grades pre-K through 8 and the use of students for outside fundraising
   activities is discouraged.

   Examples of acceptable student organization fundraisers include the following:
   A. Carnival, chili supper - unlimited number
   B. Commercial products sold outside the school must meet quality standards and shall total no more
      than two (2) per school year per organization.
   C. Book Fair - under the direction of the librarian.

III. Fundraising by Parent-Teacher Organizations or Booster Clubs
   Fundraising activities sponsored by officially recognized parent-teacher organizations or booster clubs
   must adhere to the following guidelines:
   A. Have the approval of the building principal or the appropriate administrator.
   B. Indemnify ISD No. 29 against any loss or liability to any person, whether or not as a result of the
      district's negligence, arising by reason of use of district facilities by renter under this agreement or
      any condition of the premises during such use.
   C. Assume all extraordinary expenses incurred by the activity.
   D. Not request the services of the school maintenance personnel.
   E. Be responsible for any afterhours cleanup service required by the activity. If the school custodian
      is utilized, the building principal is responsible for making financial arrangement.
   F. Be responsible for making arrangements well in advance of the activity with school security if
      security is desired.
   G. Have the approval of the building principal and/or the Director of Purchasing before purchasing
      any item for the school.

IV. Grant Applications
   All persons who prepare and submit proposals for projects to be funded from sources other than the
   General Fund of the District or the Norman Public Schools Foundation through such organizations
   as DonorsChoose.org shall submit a copy of the grant application for the project for review and
   approval to the appropriate Assistant Superintendent prior to submitting the application to the
   sponsoring organization.

   Grant applications relating to instruction will be reviewed by the appropriate members of the
   Educational Services Staff to determine compatibility and consistency with the existing curriculum.

   Grant applications in other areas will be reviewed by appropriate personnel for compatibility and
   consistency with existing practices or desired changes.

   The Assistant Superintendent will schedule a review for approval or other action and for
   consideration of future financing when the grant terminates, future expansion to a district-wide
   program and future staffing implications.
A file of all grants funded from any source shall be maintained by the Business Office; which shall be the official records for all such grants.

All expenditures for grants will be processed in the same manner as any other requisition in the District.

The project director for each grant shall be responsible for keeping the Business Office current on the grant information and expenditures.
Norman Public Schools
Fundraising Activity Request (including food fundraisers*)

Applicant: Complete this form (one per fundraiser) and submit it to your building Principal prior to starting a fundraising activity. Only Board of Education approved fundraising activities will be allowed.
*All fundraisers involving food must be approved 30 days prior to fundraiser start date. No fundraisers involving food may occur during any cafeteria serving times. The length of any one food fundraiser may not exceed 14 schooldays. Food fundraisers must answer this question:

Does the activity comply with the district’s wellness policy? (BOE Policy 2004) YES [ ] NO [ ]

If “no”, this food fundraiser will use the site’s exemption according to policy.

The individuals who will participate in and benefit from the fundraiser, (please give a detailed answer):

Site: ______________________ Participants/Beneficiaries: _______________________________

The type of fundraiser (sale, raffle, crowdfunding, etc.), include specific products or services to be sold, auctioned, or the crowdfunding website to be used, as applicable.

The proposed dates for the fundraiser: _______ to _______

The district employee who will oversee the fundraiser*: ________________________________

The estimated amount of revenue to be generated (per unit and in total): __________________

Description of the use of funds:

Project# __________________ Sub Account # __________________________

**By completing and signing this form, you agree to abide by all of the following procedural safeguards:
• Turn in all funds collected to the site financial secretary on a daily basis;
• Maintain a record of all funds (i.e. receipts) collected and provide these records with the funds;
• Agree to and ensure that all funds are to be deposited into the School Activity Fund.

Signature of employee overseeing fundraiser: ________________________________

*If a request involves the sale of food, the request must be sent to the district Health Services Coordinator before submission to the Assistant Superintendent of Student Services.

Date reviewed by Principal: _______________ Approved [ ] Denied [ ]

Signature ________________________________

Date reviewed by Health Services: _______________ Approved [ ] Denied [ ]

Signature ________________________________

Date reviewed by Assistant Superintendent of Student Services: _______________ Approved [ ] Denied [ ]

Signatures ________________________________

RETURN COMPLETED FORM TO ASC Finance Office

Health Services Use Only: Exemption _____ of _____

Norman Public Schools
Revised – March 2018
Regulation 2006-10 (Created 10/10/16)
Non-cash or Gift Items Received by Employees

Non-cash items provided to staff from district funds for school purposes is allowable, but could be considered a fringe benefit, subject to taxation, if excessive or frequent in nature. In an effort to establish reasonable guidelines for items received by staff, an annual “de minimis” amount of $100 is being established.

De minimis is defined as: “A non-cash gift or item that is so small that accounting for it would be unreasonable or administratively impractical. De minimis gifts, items or awards may only be provided on an occasional basis and must be small in amount. Only non-cash gifts or items valued up to a determined amount are considered de minimis.”

Whether purchased with General Funds, or Activity Funds, the value of non-cash items above this established $100 amount will be considered as taxable compensation to the employee, subject to federal, state and employment tax withholding, and the value must be included in the employee’s year-end Form W-2.

It is also advisable and prudent for ethical reasons, for an employee to decline gifts from vendors that exceed this de minimis amount if offered because of his/her school position.
POLICY 2007
COMPLAINTS

In the interest of handling all complaints fairly and expeditiously, the Board has established the following policy:

I. When a complaint is made directly to the Board as a whole or to an individual Board member, the individual or group involved will be advised to take the concern to the appropriate school staff member: a teacher, supervisor, principal, Director of Student Services, or the Superintendent.

II. The individual or group will be advised of the proper channeling of complaints as follows:

A. Supervisor or teacher
B. Building administrator
C. Director of Student Services
D. Superintendent
E. Board of Education

Complaints will be channeled to the proper individual within this framework. Problems and questions concerning individual schools should be directed to the principal of the school. Problems and questions concerning the school system as a whole should be directed to the Superintendent.

III. The procedure to be followed:

A. Step One

A complaint will first be discussed by the complainant and the person(s) against whom the complaint is registered with the object of resolving the matter informally. If the complaint cannot be resolved at this level, the individual against whom the complaint is lodged will be given the opportunity to be involved at each subsequent step.

B. Step Two

If the complaint is not satisfactorily resolved in Step One, the complainant will submit his/her complaint in writing to the building administrator or the appropriate supervisor, stating the reasons for the complaint and the relief desired. The
 administrator will then meet with the complainant at a mutually convenient time within ten (10) working days of receipt of the written complaint. Within five (5) working days of this meeting, the building administrator will provide a written response to the complainant stating reasons for his/her decision.

C. Step Three

In the event the matter is not yet resolved, the complainant will file a written appeal to the Superintendent or designee within ten (10) working days of the final meeting in Step Two. The written appeal to the Superintendent or designee will include the reasons for the complaint and the relief desired. The Superintendent or designee will then meet with the complainant and the building administrator within ten (10) working days of the receipt of the written appeal.

Within five (5) working days of this meeting, the Superintendent or designee will communicate his/her decision in writing with supporting reasons to the building administrator and complainant.

D. Step Four

Within ten (10) working days of receiving the decision of the Superintendent or designee, the complainant may appeal to the Board of Education. This appeal, directed to the Clerk of the Board, will be in writing and will be accompanied by a copy of the appeal and the decision rendered at Step Three.

The Board will meet on the matter at the next regularly scheduled Board Meeting, provided the appeal is received by the Clerk of the Board in time to place it on the agenda. The appeal will be heard in an open meeting. The Board of Education will set a format and time frame for all participants. Within five (5) working days after this meeting, the Board will provide a decision to all parties involved.

The Board will not consider or act on complaints that have not been explored at the appropriate administrative level.
DISCRIMINATION GRIEVANCE COMPLAINT FORM

Name and Address of Charging Party (Grievant):
___________________________________________________________________________
___________________________________________________________________________

Date: ___________________________

Phone numbers where Grievant may be reached:
Home: __________________________
Office: __________________________
Cell: ___________________________
Other: __________________________

Statement of grievance (please provide as detailed a statement as is possible and attach additional pages so that we may have a complete understanding of your concerns):
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Please identify any documents or other materials that support your grievance. If documents or materials are in your possession, please attach copies to this grievance. If documents or materials are not in your possession, please indicate where they are located.
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Please identify what action or relief you are seeking as a result of this grievance.
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Signature of Grievant
You may contact the District’s Compliance Coordinators as follows:

Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability)
Director of Special Services
Norman Public Schools
131 South Flood
Norman, Oklahoma 73069
405-364-1339

Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin)
Assistant Superintendent of Personnel Services
Norman Public Schools
131 South Flood
Norman, Oklahoma 73069
405-364-1339

Title IX Coordinator (for questions or complaints based on sex)
Assistant Superintendent of Personnel Services
Norman Public Schools
131 South Flood
Norman, Oklahoma 73069
405-364-1339

Age Act Coordinator (for questions or complaints based on age)
Assistant Superintendent of Personnel Services
Norman Public Schools
131 South Flood
Norman, Oklahoma 73069
405-364-1339

If, as a result of a disability, you need assistance in completing this form, please contact the District’s Section 504/Title II Coordinator for assistance or accommodation.
POLICY 2008
PROFESSIONAL DEVELOPMENT, TRAINING, AND RESEARCH

It is the District’s intent to provide meaningful staff development opportunities for employees and to participate in the expansion of knowledge through research and training.

I. Professional Development
   In conjunction with state law professional development opportunities will be offered to certified staff. Professional development offerings will be based upon the recommendations of the District Staff Development Committee; the committee shall be selected based upon guidelines established by the State Department of Education (70 O.S.§6-19-194).

   A. Staff Development Requirements

      All certified and licensed teachers and administrators employed by the Norman Public Schools, District I-29, must accrue at least seventy-five (75) professional development points within a five-year period, with fifteen (15) professional development points required each year between the dates of July 1 and June 30. Each activity should relate to the individual’s teaching responsibilities. Points are awarded in accordance with Staff Development Committee guidelines. If an individual is employed for 120 days or more within a school year, the local professional development points requirements must be fulfilled. If employed less than 120 days, the Professional Development Committee will recommend, subject to the approval of the local board of education, the number of points required of such an employee as outlined by the State Department of Education; points will be prorated based on number of days employed, under a qualifying teacher’s contract.

   B. Compliance

      Failure by a certified or licensed employee to meet the district professional development requirement each year may result in adverse consequences, including no salary increase for the upcoming year or the non-renewal of the teaching contract (Reference: 70 O.S. § 6-194).

   C. Appeal Procedure

      Any certified or licensed employee, having been so notified of any professional development point deficit by the first day for which the teacher is eligible for “teacher-qualifying salary,” who has a complaint about the non-recognition of any activity for professional development points, or any discrepancy in the number of professional development points awarded to such certified/licensed employee, must file the complaint in writing with the Professional Development Committee.
within thirty (30) days of the date of receipt of notice. The Committee will forward a recommendation to the Board of Education for a final decision.

II. Research

The District values research as an expansion of the knowledge base concerning learning. It is the obligation of the District, however, to protect the learning opportunities and interests of its students, teachers and patrons. Therefore, all persons wishing to conduct research in the District shall make application to do so through the Superintendent or his/her designee who shall either approve or deny the application. Each application shall be examined carefully on the basis of whether it contributes significantly new and useful information relative to the educational program of the District and public education in general.

III. Student Teachers and Practicum Students

Student teachers and practicum students may be accepted for observation and practice teaching experience at the request of the college in which they are receiving their training. Requests will be placed through the Assistant Superintendent of Personnel Services. Principals shall have the opportunity to determine the number of student teachers and practicum students to be placed in their building and the number in each teaching field. Principals shall place these students in quality teaching situations that will provide the best possible experience.
Regulation 2008-1
Professional Development Committee

In compliance with Oklahoma Statute 70 O.S. § 6-194, the District will maintain a Professional Development Committee. The Committee will be responsible for the analysis of District assessment data in order to make recommendations for staff development.

The Committee will include the following members:

ELECTED POSITIONS--REPRESENTATION
Position #1  Teacher, Elementary Regular Classroom K, T, 1, 2
Position #2  Teacher, Elementary Regular Classroom 3, 4, 5
Position #3  Teacher, Elementary Classroom including Music, P.E., Reading, Gifted
Position #4  Teacher, Elementary Classroom including Music, P.E., Reading, Gifted
Position #5  Teacher, Middle School Regular Classroom
Position #6  Teacher, Middle School Regular Classroom
Position #7  Teacher, High School Regular Classroom
Position #8  Teacher, High School Regular Classroom
Position #9  Teacher, Special Education, K-12
Position #10 Teacher, Staff – exclusive for K-12 Counselors, K-12Speech Pathologists, K-12 Library/Media, and 6-12 Gifted
Position #11 Teacher, K-5 at large
Position #12 Teacher, 6-12 at large

APPOINTED POSITIONS--REPRESENTATION
Position #13  Patron
Position #14  Professional Educators of Norman, President/Designee
Position #15  Representative of Higher Education
Position #16  Principal, Elementary
Position #17  Principal, Secondary
Position #18  Board of Education Member
Position #19  Alternative Education

POSITIONS BY ASSIGNMENT--REPRESENTATION
Position #20  Director of Student Services
Position #21  Director of Student Services
Position #22  Executive Director of Staff Development and Student Achievement
Regulation 2008-2 (revised 10/10/16)

Research

The District desires to keep abreast of changes in educational technology, results of current educational research and innovative educational programs. Therefore, the opportunity to be a part of the development and testing of innovative ideas in education is welcomed.

Research proposals must be submitted to the Assistant Superintendent of Educational Services for approval following District guidelines and using the Application to Conduct Research. The Assistant Superintendent will Distribute proposals to appropriate content experts for feedback and evaluation. The researcher will be notified by the District following a review of the proposal.

I. Guidelines for Research Proposals

The following guidelines will be used for research proposals:

A. Due to the many educational activities that occur during the month of May, research studies to be conducted during this month will generally not be approved. In addition, research studies are generally discouraged during the summer months for obvious reasons.

B. The objective of the research should be clearly stated and the design should produce valid and reliable results which will be made available to the District.

The research shall be expected to contribute to the improvement of education and the general welfare of children.

C. Research proposals shall be of sufficient scope and depth to justify the time of district students and staff.

D. Projects involving student research must have prior written approval by a faculty member of the institution in which the student is enrolled. This faculty member must have direct responsibility related to the student's research.

E. The District reserves the right to collaborate with principals in the selection of the school or schools in which a study is to be conducted and/or the participants constituting the "subjects" or "target populations" of the study.

F. The identity of all students, teachers, staff members and/or schools who participate in a study is strictly confidential and may not be revealed at any time to any person, group or organization.
G. The study will be conducted as outlined in the proposal and will be subject to any special instructions designated by the District.

Any deviation from procedures described in the proposal must be approved by the staff. Unapproved procedural changes will be considered grounds for project termination.

H. If data from students is to be derived from interviews, individual tests or questionnaires, written parental permission must be obtained and filed with the district supervisor of the study prior to its formal initiation. Each parental permission form must be accompanied by a brief overview of the study summarizing the study and its purpose and be approved by the district supervisor of the study.

The researcher(s) may be asked to communicate with parents by mail. If letters are required, the researcher(s) will be responsible for all mailing costs.

I. The time frame of the study will be determined at the time of approval of the study.

J. One complete copy of the final report of an approved study must be filed with the Assistant Superintendent of Education Services after the study has been completed.

K. If the District is to be identified in any manner in the final report of an approved study, prior permission must be secured.

II. The Proposal Process

A. An "Application to Conduct Research in Independent School District No. 29" should be obtained from the Assistant Superintendent of Educational Services at the Norman Public Schools Administration Center.

B. The application form should be completed and the form, the proposal and all materials submitted to: Assistant Superintendent of Educational Services, Norman Public Schools, 131 South Flood, Norman, Oklahoma 73069. One copy should be retained by the submitter for his/her records.

C. The proposed study will be reviewed for completeness by the Research Committee Chairperson who will then place it on the agenda for the next meeting of the committee provided it is complete. Subsequent to placement
of the proposal on the agenda, the committee chairperson will notify the submitter of receipt and status of the proposal.

D. All proposals will be reviewed by the Research Committee for acceptability in the following areas:
   1. Benefits to the District and education in general;
   2. Compatibility with the regular instructional program;
   3. Impact on students, parent and staff; and
   4. Technical adequacy.

E. Within one week following the review, the submitter will be informed of that action. If a proposed study is approved, the Assistant Superintendent of Education Services may recommend the assignment of a staff member of the District to serve as the local supervisor of the study during its tenure.
POLICY 2009
TRANSPORTATION

I. District Vehicles

The Superintendent or his/her designee shall establish guidelines for the assignment and use of district-owned, leased or rented vehicles.

II. Student Transportation

A. As specified in state statute 70 O.S. 1999 §9-101: Any school district may provide transportation for each student who should attend any public elementary or secondary school when, and only when, transportation is necessary for accomplishment of one of the following purposes:

1. To provide adequate educational facilities and opportunities which otherwise would not be available which shall include those purposes provided in the Education Open Transfer Act; and
2. To transport students whose homes are more than a reasonable walking distance, as defined by regulations of the State Board of Education, from the school attended by such students provided that no state funds shall be paid for the transportation of a student whose residence is within one and one-half (1½) miles from the school attended by such student.

B. The local school district is responsible for providing transportation for an eligible special education student when transportation has been identified as a related service necessary to enable the student to receive the educational services outlined in his/her individualized education program (IEP).

(Reference: Policies and Procedures for Special Education in Oklahoma; Oklahoma State Department of Education)

C. A district-owned bus may be used for:

1. Group movements within the state, for participants to and from contests, athletic games, or other school functions under the direct auspices of the board of education.
2. Activity trips for children participating in regularly scheduled school activities within the State.
3. Activity trips for children participating in educational contests and activities with neighboring out-of-state schools for normally scheduled inter-school functions.
4. Trips, in state, for purposes connected with summer youth activities, upon approval of the school board governing said school district.

5. Other uses for adult community education activities as approved by the local board of education as defined in 70 O.S. § 5-130. The local school district may charge a reasonable fee for the use of such transportation equipment.” (Reference: State Board of Education Rules for Administration, and Organization, February 1998.

D. Driving Requirements

As specified in state law, except in cases of emergency, drivers of school busses must have completed appropriate training (70 O.S. §9-118:70 O.S. 1999 §9-118)

E. Eligibility for Transportation

Transportation shall be provided by the District for those students who meet the following criterion:

Place of residence is within the transportation area of the District and is one and one-half miles or more by the most direct, commonly used streets from student's place of residence to the attendance center designated for that location.

Transportation will be provided to half-day kindergarten students only to class in the morning (not to home at the end of the morning class) and to home from school in the afternoon (not to school in the afternoon). Transportation is not provided for preschool classes.

In defining most direct, commonly used streets to determine distance, provisions will be made to alter the distance interpretation to account for severe physical hazards.

The privilege of free transportation is contingent on reasonable behavior by the student and will be withdrawn, as necessary, to correct behavioral problems.

Students who move out of the District during the school year may complete the school year at the site but must provide their own transportation.

In-district transfers are not provided transportation.

F. Exceptions to Transportation Eligibility

Students diagnosed as in need of transportation as a "related service" necessary to enable the student to receive the educational services outlined in his/her
individualized education program will be provided transportation as required by state and federal statute.

A student with medical reasons verified by a physician's written statement may be provided transportation even though the place of residence is less than one and one-half miles from the designated attendance center.

G. Transportation Handbook

The Director of Transportation shall be responsible for preparing the Transportation Handbook, which will include guidelines and regulations for bus drivers and operation of transportation vehicles. The Director of Transportation shall be responsible for providing in-service to all drivers on the requirements of these guidelines and regulations. Individual copies of the Transportation Handbook shall be made available upon request.

H. Driver Record Check

The Director of Transportation shall be responsible for obtaining at least once each school year a safety record check of all bus drivers, regular drivers of student transportation vehicles and drivers of maintenance and food service vehicles.
Regulation 2009-1
District Vehicles

I. Use of Vehicles

All district-owned, leased or rented vehicles in the divisions and areas of Transportation, Maintenance, Special Services, Drivers' Education, Food Service and Warehouse shall be used and operated only by persons engaged in official district business and in accordance with the provision of State statutes, Board Policies, Administrative Regulations and insurance coverage. Vehicles will not be used for personal use.

Operators are required to have met state requirements and have in their possession the appropriate license for the vehicle they are driving.

All vehicles should be operated in a safe and prudent manner. Traffic and parking laws should be observed. Drivers are responsible for the payment of all fines incurred as a result of traffic violations.

Drivers are responsible for reporting accidents to their immediate supervisor, the Director of Transportation and law enforcement officers. The Director of Transportation is responsible for informing the Business Office.

The driver is responsible for the proper use, servicing and protection of the vehicle while in his/her possession. Parking of vehicles will be done on district property when available. If possible, vehicles driven home overnight will be kept off the street.

All district-owned, leased or rented vehicles shall be marked in accordance with State statutes and district guidelines.

Requests for exceptions to this regulation must be made in writing to the Superintendent or his/her designee.

Assignment of district-owned, leased or rented vehicles shall be in accordance with directives from the Superintendent or his/her designee. District-owned, leased or rented vehicles are assigned to personnel for the benefit of the school district and may be reassigned, placed in a pool or subject to such other arrangements as deemed beneficial.

II. Service and Repair

In-town use of district-owned, leased or rented vehicles should have day-to-day services performed at the Transportation Center and should include:
(a) keeping fuel tank full; (b) checking engine oil on every fill-up; (c) checking fluid levels in battery, radiator, transmission, power steering and windshield washers; (d) checking tires for proper inflation and wear; (e) inspecting body for damage; and, (f) washing periodically.
The Director of Transportation will maintain a schedule of repairs and maintenance for each district-owned, leased or rented vehicle. All such maintenance and repairs should be accomplished at the Transportation Center.

III. Dispatching and Trip Tickets

The Director of Transportation is responsible for developing a system for dispatching district-owned, leased or rented vehicles. This system should include as a minimum: (a) trip ticket, (b) service record, (c) financial accountability.

IV. In-service

The Transportation Department will provide in-service to all drivers on the requirements of this regulation.
Regulation 2009-2
Eligibility for Transportation

Student eligibility for bus transportation will be determined based on the software program used by the District to create bus routes.
POLICY 2010
GIFTS AND ACKNOWLEDGEMENTS

I. Dedication Plaques

The names to be placed on dedication plaques of district facilities are those of the Board members who participated in the letting of the original contract, the Superintendent of Schools, the architectural firm, the engineering firms (if not included in the architectural firm), the general contracting firms and the name of the facility or addition. The names of the Board members shall be arranged in the order of office for the President and Vice-President of the Board. The remaining names shall be arranged alphabetically.

II. Gifts

The Superintendent or his/her designee may accept titles to property and gifts, grants and donations of educational benefit on behalf of the District. Acceptance is no indication of endorsement of a product or business enterprise. These gifts become the property of the District which shall have exclusive authority over their use.
Regulation 2010-1
Gifts to the District

I. Selection of Gifts

The following guidelines should be considered when selecting gifts for the District:

A. The items considered should be studied from the standpoint of safety.

B. The Principal will be consulted for input regarding the type of equipment needed in the school and the location for such equipment.

C. The Director in whose department the item will be used will be consulted in the use of various kinds of equipment and the unit most suited for use in the schools.

D. The Director of Central Services will be contacted for assistance in identifying the proper location for equipment on the playground or in the building.

E. Gifts of the type that must be connected to the school service systems, such as electric water coolers, gas stoves, etc., should not be purchased without first consulting the Director of Central Services. After installation, the maintenance of these units becomes the responsibility of the Central Services Department.

F. Approval of the administrative staff must be obtained before purchasing gifts, which will require the expenditure of district funds and use of Central Services personnel to install in the schools.

II. Acceptance of Gifts

A. Gifts to the District may be accepted by the Superintendent or his/her designee. In the event of such acceptance by the Superintendent or his/her designee, a letter or completed form of acknowledgment of receipt of the gift including description of a gift, date of the gift and an estimate of its value will be furnished to the donor. Appropriate thanks or appreciation for the gift also will be included.

B. Gifts should not be accepted by the Superintendent or his/her designee but should be referred to the Board of Education for action in the following circumstances:

1. In case of doubt as to the suitability of the gift for the use of the District or any other concern as to the advisability of accepting the gift; or

2. When the donor attaches to the gift any condition or restriction upon the use or ultimate disposition of the gift; or
3. When acceptance of the gift may create a present or future financial obligation upon the District in regard to its use, care, maintenance, upkeep or final disposition.

C. When a gift is accepted by the Board of Education, a letter or completed form of acknowledgment of receipt of the gift should be completed and given to the donor.

D. Gifts become the property of the District. If a gift is initially made and accepted for use at a particular school site, it shall not be transferred to another building unless replaced with an equal or superior unit, nor shall it be disposed of by the District unless worn out, unserviceable or obsolete.
Regulation 2010-2
Dedication Plaques

All major new structures will have a permanently installed dedication plaque placed in a prominent location within the newly constructed facility.

Dedication plaques will be imprinted upon a material which is compatible with the decor of the building.

The date appearing on the plaque will be the date of completion on which the Board accepts the new structure.

The Board members' names appearing on the plaque will be the names of those who participated in the letting of the original contract, the Superintendent of Schools, the architectural firm, the engineering firms (if not included in the architectural firm), the general contracting firms and the name of the facility or addition.

The names of Board members shall be arranged in the order of office for the President and Vice-President of the Board. The remaining names shall be arranged alphabetically. Names will not be preceded by a title nor will the abbreviation of an academic degree follow the name.

When a major new addition is made to an already existing structure, the existing plaque will remain if permanently installed and an additional plaque will be placed in the new portion of the building.

If the existing plaque is not of a permanent nature, the information will be incorporated into the new plaque so a complete history of the structure will exist.

The procedures for creating a plaque for a new building also will apply to new additions.
POLICY 2011 (created 12/14/15)
Service or Therapy Animals on School Property

The district acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied, in appropriate circumstances, by a service animal in its facilities and programs and intends to comply with all state and federal laws, rules and regulations regarding the use of service animals by district employees and students with disabilities. In addition, the district recognizes that some therapeutic benefit may be gained by the occasional presence of therapy animals in schools. Therapy animals may not be present on district property without prior written approval. Whether to approve therapy animals in schools is within the discretion of school officials. This policy and accompanying regulations and/or administrative procedures shall govern the approval and presence of service and therapy animals on district property.
REGULATION 2011-1 (created 12/14/15)
Procedures for Service and Therapy Animals

I. Definitions
“Service animal” is defined by the Americans with Disabilities Act (ADA) as any service animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual’s disability. Service animal is limited to the animals defined under the ADA.

“Therapy animal” is defined as a dog or other animal which is selected, trained and tested to provide specific physical or therapeutic functions, under the direction and control of a qualified handler who works with the animal as a team, and as a primary part of the handler’s occupation or profession.

II. Service Animal Procedures

The use of service animals by employees and students is subject to the following procedures:

A. The employee or student will submit a notification of the intent to use a service animal to the district's Director of Special Education in the case of students or Assistant Superintendent of Personnel Services in the case of employees. The notification will identify whether the service animal is required because of the person’s disability, and, if so, identify and describe the manner in which the service animal will meet the individual’s particular need(s). Notification and supportive documents will be kept on file at the school where the animal will work and must be completed annually prior to the beginning of the school year. When possible, notification shall be made at least one week prior to the requested start date for the animal at the requested site.

B. The district’s review of use of a service animal may include consideration of a student’s IEP or Section 504 records. The district may also request a meeting with the employee or student.

C. The use of a service animal on district property may be subject to a plan that introduces the animal to the school environment, any appropriate training for staff and students regarding interaction with the animal, and other activities or conditions deemed necessary by the district. The use of a service animal on district property is subject to periodic review, revision, or revocation by district administration.

D. The responsibility for the care and supervision of the service animal rests solely on the employee, third party, or student. The district is not responsible for providing any staff member to walk the animal or provide any other care or assistance to the
animal. Issues related to the care and supervision of animals will be addressed on a case-by-case basis at the discretion of the building administrator.

E. The district retains discretion to exclude or remove a service animal from district property if:

1. The animal is out of control and/or the animal’s handler does not effectively control the animal’s behavior;
2. The animal is not housebroken;
3. The animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications; or,
4. Permitting the animal would fundamentally alter the nature of the service, program, or activity or disrupt the educational process of the school.

III. Therapy Animal Procedures

Therapy animals may only be utilized on a limited basis by trained staff, as a part of their primary job duties, who are employing the animal as a part of a therapy program with specific goals or to address a known crisis. The use of therapy animals by employees and students is subject to the following procedures:

A. Application for therapy animals will be made to the Director of Counseling & Student Advocacy after review by the building principal. Application will be made through a district-approved form. If a therapy dog handler has more than one therapy animal, he/she must complete an application process for each animal. Applications and necessary documentation will be kept on file at the school where the animal will work and must be completed annually.

When possible, the application shall be made at least one week prior to the requested start date for the animal at the requested site.

B. The use of a therapy animal on district property may be subject to a plan that introduces the animal to the school environment, any appropriate training for staff and students regarding interaction with the animal, and other activities or conditions deemed necessary by the district. The district’s approval of the use of a therapy animal on district property is subject to periodic review, revision, or revocation by district administration.

C. The responsibility for the care and supervision of the therapy animal rests solely on the employee or third party. The district is not responsible for providing a staff member to provide any care or assistance to the animal. Issues related to the care and supervision of animals will be addressed on a case-by-case basis at the discretion of the building administrator.
D. The district retains discretion to exclude or remove a therapy animal from district property if:

1. The animal is out of control and/or the animal’s handler does not effectively control the animal’s behavior;
2. The animal is not housebroken;
3. The animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications;
4. Students or staff members have a genuine aversion or allergic reaction to the animal that cannot be satisfactorily addressed by reasonable modifications; or
5. Permitting the animal would fundamentally alter the nature of the service, program, or activity or disrupt the educational process of the school.

E. Prior written notification from the building administrator where the animal will work will be sent to parents prior to the animal’s visit.

IV. Requirements for Service and Therapy Animals

A. Vaccination: Service and therapy animals must be immunized against diseases common to that type of animal. [Okla. Admin. Code 310:599-3-9.1] All vaccinations must be current. Dogs must wear a rabies vaccination tag. A veterinarian’s documentation showing completion of immunizations must be submitted to the school principal.

B. Licensing: The State of Oklahoma requires all dogs to be licensed by the time they reach four months of age. [Okla. Admin. Code 310:599-3.9.1]. Other animals should adhere to like licensing requirements.

C. Owner ID and Other Tags: Animals may be required to wear a current license and rabies-vaccination tag, unless the animal is permanently and uniquely identified with a microchip implant or tattoo.

D. Leash/restraint: Service and therapy animals must be on a leash or tether at all times, unless impracticable or unfeasible due to the disability of the employee or student. It is the responsibility of the employee, third party, or student who uses a service or therapy animal pursuant to this policy to serve as the handler or arrange for a third party handler to provide proper handling of the service animal. Any cost incurred to handle the animal will be the responsibility of the employee or student who uses the service animal.
E. Collar: A service dog used by a person who is deaf or hard-of-hearing must wear an orange identifying collar. [Okla. Stat. tit. 7, § 19.1(C)]

F. Under Control: The owner/handler of a service or therapy animal must be in full control of the animal at all times. The care and supervision of a service or therapy animal is solely the responsibility of owner/handler.

G. Cleanup Rule: The handler of the service or therapy animal, whether it be the employee, student or a third party, must clean up after the animal defecates or urinates, as well as follow any municipal ordinance applicable thereto.

H. Grooming: All service and therapy animals must be treated for, and kept free of, fleas and ticks. All service animals must be kept clean and groomed to avoid shedding and dander.

V. Liability

The employee, third party, or student/student’s parent or guardian will be responsible for any damage to district or personal property and any injuries to individuals caused by the service or therapy animal. The employee, third party, or student who uses a service or therapy animal on district property will hold the district harmless and indemnify the district from any such damages.

VI. Visitors

Any visitor requiring the accompaniment of a service animal is welcome in all areas of district facilities and programs that are open to the public (except in situations determined to apply under item E. in the Service Animals Procedures section, above).

Visitors who wish to be accompanied by a therapy animal must apply for permission to bring the animal onto district property as stated in the Procedures section, above.

VII. Appeals and Grievances

Any person dissatisfied with a decision concerning a service or therapy animal can file a grievance, using the district's grievance procedures.
Annual Application for Registered Therapy Animal Team:
Norman Public Schools (NPS)

Provide all paperwork to the site principal of each school that you would like this animal to visit.

Did you complete certified therapy animal training with this animal?  Yes  No

If no, this therapy animal team does not meet policy/regulation requirements and you do not need to continue filling out the form.

Therapy Animal Handler:

Name: _________________________________________  Date: ______________

Address: __________________________________________________________

Work phone: ______________________  Home phone: ______________________

Cell phone: ______________________  Email: ________________________________

Occupation:

Crisis Team/ Counselor  Other __________________________

*Note: Only certified/licensed staff are permitted to use professional therapy animals in NPS.

Site/location where the therapy animal will work __________________________

Requested dates for therapy animal’s presence ____________________________

Describe the therapy program, specific goals or known crisis:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Therapy Animal:

Animal Name: _____________________________  Age: Yrs. _____  Months _________

Breed: _____________________________________________________________________

How long has this animal been certified as a therapy animal?  Yrs. _____  Months _________

Has this animal ever bitten/injured a person?  Yes  No

If yes, please attach a sheet with an explanation of the event(s).

Veterinarian name: _____________________________________  Phone: ______________

Submit copies of the following documents along with this application:

Veterinarian health certificate and/or shot records, current therapy animal program certificate, handler’s certificate, liability insurance coverage

NPS Office Use Only:

____________________________________  __________________________
Building Principal  Date

____________________________________  __________________________
Director of Guidance Counseling and  Date  Approved
Student Advocacy  Rejected
POLICY 2012 (Created: 9/8/16)
CHARTER SCHOOLS

I. Purpose

The board, pursuant to Oklahoma statutes, may elect to sponsor a charter school within the geographical boundaries of the district for one or more of the following reasons:
A. To improve student learning;
B. To increase learning opportunities for students;
C. To encourage the use of different and innovative learning methods;
D. To provide additional academic choices for parents/guardians and students;
E. To require the measurement of student learning and create different and innovative forms of measuring student learning;
F. To establish new forms of accountability for schools; and,
G. To create new professional opportunities for teachers and administrators including the opportunity to be responsible for the learning program at the school site.

II. Eligibility

A. A board of education of a public school district, public body, public or private college or university, private person, or private organization may apply for sponsorship of a charter school.
B. A private school shall not be eligible to contract for a charter school.
C. A charter school will be nonsectarian in its programs, admission policies, employment practices, and all other operations. The Board will not authorize a charter school or program that is affiliated with a nonpublic sectarian school or religious institution.

III. Administration Responsibilities

A. Receive, review, and recommend to the Board action concerning all written charter school proposals, as stipulated by the legislation, within the timelines established under the law.
B. Upon positive action by the Board, develop for Board approval, in cooperation with the applicant, a charter (contract) for the charter school.
C. Notify the State Board of Education of any approved charter schools and simultaneously provide copies of approved charter contracts.
D. Monitor charter schools’ progress towards the goals, objectives and performance framework established in the charter.
E. Monitor charter schools’ financial status and fiscal operations.
F. Make relevant recommendations as may be appropriate for Board consideration.

IV. Applicant / Charter School Responsibilities

A. Be familiar and compliant with the requirements of Oklahoma statutes related to charter schools and submit a proposal that meets all necessary requirements.
B. Work cooperatively with the district’s board and administration in the development and terms of a charter contract.
C. Provide information, documentation, and reports as required by Oklahoma statute or as requested by the district.

V. Application and Charter Contract Development

All charter school applications must be received in the superintendent’s office by September 1 (or the next workday if the superintendent’s office is closed on September 1) for a proposal to begin the following school year.

All charter school applications must utilize the template provided by the board and meet any deadlines established by the board. Any application that does not provide all required information in the prescribed format will be rejected. Any applicant that does not comply with stated timelines will be rejected.

The district will create and maintain regulations regarding specific application and review procedures.

VI. Enrollment

The governing board of the charter school will determine the capacity of the charter school annually. The enrollment number will be based upon the ability of the charter school to facilitate the academic process of the students, to achieve the other objectives specified in the charter contract, and to ensure that the student enrollment does not exceed the fire marshal established capacity of its facility or site. The charter school will provide notice to the district of its projected enrollment numbers no later than November 1 for the following school year.

The charter school shall follow state law regarding admissions of students.

VII. Term

An initial charter contract will be for a term of five (5) years. A charter contract may be renewed for addition five (5) year terms, or less, based on the performance, demonstrated capacities and particular circumstances of a charter school.

VIII. Renewal

Prior to the beginning of the fourth, or second to last year of operation as may be applicable; the district will issue a charter school performance report and provide charter renewal application guidance to the charter school governing board. The performance report will summarize the performance record, to date, of the charter school, based on the data required by the Oklahoma Charter School Act and the charter contract. The report will take into
consideration the percentage of at-risk students enrolled in the school and will provide notice of any weaknesses or concerns perceived by the district concerning the charter school that may jeopardize its position in seeking renewal if not timely rectified. The charter school will have forty-five (45) days to respond to the performance report and submit any corrections or clarifications for the report.

Prior to the beginning of the fifth, or final year of operation as may be applicable, the charter school may apply for renewal of the contract with the district. The renewal application will, at a minimum, provide an opportunity for the charter school to:
A. Present additional evidence, beyond the data contained in the performance report, supporting its case for charter renewal.
B. Describe improvements undertaken or planned for the school.
C. Detail the plan for the next charter term for the school.

The Board may deny the request for renewal if it is determined that the charter school has failed to complete the obligations of the charter contract or comply with the provisions of the Oklahoma Charter Schools Act. The Board will give written notice of its intent to deny any request for renewal of the charter contract at least eight (8) months prior to the expiration of the charter contract.

IX. Termination

The board may terminate a charter contract during its term for any of the following reasons:
A. Failure to meet student performance requirements contained in the charter contract;
B. Breach of the charter school contract;
C. Failure to meet specified or required fiscal management requirements;
D. Legal violations; or
E. Other good cause.

The district’s board will notify the charter school at least ninety (90) days prior to terminating a charter contract. If the charter school wishes to dispute the board’s decision, the governing body must make a written request for an informal hearing within fourteen (14) days of receipt of the notice. If, after the hearing, the district’s board still decides to terminate the charter contract, the charter school may pursue the remedies outlined in the Act to the extent legally permissible.

If a charter contract is terminated or not renewed, the charter school will develop a transition team to work with the district to close the charter school in an orderly manner. This will include but not be limited to areas such as:
A. Transferring students, records, and school funds;
B. Regular communication with families, employees, and stakeholders;
C. Notifications pertinent to the closure; and
D. General business related to the conclusion of the charter school’s work.
Regardless of the pending closure of any charter school, the charter school is required to continue to provide educational services pursuant to the terms of the charter for the duration of the school year in question.

X. Teacher Rights

Teachers who formerly worked for the district immediately prior to employment with district-sponsored charter will not lose any salary or benefit status provided by law upon returning to the district.

A teacher who leaves the district to teach at a charter school will also be given employment preference if the teacher re-applies for employment within three (3) years after ending employment with the district, contingent upon the availability of an appropriate position.
REGULATION 2012-1 (Created: 9/6/16)
CHARTER SCHOOL PROPOSAL SUBMISSION AND REVIEW

I. Proposal Specifications

A. Each proposal for the following school year must be submitted by the first business day in September in order to be considered for district review and Board action. Late or incomplete proposals will not be considered.

B. Each proposal must be submitted using a uniform format and all required elements must be included with accompanying supportive documents in order for the proposal to be considered.

Five (5) copies of the complete proposal package must be submitted along with a complete disc or flash drive with the contents of the proposal saved as an original .pdf (saved as a .pdf, not a copied or scanned document).

C. The proposal shall be assembled as follows:
   1. Proposal Cover Sheet
   2. School Enrollment Projection
   3. School Overview
   4. Educational Design and Capacity
   5. Operations Plan and Capacity
   6. Financial Plan and Capacity
   7. Demonstration of Support
   8. Evidence of State Department of Education Training, other supportive documentation

II. Review Committee

A committee of district administrators, selected by the superintendent, will review all charter school proposals that meet submission criteria and are received by the submission deadline. The committee will be chosen on the basis of each individual’s expertise in major areas of school governance (i.e. administration, curriculum, finance, professional development, personnel).

III. Proposal Review Timeline

<table>
<thead>
<tr>
<th>Process Stage</th>
<th>Date/Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for Proposal Submission</td>
<td>September 1 (or next business day)</td>
</tr>
<tr>
<td>Submission of Charter Proposal</td>
<td>Day 1</td>
</tr>
<tr>
<td>Committee Review</td>
<td>Days 1-30 after submission date</td>
</tr>
<tr>
<td>Capacity Interview/Consultation</td>
<td>Days 31-60 after submission date</td>
</tr>
<tr>
<td>A capacity interview will be scheduled.</td>
<td></td>
</tr>
</tbody>
</table>
Failure by an applicant(s) to participate in a capacity interview may result in a recommendation to deny the proposal.

<table>
<thead>
<tr>
<th>Recommendation to the Board and Formal Board Action</th>
<th>Days 61-90 after submission date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for Board Action</td>
<td>No later than 90 days after submission</td>
</tr>
</tbody>
</table>

## IV. Proposal Review Process

A. Review committee members will review the charter proposal and note the strengths and weaknesses of each section.

B. The review committee’s comments will be aggregated and a written response to the proposal created which provides an overview of the findings of the committee and makes note of any recommended changes to the initial proposal.

C. The written document will be provided to the applicant at the time of the Capacity Interview, which will take place no later than forty (40) days after submission of the initial proposal.

D. Applicant(s) will have until the sixtieth (60th) day after the submission of the initial proposal to submit a final proposal to the Superintendent.

E. The review committee will perform a review of the final proposal and a recommendation made, in writing, to the Board of Education.

F. The Board will take action on the proposal no later than 90 days after submission of the initial proposal.
POLICY 2013 (created 9/16/19)
MEDICAL MARIJUANA, HEMP & CANNABIDIOL (CBD)

Regardless of a student, employee, parent or any individual’s status as a medical marijuana license holder, marijuana is not allowed on the premises of the district, except as otherwise noted in this policy. Marijuana is not permitted in any school vehicle or in any personal vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of its use being for medical purposes. Except as specifically allowed in this policy, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the district and in school vehicles; going to and from and attending district sponsored functions, events, and athletic activities, including those district sponsored functions, events and/or athletic activities which occur in a location other than the premises of the district; utilizing district equipment or transportation; and in any other instance in connection with the district where the district reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, except as allowed in this policy, the district will proceed with all actions and consequences that are afforded to the district under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district.

I. Definitions

The following definitions shall apply:
A. Marijuana: all parts of the plant Cannabis sativa L., whether growing or not; the seeds thereof; the resin extracted from any part of such plant; and every compound, manufacture, salt, derivative, mixture or preparation of such plant, its seeds or resin (except cannabidiol made from hemp which meets the definition of “Hemp Cannabidiol” as defined below). The term “marijuana” shall not include any federal Food and Drug Administration-approved cannabidiol medication.
B. Hemp Cannabidiol (“Hemp CBD”): a nonpsychoactive cannabinoid made from hemp that has a tetrahydrocannabinol concentration of not more than three-tenths of one percent (0.3%).
C. Hemp: the plant Cannabis sativa L. and any part of that plant, including the seeds thereof and all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than 0.3% on a dry weight basis.
D. THC: tetrahydrocannabinol.

The terms “marijuana” and “possession of marijuana” will be interpreted by the district in accordance with state and federal law. Any conflict between state and federal law as to the definition or treatment of “marijuana,” “possession of marijuana,” “hemp” or “cannabidiol” will be interpreted in accordance with the circumstances and proper legal authority.
II. Nondiscrimination
There will be no discrimination in the district because of an individual’s status as a medical marijuana license holder.

III. Hemp and Hemp Cannabidiol (Hemp CBD)
Hemp CBD is regulated differently than marijuana under both state and federal law. Possession and administration of Hemp CBD shall be treated differently based on the concentration of THC in the Hemp CBD. In no instance will this section be construed to apply to a substance that (1) is not made from hemp or (2) contains more than 0.3% THC.

A. Hemp CBD Containing 0.0% THC
1. Employees and other Non-Student Individuals: Employees and individuals who are not students of the district may possess and self-administer Hemp CBD containing 0.0% THC on the premises of the district. However, employees or non-student individuals must be able to certify, upon request, that the Hemp CBD contains 0.0% THC at the time of possession and/or self-administration via a reliable product label. Employees and non-student individuals are not permitted to self-administer Hemp CBD in the presence of students.
2. Students: A parent or legal guardian of a student may administer Hemp CBD containing 0.0% THC to the student in accordance with this policy. Hemp CBD containing 0.0% THC may only be administered to a student in an area designated by the district’s personnel. The parent, legal guardian must certify that the Hemp CBD contains 0.0% THC via a declaration given under penalty of perjury prior to administering such Hemp CBD to the student in the district’s designated administration area. Such declaration shall be effective for the school year in which it is given. A new declaration must be provided by a parent or legal guardian each school year. After the parent or legal guardian of the student has administered the Hemp CBD containing 0.0% THC to the student, the parent or legal guardian must remove the Hemp CBD from the district’s premises.

B. Hemp CBD Containing 0.3% THC
1. Employees and other Non-Student Individuals
   Employees and individuals who are not students of the district may possess and self-administer Hemp CBD containing up to a maximum of three-tenths of one percent (0.3%) THC on the premises of the district provided they meet one of the following:
   a. The employee or individual who is not a student is a medical marijuana license holder; or
   b. The employee or individual who is not a student has a written certification from a physician licensed in Oklahoma that the employee or individual that is not a student has been diagnosed by a licensed physician as having one of the following:
      i. Lennox-Gastaut Syndrome;
      ii. Dravet Syndrome, also known as Severe Myoclonic Epilepsy of Infancy;
      iii. Any other severe form of epilepsy that is not adequately treated by traditional medical therapies;
      iv. Spasticity due to multiple sclerosis or due to paraplegia;
v. Intractable nausea and vomiting; or
vi. Appetite stimulation with chronic wasting diseases.

Employees or non-student individuals must be able to verify, upon request, (1) that they meet an exception listed above, and (2) that the Hemp CBD contains no more than 0.3% THC at the time of possession and/or self-administration, via a reliable product label or a physician’s certification. Employees and non-student individuals are not permitted to self-administer Hemp CBD in the presence of students.

2. Students
Students of the district may not possess and/or self-administer Hemp CBD containing THC in an amount no greater than 0.3% or medical marijuana. However, the parent, legal guardian or caregiver (as defined in 63 O.S. § 420A) of the student may administer Hemp CBD containing THC in an amount no greater than 0.3% or medical marijuana on district premises in accordance with this policy if the student meets one of the following exceptions:

a. The student is a medical marijuana license holder; or
b. The parent, legal guardian, or caregiver of the student is a caregiver license holder or has a written certification from a physician licensed in Oklahoma that the student has been diagnosed by a licensed physician as having one of the following:
   i. Lennox-Gastaut Syndrome;
   ii. Dravet Syndrome, also known as Severe Myoclonic Epilepsy of Infancy;
   iii. Any other severe form of epilepsy that is not adequately treated by traditional medical therapies;
   iv. Spasticity due to multiple sclerosis or due to paraplegia;
   v. Intractable nausea and vomiting; or
   vi. Appetite stimulation with chronic wasting diseases.

The physician’s written certification must also provide that the Hemp CBD being administered to the student has a THC level of not more than 0.3% and the Hemp CBD was delivered to the student, parent, or legal guardian in a liquid form.

The parent, legal guardian, or caregiver may administer Hemp CBD containing THC in an amount no greater than 0.3% or medical marijuana to the student in an area designated by the district’s personnel. The parent, legal guardian, or caregiver must certify that the Hemp CBD contains THC in an amount no greater than 0.3% via a declaration given under penalty of perjury prior to administering such Hemp CBD to the student in the district’s designated administration area. Such declaration shall be effective for the school year in which it is given. A new declaration must be provided by the parent, legal guardian, or caregiver each school year. After the parent, legal guardian or caregiver of the student has administered the Hemp CBD or medical marijuana to the student, the parent, legal guardian or caregiver must remove the Hemp CBD or medical marijuana from the district’s premises.
Medical marijuana must be administered in an oral, consumable form; no smoking or vapor products are allowed on campus as per the district 24/7 no smoking policy.

3. Administration by School Personnel and Storage
   In no instance will a district employee administer Hemp CBD or medical marijuana to a student, unless they are the parent, legal guardian, or caretaker for that student. The district will not maintain or store a student’s Hemp CBD or medical marijuana for any length of time.

4. Violations
   In the event that a student, employee, parent or any individual is found to have violated the district’s policy regarding Hemp CBD or medical marijuana possession and/or self-administration, the district will proceed with all actions and consequences that are afforded to the district under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district.

IV. Overlap with Other District Policies
   The district recognizes that the legal aspects and consequences of medical marijuana, cannabidiol, and hemp are new and possibly subject to change. These legal aspects and consequences of medical marijuana, cannabidiol, and hemp effect many areas of the district’s current policies regarding employees, students, parents and individuals on district premises or attending district events. The district will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the district will consider and/or examine district policies in order to assess whether revisions, if any, may be needed to a district policy in order to comply with state and federal law.

V. Employee Notice
   Employees of the district are expected to comply with state and federal law at all times as a term of their continued employment with the district. In that regard, employees are hereby notified that any person who uses or is addicted to marijuana, regardless of whether his or her state has passed legislation authorizing marijuana use for medicinal or recreational purposes, is an unlawful user of or addicted to a controlled substance and is prohibited by federal law from possessing firearms or ammunition. See 18 U.S.C. § 922(g)(3); see also Bureau of Alcohol, Tobacco, Firearms and Explosives (“ATF”) open letter to all federal firearms licensees (https://www.atf.gov/file/60211/download). Employees are expected to adhere to any and all open letters, formal opinions, directives, or any other instruction provided by federal or state agencies regarding state and/or federal law.

VI. Prescription Medications
   This policy does not apply to any federal Food and Drug Administration-approved cannabidiol medication. Such medication may not be possessed or self-administered by students. These medications must be stored in district offices and may be administered by the school nurse or other designated district personnel in accordance with the district’s policy on Administration of Medicine.
Norman Public Schools

Declaration

1. I am the _____ parent, _____ legal guardian, or _____ caretaker of the following named student: _____________________________________ (hereinafter the “Student”).

2. I am requesting that the District permit me access to the Student to administer cannabidiol, a nonpsychoactive cannabinoid substance derived from the *Cannabis sativa L.* plant (hereinafter “Cannabidiol”) or a substance classified as medical marijuana.

3. In making this request, I affirm one of the following: (Check Only One)

   - ☐ The cannabidiol substance I seek to administer to the Student has 0.0% tetrahydrocannabinol (THC).

   - ☐ The cannabidiol substance I seek to administer to the Student has a tetrahydrocannabinol (THC) level not exceeding 0.3% AND I have received a written certification from a physician licensed in this state that the Student has been diagnosed by a physician as having Lennox-Gastaut Syndrome, Dravet Syndrome, also known as Severe Myoclonic Epilepsy of Infancy, or any other severe form of epilepsy that is not adequately treated by traditional medical therapies, spasticity due to multiple sclerosis or due to paraplegia, intractable nausea and vomiting, or appetite stimulation with chronic wasting diseases.

   - ☐ The cannabidiol substance I seek to administer to the Student has a tetrahydrocannabinol (THC) level not exceeding 0.3% AND the Student has a current Oklahoma Medical Marijuana License.

   - ☐ The substance I seek to administer to the Student is classified as medical marijuana AND the student possesses a medical marijuana license OR I possess a medical marijuana caregiver license on behalf of the student.

I state under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct.

______________________________  ________________________________
(Date and Place)                    (Signature)

______________________________  ________________________________
(School Year)                     Printed Name of Parent / Legal Guardian
POLICY 3001 (Revised 7/16/12, 8/19/13, 10/13/14, 3/21/16)

EMPLOYMENT

It is the intent of the Norman Public Schools Board of Education to employ and maintain a staff of highly qualified personnel. Personnel policies and regulations will reflect fair practice and parallel the decisions recorded in state law, the Negotiated Agreement and in the Support Personnel Manual. Following its adoption each year, the Negotiated Agreement and the SPAN Meet and Confer Agreement shall become part of Board of Education Policy.

The Board of Education shall establish procedures for the selection of the Superintendent, Board Clerk, Encumbrance Clerk, Treasurer, Attorney, Auditor and their respective deputies (Reference: 70 O.S. §5-106, 119, 114, 117; 70 O.S. §22-104).

All other employees of the District will be appointed by the Board of Education upon the recommendation of the Superintendent. The Superintendent will only recommend qualified applicants. Recommendations will be based on the formal preparation, experience and personal qualifications of the applicant. Should a person recommended by the Superintendent be rejected by the Board, it shall be the duty of the Superintendent to make another recommendation.

It is the responsibility of the employee/applicant to meet federal, state, and local qualifications for employment. Any certificate or license required must be kept valid to qualify for continued employment. It is unlawful for a person to serve in any position unless the person holds a valid certificate or license issued in accordance with the rules and regulations of the State Board of Education or other appropriate licensing agencies.

A felony record search based upon name or fingerprints shall be required by the District for all prospective employees. An individual may not work over thirty (30) days pending receipt of the results of the search (Reference: 70.0.S. §5-142). If the results of the search reveal a felony conviction, the individual will be terminated immediately.

I. Equal Opportunity Employment

The District shall select employees as needed on the basis of merit, training, and experience. The District shall comply with the letter and the spirit of state and federal laws prohibiting discrimination in employment. There shall be no discrimination against any otherwise qualified disabled applicant or employee or to any applicant or employee because of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. Inquiries concerning application of this policy may be referred to the Assistant Superintendent of Personnel Services of Norman Public Schools.
II. Assignment and Transfer

Employees will be assigned to serve in capacities where their services will best contribute to the total programs of the District and the school sites in which they serve.

A. Teacher Criteria

Teachers shall be assigned within the scope of their certification as prescribed by the rules and regulations of the State Board of Education. Assignments will be made in order to best meet the needs of students and the total school program. When making assignments, criteria such as the following may be considered:

1. Contribution which the teacher can make to the total school program in a specific position;
2. Certification and qualifications of the teacher for the assignment;
3. Opportunity for the teacher’s professional growth;
4. The teacher’s length of service to the District;
5. The teacher’s length of service to the school site.

B. Support Employee Criteria

Assignment or transfer of support employees shall be based on:

1. the contribution which the employee can make to the program;
2. the qualifications of the employee for the assignment to be filled;
3. the opportunity for professional growth; and,
4. the length of time in the District.

The Superintendent will make the final ruling on assignments and transfers.

C. Posting of Vacancies

All vacancies shall be posted at the Administrative Services Center and on the District website. A vacancy will remain open for seven (7) school days following the posting of the vacancy, except when the immediate filling of a vacancy is necessitated by student needs.
Qualified applicants already in the District who apply for a vacancy will be considered for a vacant position before applicants from outside the District are employed. Teacher not selected shall be verbally given a reason. Support employees not selected shall be verbally given a reason.

Teachers shall be notified of their tentative assignment for the ensuing year prior to the last day of school, if possible. In the event a change is necessary during the summer months, teachers shall be notified as soon as possible.

D. Reassignment and Transfer Requests

1. Transfers within the same site
   Teaching and support employees desiring to change assignments within the same school site shall notify the principal in writing on the official District form. While employees shall have the right to volunteer for reassignment to a particular position, it is recognized that the final decision will be made by the appropriate administrator.

2. Transfers to another site
   Teaching and support employees desiring to change assignments by moving to a different school site or department shall make application through the appropriate process. While employees shall have the right to volunteer for transfer to a particular site, it is recognized that the final decision will be made by the appropriate administrator and deadlines may limit the opportunity to move to a different site.

E. Involuntary Transfer

Involuntary transfers may be made by the Superintendent or his/her designee due to Reduction in Force (RIF) policy, emergencies, or job performance as described via current evaluation procedures.

Whenever the need arises to involuntarily transfer a teacher to a different school site, the teacher shall be verbally notified as soon as possible, and told the reason for the transfer.

A support employee will be notified at the earliest possible date of an involuntary transfer and provided with an explanation of the transfer.
III. Contracts for Certified Personnel

A. Continuing Contracts

In accordance with state law (70 O.S. §6-101), certified personnel will be reemployed for the upcoming school year unless they are notified prior to the first Monday in June by the Board of Education. Certified personnel are expected to notify the Board of Education within fifteen (15) days after the first Monday in June if they do not intend to continue their employment with Norman Public Schools.

B. Temporary Contracts

Only a new teacher who begins employment on the first contract day for classroom teachers as defined by the school calendar may compute that year towards establishing tenure if he/she is approved for employment by the Board for the next school year (Reference: AG Opinion No. 77-249).

Only temporary contracts will be issued if a vacancy due to leave of absence occurs during the school year.

Temporary contracts may be offered for three consecutive semesters, unless a teacher is employed with federal or grant funding. An individual may be employed on a temporary contract indefinitely if funded through federal or grant funding. A resident teacher may be hired for a consecutive year on a temporary contract.

If any temporary contracted teacher is approved for employment by the Board of Education for the next school year, any accrued sick leave and convenience leave will be carried over to the next school year.

IV. Personnel Files

A. Certified Personnel Files

An Official Personnel File shall be maintained at the Administrative Services Center. Principals may maintain a Site Accreditation File and a Working File, however, materials that may be used as the basis for disciplinary action must be forwarded to the Official Personnel File before they may be used in any disciplinary action. Further, no materials from the Working File will be transferred to another Principal if a teacher is transferred to another building.
A teacher shall have the right to review the contents of his/her Official Personnel File with the exception of employee reference and other confidential materials. A representative, at the teacher’s request, may accompany the teacher in this review. Such review may occur only during the teacher’s non-working hours and/or scheduled planning time. Said inspection shall be at a time and a manner mutually acceptable to the teachers and the Assistant Superintendent of Personnel Services and shall be requested at least twenty-four (24) hour in advance.

Materials that may adversely affect a teacher’s employment status may not be placed in the teacher’s Official Personnel File unless the teacher has had an opportunity to review the materials. The teacher will acknowledge that he/she has had the opportunity to review such materials by offering his/her signature to the copy to be filed, with the expressed understanding that such signature in no way indicates agreement with the contents thereof. Within fourteen (14) days after reviewing the materials, the teacher will have a right to submit a written answer to such materials and the answer will be attached to the file copy.

Material of reprimand or admonishment may be removed upon mutual agreement of the teacher and the Assistant Superintendent of Personnel Services. Normally the severity of the issue will determine the length of time it remains in the file. If removal is requested and denied, a reason shall be given. Anonymous materials shall not be placed in a teacher’s Official Personnel File.

B. Support Personnel Files

Important events in an employee’s history with the District will be recorded and maintained in the employee’s personnel file, including performance evaluations, change of status records, and educational attainment documentation. An employee has the right to review his/her personnel file by making an appointment with Personnel Services.

V. Off Duty Employment

Employees who work a second job or engage in activities to earn additional income must ensure that extra work does not impact their ability to fulfill duties and responsibilities as a school employee. Tutoring for pay will be allowed outside of contract hours.

VI. Substitute Teachers

Substitute teachers are those teachers who are appointed temporarily to assume the duties of a regular teacher. A substitute teacher will be paid based on his/her
certification status or educational level. A list of qualified substitutes shall be maintained by the substitute clerk.

A substitute teacher who holds a valid Oklahoma certificate may teach an unlimited number of days during the school year in content areas/grade levels in which he/she holds a valid certificate. A substitute teacher who holds a lapsed or expired certificate or has a bachelor’s degree may teach one hundred (100) school days. Substitute teachers with no degree may teach ninety (90) days during one school year.

A substitute teacher may not be employed for the same assignment for more than ninety (90) school days unless he/she holds a valid certificate.

In accordance with state law, substitute teachers who do not hold a valid certificate and who are employed in the same special education teaching assignment for more than fifteen (15) consecutive days or thirty (30) days total, will be required to participate in training offered by the State Board of Education (Reference: 70 O.S. 2000 §6-105).

With the exception of the teaching certificate, substitute teachers shall provide the Board of Education with the same information required from a regular teacher.

VII. Summer School Teachers

Summer positions will be posted at the Administrative Services Center and on the District website. When possible, summer school teachers shall be selected from teachers employed for the regular school term. The Assistant Superintendent of Education Services shall have the responsibility for recommending summer school teachers.

VIII. Career Teacher

Career teachers are those teachers who have completed three (3) or more consecutive complete school years as a teacher in the district under a written continuing or temporary contract. (70 O.S. 6-101.3)

IX. Probationary Teacher

Probationary teachers are those teachers who have completed fewer than three (3) consecutive complete school years as a teacher in one school district under a written teaching contract. (70 O.S. 6-101.3)
X. Health Examination

Employees with health concerns that adversely affect the educational setting, may be required by the District to undergo a physical examination at District expense; a maximum of two diagnostic exams will be paid for by the District. The District will select the physician to be used for the examination. Based on the findings of the physical examination/s, the Superintendent or his/her designee will make a recommendation to the Board concerning the continued employment status of the employee.

XI. Disqualification from Employment

In Compliance with state statute, no relatives (within a third degree) of Board members may be employed by the District; exemptions may be given by the State Board of Education (Reference: 70 O.S. §5-113.1).
Regulation 3001-1
Supervision of Family Members

No administrator shall have direct supervision of any member of his/her immediate family. If an employee is assigned to be an administrator of a program, department or division in which a member of his/her immediate family is already an employee, such family member may continue in that position until the end of the current fiscal year (July 1-June 30) at which time the family member will be transferred to an area outside the administrator’s supervision.
Regulation 3001-2 (Revised 7/9/12, 8/12/13)  
Record Searches and Background Checks

The State Department of Education will conduct a felony background check for all teachers applying for an Oklahoma Teaching Certificate for the first time. If the felony check is clear, the teaching certificate will be issued.

All other prospective employees will have a felony background check conducted by the District.

At the discretion of the District, substitute teachers, who were employed in the previous academic year, may not be required to participate in a background check for the current school year. Any person employed as a fulltime teacher by NPS for five (5) or more consecutive years, immediately preceding an application for employment as a substitute teacher, will not be required to undergo a new background check.

The cost of the background check will be deducted from the first pay check of all substitute teachers and from the first two pay checks of all other employees.
Regulation 3001-3
Section 504 and Title IX Grievance Procedures

All certified personnel will follow the grievance procedures established in the Negotiated Agreement of the Professional Educators of Norman (PEN) and in the policies of the Board.

All non-certified personnel will follow the grievance procedures established by the Support Professional Association of Norman (SPAN) and in the policies of the Board.
Regulation 3001-4
Request for Change of Assignment Within a Building

These procedures will be followed when a teacher wishes to request consideration for change of assignment within a building:

The teacher shall obtain the form “Request for Consideration for Change of Assignment Within a Building” from the site Office. This may be done at any time an assignment becomes vacant at a site and/or as a part of the check out procedures at the end of the school year. A new request is required for each school year.

The teacher shall fill in the information requested on the form and return the form to the Principal. At this time or another time, which is convenient to both parties, the Principal shall discuss the request with the teacher.

If the designated position becomes vacant, the Principal will give consideration to all requests within the building for change of assignment to that position before posting the position for other transfers or applicants.

Once the position has been filled, the Principal will notify those who have a “Request Consideration for Change of Assignment Within a Building” form on file that the position has been filled.
Request for Consideration of Change of Assignment within a Building

Name of Employee: ___________________________ Date: __________________

Present Assignment: ___________________________ Site ___________________________ Subject/Level – Position ___________________________

I request my assignment for school year 20____ to 20 ____ be changed to:

Grade/Subject/Position: ___________________________

My areas of certification/work experience are:

__________________________________________

__________________________________________

Remarks and/or reasons for request:

__________________________________________

__________________________________________

Employee’s Signature ___________________________ Principal’s/Supervisor’s Signature ___________________________

Summer Address ___________________________ Summer Phone / Cell Phone ___________________________

Email Address - Home ___________________________

School Year Address ___________________________ School Year Phone ___________________________

This request does not guarantee a change of assignment should the designated position become vacant. Give a copy of signed request to teacher.
POLICY 3002
EMPLOYMENT DUTIES, RESPONSIBILITIES, AND MONITORING
(revised 1/9/12, 10/20/14)

I. School Day Duties

Provided that assigned duties and professional responsibilities related to the proper functioning of the school do not require otherwise, teachers will report to their assigned building and be available for duty thirty (30) minutes before the beginning of the teacher’s normal student day and shall remain at work until thirty (30) minutes after the end of the teacher’s normal student day. Assignments and professional responsibilities required beyond the normal work day shall be reasonable in number and duration. Meeting agendas shall be provided in advance whenever possible.

The contracted obligations of certified personnel shall include a reasonable amount of extra duty. After annual review and receiving input from administration and faculty representatives, the principal shall discuss with the faculty and assign teachers to supervisory duties on an equitable basis and shall post all duty schedules in a prominent place. When a teacher is assigned to more than one school, after receiving input from and discussion with the teacher, the principals of the schools involved shall coordinate the scheduling of the teacher’s duties.

All teachers will receive adequate planning time based on their teaching assignments and the Negotiated Agreement. Elementary teachers shall be scheduled for not less than two hundred (200) minutes weekly for planning/conference time during the student day. Middle school classroom teachers shall be scheduled for one (1) class period daily for planning/conference time. High school classroom teachers shall be scheduled for one (1) class period daily for planning/conference time.

Teachers will be scheduled for a minimum of 150 minutes of duty free lunch per week, with a guaranteed minimum of twenty (20) minutes per day. Occasionally, teachers may be required to forego scheduled duty-free lunch time to accept responsibilities related to the proper functioning of the school.

II. Alcohol and Drug-free Workplace

The unlawful possession, sale, distribution, manufacture, or use of a controlled substance (63 O.S. §2-101) or intoxicating beverage (37 O.S. § 506) while at work is not allowed. Judgment regarding the use of such substances will be based upon reasonable belief, as defined in the Standards for Workplace and Alcohol Testing Act (40 § 551-556).
Any employee found to be in violation of this policy will be subject to disciplinary action which may include termination of employment or satisfactory participation in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

District employees must notify the Superintendent or his/her designee of any criminal drug statute conviction for a violation occurring in or on the premises of the District or while otherwise on-duty. Such notification must be made to the Superintendent or his/her designee no later than five (5) calendar days after conviction. In compliance with P. L. 100-690, Title V, Subtitle D., (the Drug-Free Workplace Act), when an employee notifies the Superintendent of a drug statute conviction, the Superintendent must notify federal granting agencies within ten (10) calendar days of receiving notice from the employee. Within thirty (30) calendar days of receipt of the notification, the District must take appropriate disciplinary action.

The Board of Education hereby commits itself to a continuing good faith effort to maintain a drug-free workplace. At the time of employment, the District policy for a drug and alcohol free workplace will be provided to each new employee. Staff development programs shall be conducted to inform each employee of the district’s drug-free workplace program. Information for employees about drug and alcohol counseling and rehabilitation will be available at each school site/building of NPS.

III. Medical Marijuana and Cannabidiol (CBD)

Pursuant to OKLA. STAT. tit. 63, § 420A et. seq., unless failure to do so would cause the school district to imminently lose a monetary or licensing related benefit under federal law or regulations, the school district will not discriminate against an applicant in hiring or take employment action against an employee on the basis of the employee’s or applicant’s status as a medical marijuana license holder.

A. Medical Marijuana License
The school district shall not refuse to hire, discipline, discharge, or otherwise penalize an applicant or employee solely on the basis of a positive test for marijuana components or metabolites unless:
1. The employee tests positive for marijuana and does not possess a current medical marijuana license;
2. The employee possesses a medical marijuana license and then possesses, consumes, or is under the influence of medical marijuana or a medical marijuana product while at school, during the hours of employment, or during the fulfillment of employment obligations; or
3. The employee’s position involves safety sensitive job duties. Safety sensitive job duties include, but are not limited to:
   a. Operating a motor vehicle, equipment, machinery, or power tools;
   b. Repairing, maintaining or monitoring the performance or operation of any equipment, machinery or manufacturing process the malfunction or disruption of which could result in injury or property damage;
   c. Dispensing pharmaceuticals;
   d. Carrying a firearm; and
   e. Direct patient care or child care.

Other rules and procedures governing the possession and use of medical marijuana and CBD by employees of the district are addressed in policy 2013.

IV. Alcohol and Drug Testing

In compliance with federal statutes, the District requires alcohol and drug testing of all drivers who are required to have a commercial driver’s license (CDL) and of all employees who perform safety-sensitive transportation functions. Employees may be asked to participate in alcohol testing and will be required to participate in drug testing prior to employment as a driver or as a person who performs safety-sensitive transportation functions.

Employees may be selected to participate in random testing throughout the year. Any employee refusing to participate in alcohol and drug testing is subject to termination for misconduct.

Should an employee fail his/her alcohol test, he/she may immediately request a confirmation blood test at his/her own expense. Should an employee fail a drug test, he/she may request a confirmation test within twenty-four hours at his/her own expense. If the confirmation test negates the initial findings, the District will reimburse the employee for the test.

When driving a commercial motor vehicle, an employee involved in a traffic accident resulting in: (a) a citation being issued, (b) a fatality, (c) a vehicle being towed, or, (d) an injury requiring medical treatment away from the accident scene will immediately receive a breath test for alcohol use.

The Board of Education has directed the administration to promulgate regulations, which serve as alcohol and drug policies for all employees of NPS in accordance with applicable state and federal laws.

V. Reporting Child Abuse, Neglect, Exploitation, or Trafficking
District employees have a legal obligation under Oklahoma law to report child abuse, neglect and exploitation to the Oklahoma Department of Human Services (DHS). District employees are also obligated under Oklahoma law to report suspected child trafficking to the Oklahoma Bureau of Narcotics and Dangerous Drugs Control (OBNDDC). In addition, district employees have an obligation to report suspected abuse, neglect, exploitation or trafficking affecting students to principals or other school officials to ensure the student’s safety and welfare while at school or participating in school activities. Although there are no reporting requirements regarding students who are 18 or older, any employee who suspects that an adult student is being mistreated should notify the principal. The purpose of this policy is to provide directives and guidelines to assist district employees in fulfilling their legal responsibility. (10A O.S. § 1-2-105)

A. Definitions
   Certain terms used in this policy have the following definitions:
   i. “Abuse and neglect" means harm or threatened harm through action or inaction to a child's health or welfare, including non-accidental physical pain or injury, or mental injury or safety, sexual abuse, sexual exploitation, or negligent treatment or maltreatment, including but not limited to the failure or omission to provide adequate food, clothing, shelter or medical care or protection from harm or threatened harm, by a person responsible for the child's health or welfare.

   ii. A "person responsible for a child's health, safety or welfare" includes a parent, a legal guardian, a custodian, a foster parent, a person 18 years of age or older with whom the child's parent cohabitates or any other adult residing in the home of the child, an agent or employee of a public or private residential home, institution or facility, or an owner, operator or employee of a child care facility as defined by OKLA. STAT. tit. 10 § 402.

   iii. “Sexual abuse" includes but is not limited to rape, incest and lewd or indecent acts or proposals, as defined by law. "Sexual exploitation" includes but is not limited to allowing, permitting or encouraging a child to engage in prostitution, as defined by law, or allowing, permitting, encouraging or engaging in the lewd, obscene or pornographic photographing, filming or depicting of a child in those acts as defined by state law.

   iv. “Exploitation” means an unjust or improper use of the resources of a child for the profit or advantage, pecuniary or otherwise, of a person other than the child, through the use of undue influence, coercion, harassment, duress, deception, false representation or false pretenses.
v. “Trafficking” is defined by the Oklahoma Statutes at OKLA. STAT. tit. 21 § 866.

vi. “Parent” refers to parents, guardians or others who have legal responsibilities for specific children.

B. Reporting Suspected Child Abuse, Neglect Exploitation or Trafficking

Suspected instances of child abuse, neglect, exploitation or trafficking, whether the result of circumstances at home, school or at other locations, affects the child while he or she is in the care and custody of the school. Consequently, employees are required to report any suspicion of child abuse, neglect, exploitation or trafficking by any individual, whether the identity is known or unknown, to the principal or other school official. This reporting obligation exists in all instances, including circumstances suggestive of this conduct at school or connected with school activities.

Any district employee having reasonable cause to believe that a student under the age of 18 years is suffering from abuse, neglect or exploitation shall immediately report this matter to DHS through the hotline designated for this purpose (1-800-522-3511). Employees must report suspected child trafficking to OBNDDC at 1-800-522-8031. Within twenty-four (24) hours of calling a hotline, the employee shall then create a written report by completing the Child Abuse/Child Trafficking Reporting Form and submit this completed form to the Director of Counseling and Student Advocacy.

C. Information Concerning Child Abuse, Neglect Or Exploitation

In any instance in which the district receives a report from DHS regarding any confirmed report of sexual abuse or severe physical abuse concerning the child, the superintendent will forward to a subsequent school in which the child enrolls all confirmed reports of sexual abuse and severe physical abuse received from DHS, and the superintendent will notify DHS of the child's new school and address, if known.

All information or documents generated or received by the district in regard to the matter are confidential and shall not be disclosed except to investigators of DHS, the district's attorneys, the district attorney's office, a subsequent district in which the child enrolls, a person designated to assist in the treatment of or with services provided to the child or other state or federal officials in connection with the performance of their official duties. The information or documents shall be maintained and transmitted by the district in the same manner as confidential records. Such records shall be destroyed when the child reaches the age of 18.

D. Investigating Child Abuse, Neglect, Exploitation, or Trafficking
At the request of appropriately identified investigators of DHS, OBNDDC or the district attorney's office, the superintendent, principal or other school official shall permit the investigators access to a student about whom the agency received a report. The interview will be arranged in a manner that minimizes embarrassment to the child. The superintendent will not contact the parent, guardian or other person responsible for the child's health or welfare prior to or following the interview, unless permission for parent contact is provided by law enforcement authorities. No district employee will be present during the interview. However, a district employee may be present prior to the interview if the employee believes that his or her temporary presence will make the child more comfortable or if the representatives request the presence of a district employee during the interview.

E. Immunity for Good Faith Reports

Oklahoma law provides that any district employee who in good faith and exercising due care makes a report to DHS or another appropriate law enforcement office, allows access to a child by persons authorized to investigate a report concerning the child or participates in any judicial proceeding resulting from a report, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Neither the board of education nor any district employee will discharge or in any manner discriminate or retaliate against the person who in good faith provides such reports or information, testifies, or is about to testify in any proceeding involving child abuse, neglect, exploitation, or trafficking, provided that the person did not perpetrate or inflict the abuse, neglect, exploitation or trafficking.
Regulation 3002-1
Required Alcohol and Drug Testing of Transportation Employees
(revised 12/19/11, 9/16/19)

Federal regulations established by the United States Department of Transportation will be used to determine requirements for alcohol and drug testing (49 CFR 382.103 et seq.). The Chief Operating Officer will oversee the random drug-testing program, as the Designated Employer Representative, hereafter referred to as the “DER”, for all individuals who serve as drivers for student transportation.

I. Alcohol Requirements (49 CFR 382.107-505)
   A. Prohibited Alcohol Conduct Standards
      Performance of a safety-sensitive function is prohibited by the District if the employee:
      1. Has an alcohol concentration 0.04 or greater as measured on a breath test;
      2. After having tested for more than 0.04 concentration, possessing alcohol at work, using alcohol at work, using alcohol within four hours before the start of work, or using alcohol within eight hours of an accident, has not been retested and posted a concentration of less than 0.02;
      3. After testing from 0.02 to 0.039 concentration during a post-accident, random, reasonable suspicion, return-to-work, or follow-up test, has not been off work for at least 24 hours;
      4. Is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse;
      5. Is known to possess alcohol at the workplace;
      6. Is known to use alcohol during duty performance;
      7. Is known to have used alcohol within the four hours previous to performing duties;
      8. Has had an accident within the last eight hours and has not taken a breath test showing clearance from banned alcohol levels; or
      9. Has refused to take an alcohol test.

      No supervisor who has actual knowledge (i.e., knowledge from the employee, direct observation, or information from the CMV) of an employee’s violation of any of the aforementioned provisions shall permit an employee to perform safety-sensitive functions.

   B. Medication
      Alcohol use includes the consumption of any medication containing any amount of alcohol.

   C. Required Alcohol Tests:
1. Random - conducted on 10% of drivers annually, using a random unannounced process just before, during or just after performance of safety-sensitive functions. Selection of the drivers will be based on a scientifically based method. Dates for random testing shall be unpredictable and spread reasonably throughout a 12-month period.

2. Reasonable Belief - conducted when a trained supervisor observes behavior or appearance that is characteristic of alcohol misuse; observation must occur during, just preceding, or just after the period of the work day that the employee is required to be in compliance with the law.

3. Post-accident – as soon as practicable (not more than two hours) after an accident that involved the: (a) loss of human life, (b) driver receiving a citation for a moving violation, (c) bodily injury to any person due to the accident that is treated away from the accident scene, or (d) the disabling of a motor vehicle that requires a vehicle to be towed. Leaving the scene of an accident without a valid reason prior to submission to such test may be deemed to have refused to submit to testing.

4. Return-to-duty and Follow-up - conducted when an individual who has violated the prohibited alcohol conduct standards returns prior to performing safety-sensitive duties. Follow-up tests are unannounced; conducted at least 6 times in the first 12 months after an employee returns to duty; may be extended for up to 60 months following return to duty.

D. Test Procedures (49 CFR 40.)
1. Alcohol testing must be administered by a breath alcohol technician (BAT) who has successfully completed the required training.

2. Alcohol tests are to be administered through an evidential breath testing device (EBT) approved by the National Traffic Safety Administration.

3. Alcohol testing is to be conducted in a location that affords visual and aural privacy sufficient to prevent unauthorized persons from seeing or hearing test results.

4. An alcohol test of greater than 0.02 concentration requires a confirmation test.

5. A supervisor who makes the determination that reasonable suspicion exists shall not conduct the alcohol test on that employee.

6. The District will pay for required pre-employment random sample, reasonable belief, and post-accident testing. The employee will pay for return-to-duty and follow-up testing, unless follow-up testing negates false reports.

II. Controlled Substances Requirements (49 CFR 382.213)

A. Prohibited Controlled Substances Conduct Standards
No employee shall report to duty or remain on duty requiring the performance of safety-sensitive functions when:
1. The employee uses any controlled substance on or off duty unless use is pursuant to the instructions of a physician who has advised the employee the use does not adversely affect the ability to perform safety-sensitive functions;
2. The employer has actual knowledge that an employee has used a controlled substance;
3. The employee tests positive for a controlled substance; or
4. The employee has refused to take a controlled substances test.

B. Therapeutic Drug Use
The District may require the employee to inform his/her supervisor of any therapeutic drug use.

C. Required Controlled Substances Tests:
1. Pre-employment - employee must receive a negative test result from a Medical Review Officer prior to performance of safety-sensitive functions.
2. Random - conducted on 25% of employees annually, using a random unannounced process just before, during or just after performance of safety-sensitive functions.
3. Reasonable Suspicion - conducted when a trained supervisor observes behavior or appearance that is characteristic of controlled substance use; observations also include chronic and withdrawal effects of controlled substances; observation must occur during, just preceding, or just after the period of the work day that the employee is required to be in compliance with the law.
4. Post-accident - conducted after accidents on employees whose performance could have contributed to the accident; conducted on driver who received a moving traffic violation arising from the accident; driver must remain readily available for such testing; test must be administered within 32 hours following the accident. Leaving the scene of an accident without a valid reason prior to submission to such test may be deemed to have refused to submit to testing.
5. Return-to-duty and Follow-up - conducted when an individual who has violated the prohibited controlled substances conduct standards returns prior to performing safety-sensitive duties. Follow-up tests are unannounced; conducted at least 6 times in the first 12 months after an employee returns to duty; may be extended for up to 60 months following return to duty.

D. Test Procedures (49 CFR 40.)
1. Drug testing requires analysis of an employee’s urine specimen. The District will designate a place where employees will go for
the purpose of providing a specimen of their urine to be analyzed for the presence of controlled substances.

2. The collection site person must be a licensed medical professional or technician or must complete a training program and demonstrate proficiency.

3. The collection site person is responsible for:
   a. Ensuring the modesty and privacy of the donor;
   b. Sealing, splitting and labeling the specimen;
   c. Completing a chain of custody document; and
   d. Preparing the specimen and the accompanying paperwork for shipment to a drug testing laboratory.

4. The analysis must be performed at a laboratory certified and monitored by the Department of Health and Human Services.

5. A two-stage test process must be utilized:
   a. An initial screening process will be performed to determine if results are negative.
   b. If the test is positive for one or more controlled substances, a confirmation test must be performed using gas chromatography/mass spectrometry (GC/MS) analysis to ensure over-the-counter medications are not reported as positive results.

6. All controlled substances test results must be reviewed and interpreted by a Medical Review Officer (MRO) before they are reported to the DER.

7. If a positive report is received, the MRO must contact the employee to determine if there is an alternative explanation for the controlled substances found by the tests.

8. The employee must provide appropriate documentation to the MRO if an alternative explanation is offered.

9. If the MRO determines that the medical use is legitimate, the test is reported as negative.

10. The District will pay for required pre-employment, random sample, reasonable suspicion, and post-accident testing. The employee will pay for return-to-duty and follow-up testing.

III. Refusal to Submit to Testing and Consequences
An employee covered under this policy must submit to the tests required

A. Any of the following will be considered as refusal to submit to testing:
   1. Failure to keep an appointment for any of the required tests;
   2. Leaving the scene of an accident without a valid reason prior to submission to an alcohol concentration test;
   3. Failure to present oneself within 32 hours following an accident for a controlled substances test;
   4. Failure to provide adequate breath for testing when required without a valid medical explanation;
5. Engaging in conduct which clearly obstructs the testing process;
6. Failure to sign the alcohol testing form (if the employee does not take the test); and/or
7. Refusing to submit to a confirmation test for blood alcohol concentration regardless of whether or not the employee admits alcohol misuse.

B. Refusal to submit to alcohol concentration or controlled substance testing will result in disciplinary action which is the same as if the employee had tested 0.04 or greater or had tested positive for use of controlled substances and may lead to termination of employment.

IV. Consequences for Violation of Alcohol and Controlled Substance Standards for Employees in Transportation Areas
A. Employees with alcohol levels of 0.02 to 0.039 as indicated by a confirmation test shall:
   1. Be off work for at least 24 hours following administration of the confirmation test.
   2. In the event an employee must miss work due to such violation of alcohol standards, the employee is required to take sick leave, vacation leave (if applicable) or forfeit a day’s pay for each day missed if no leave is available.

B. Employees suspected of being under the influence of or impaired by alcohol may not perform safety-sensitive functions until:
   1. Twenty-four (24) hours have elapsed following a determination that there was reasonable suspicion to believe the employee had violated the law’s prohibitions against alcohol use; or
   2. An alcohol test shows concentration of less than 0.02.
   3. If an employee must miss work due to a violation of alcohol or controlled substances standards, the employee is required to take sick leave, vacation leave (if applicable) or forfeit a day’s pay for each day missed if no leave is available.

C. Employees in safety-sensitive functions testing for more than 0.04 alcohol concentration, possessing alcohol at work, using alcohol at work, working within four hours after alcohol use, using alcohol within eight hours after an accident, or showing use of controlled substances, shall:
   1. Be advised of “the resources available to the employee in evaluating and resolving problems associated with the misuse of alcohol, including the names, addresses, and phone numbers of substance abuse professionals and counseling and treatment programs.” Employees testing between 0.02 and 0.039 need not be referred to a substance abuse professional.
2. Be evaluated, at the employee’s expense, by a substance abuse professional who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse.

3. Be barred from returning to work until testing for less than 0.02 alcohol concentration if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance; and,

4. Be required to take sick leave, vacation leave (if applicable) or forfeit a day’s pay for each day missed, if no leave is available, due to such violation of alcohol or controlled substances standards.

5. If identified as needing assistance in resolving problems associated with alcohol misuse or controlled substances use:
   a. Be evaluated, at the employee’s expense, by a substance abuse professional to determine that the employee has properly followed the rehabilitation program prescribed; and
   b. Be subjected to unannounced follow-up alcohol and controlled substance tests on return to duty. “The number and frequency of such follow-up testing shall be determined by a substance abuse professional, but shall consist of at least six tests in the first 12 months following the employee’s return to duty.”

These requirements do not apply to an applicant refusing to be tested or one having a pre-employment test of 0.04 or greater; such an applicant could not be hired.

These requirements do not apply to an employee who refuses a return to duty test. Such an employee could not be returned to duty.

D. Employees performing safety-sensitive functions who are found to be in violation of alcohol and controlled substances standards of conduct will be subject to disciplinary action which may include termination of employment.

V. Training and Certification Requirements
   A. Alcohol
      1. The evidential breath testing device must be approved by the National Traffic Safety Administration.
      2. The breath alcohol technician must have successfully completed a course of instruction on EBT methodology, operation and calibration checks; the fundamentals of breath analysis for alcohol content; and the procedures required under 49 CFR 40. for obtaining breath samples and interpreting and recording EBT results.

PERSONNEL
B. Supervisors
The required observations shall be made by a supervisor who is trained in detecting the symptoms of alcohol misuse and controlled substances use. Training must include at least 60 minutes of training for alcohol misuse and at least an additional 60 minutes of training on controlled substances use. Training shall “cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances” (49 CFR 40.603).

VI. Referral and Treatment
Employees who perform safety-sensitive functions and test for alcohol concentration of 0.04 or above, possess alcohol at work, use alcohol at work, work within four hours of alcohol use, use alcohol within eight hours after an accident, refuse to submit to a required alcohol or drug test, or show use of controlled substances, shall:

A. Be advised of “the resources available to the employee in evaluating and resolving problems associated with the misuse of alcohol, including the names, addresses, and phone numbers of substance abuse professionals and counseling and treatment programs.” Employees testing between 0.02 and 0.039 need not be referred to a substance abuse professional;

B. Be evaluated, at the employee’s expense, by a substance abuse professional who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse;

C. Be barred from returning to work until testing for less than 0.02 alcohol concentration if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance; and

D. If identified as needing assistance in resolving problems associated with alcohol misuse or controlled substances use:
   1. Be evaluated, at the employee’s expense, by a substance abuse professional to determine that the employee has properly followed the rehabilitation program prescribed; and
   2. Be subjected to unannounced follow-up alcohol and controlled substance tests on return to duty. “The number and frequency of such follow-up testing shall be determined by a substance abuse professional, but shall consist of at least six tests in the first 12 months following the employee’s return to duty.”
These requirements do not apply to an applicant refusing to be tested or one having a pre-employment test of 0.04 or greater; such an applicant could not be hired.

These requirements do not apply to an employee who refuses a return to duty test. Such an employee could not be returned to duty.

VII. Release of Information
A. Alcohol Test Records
Employee alcohol test records are confidential. Test results and other confidential information may only be released to the DER and the substance abuse professional. Any other release of this information is only with the employee’s consent. If an employee initiates a grievance, hearing, lawsuit or other action as a result of a violation of these rules, the DER may release relevant information to the decision maker. If an employee is licensed, documented, or certificated by a DOT agency, relevant information may be released to the decision maker in any DOT agency revocation or suspension action.

B. Drug Test Results
A Medical Review Officer may disclose drug test results to the DER, and must disclose the results to the tested employee. Employee drug test results and records are maintained under strict confidentiality by the DER, the drug testing laboratory, and the Medical Review Officer. These records cannot be released to others without the written consent of the employee. Exceptions to these confidentiality provisions are limited to DOT agencies when license or certification actions are required or to a decision maker in arbitration, litigation or administrative proceedings arising from a positive drug test.

VIII. Annual Reports
The District must furnish an annual calendar-year report that summarizes the results of its alcohol and controlled substance testing programs.
A. Each annual summary containing information on a verified positive controlled substance test result, an alcohol screening test of 0.02 or greater, or any other alcohol misuse violation shall include the:
   1. Number of employees subject to testing;
   2. Number of urine specimens collected by pre-employment, random, reasonable suspicion, and post-accident tests;
   3. Number of positive tests verified by a medical review officer by test and type of controlled substance;
   4. Number of negative controlled substance tests verified by a medical review officer by type of test;
5. Number of those denied a position because of pre-employment testing of 0.04 or greater, or a verified positive controlled substance test;
6. Number of employees with tests verified positive by a medical review officer for multiple controlled substances;
7. Number of employees refusing to submit to tests;
8. Number of supervisors who have received alcohol and controlled substances training during the reporting period;
9. Number of screening alcohol tests by type of test;
10. Number of confirmation alcohol tests by type of test;
11. Number of confirmation alcohol tests showing concentrations of 0.02 or greater but less than 0.04 by type of test;
12. Number of employees returned to duty after complying with recommendations of a substance abuse professional and after the driver had a verified positive controlled substance test result or had engaged in prohibited alcohol misuse;
13. Number of employees administered alcohol and drug tests at the same time, with both a positive drug test result and an alcohol test result showing a concentration of 0.04 or greater; and
14. Number of employees who were found to have violated any non-testing prohibitions and any action taken in response to the violation.

B. An annual summary containing only negative controlled substance test results, alcohol screening test results of less than 0.02, and not containing any other violations, shall include:
   1. Number of employees subject to the law;
   2. Number of urine specimens collected by type of test;
   3. Number of negative controlled substances tests verified by a medical review officer by type of test;
   4. Number of employees refusing to submit to a test;
   5. Number of supervisors receiving alcohol and controlled substance training;
   6. Number of screening alcohol tests by type of test; and
   7. Number of employees returned to duty after complying with recommendations of a substance abuse professional after the employee had a verified positive controlled substance test result or had engaged in prohibited alcohol misuse.

A consortium may prepare the annual year summaries and reports on behalf of individual districts, but each district shall sign and submit the report and be responsible for ensuring its accuracy and timeliness.

IX. Records Required

The following specific records must be kept:
A. Collection Process
1. Logbooks, if used;
2. Documents regarding the random selection process;
3. Calibration documents for evidential breath testing devices;
4. Verification of breath alcohol technician training;
5. Any documents made when deciding to administer a reasonable suspicion alcohol or controlled substances test;
6. Any documents regarding post-accident tests;
7. Documents verifying any medical explanation of the inability of an employee to provide an adequate breath sample for testing; and,
8. Consolidated annual reports.

B. Test Results
1. Copy of alcohol test form, including test results;
2. The employer’s copy of the controlled substances test chain of custody and control form;
3. Documents sent by a medical review officer to the DER;
4. Documents relating to the refusal of a employee to submit to a test; and
5. Documents presented by the employee to dispute test results.

C. Records Relating to Other Violations of the Regulations by Employees

D. Records Relating to Evaluations
1. Determinations by a substance abuse professional concerning an employee’s need for assistance; and
2. Records concerning an employee’s compliance with recommendations of the substance abuse professional.

E. Education and Training
1. Materials on alcohol misuse awareness, including a copy of district’s policy on alcohol misuse;
2. Documentation of compliance with regulations;
3. Documentation of training provided to supervisors to qualify for making determinations needed for reasonable suspicion tests; and
4. Certification that training complies with requirements for such training.

F. Drug Testing
1. Agreements with collection site facilities, laboratories, medical review officers, and consortia;
2. Names and positions of officials and their role in the employer’s alcohol and controlled substances testing programs;
3. Monthly laboratory statistical summaries of urinalysis; and
4. The employer’s drug testing policy and procedures.

X. Record Retention
The time periods for retaining records are:

A. Five Years
   1. Records indicating alcohol concentration of 0.02 or greater;
   2. Records of employees verified positive controlled substance test results;
   3. Documentation of refusals to take required alcohol tests;
   4. Calibration documentation; and
   5. Employee evaluation and referrals.

B. Two Years
   1. Records related to the collection process (except calibration of EBT devices) and training;
   2. Records of the inspection and maintenance of each EBT used in employee testing;
   3. Documentation of employer compliance with a quality assurance plan developed by the manufacturer;
   4. Records of the training and proficiency testing of each breath alcohol technician (BAT) used in employee testing; and
   5. Log books, which are to record EBT’S not meeting requirements of 49 CFR 40.53 (b).

C. One Year
   Records of negative and canceled test results.

XI. Medical Marijuana
The district will not regulate or take any adverse action against an employee solely for holding a medical marijuana license unless authorized to do so by law. The district considers Transportation employees to hold “safety-sensitive” positions under State law. The school district may take action against an employee who possesses a medical marijuana license if the employee uses or possesses marijuana while at school or during the hours of employment as per 63 O.S. § 425.

The rules governing transportation employees fall under the United States Department of Transportation’s (DOT) Drug and Alcohol Testing Regulations [49 CFR 40.151(e)]. The DOT, as a federal entity, does not authorize marijuana or its extracts and tinctures (i.e. Cannabidiol or CBD) under a state law to be a valid medical explanation for a positive drug test result. Federal law considers these substances to be “controlled substances” subject to all the previously detailed information in this regulation and any other District policy pertaining to employee possession and/or use of controlled substances on school property.
Regulation 3002-2
Child Abuse Reporting Form
(created 12/19/11; revised 10/20/14)

Norman Public Schools
Child Abuse/ Child Trafficking Reporting Form
Hotline Number: 800-522-3511 (Abuse), 855-617-2288 (Trafficking)
Agency Contacted: DHS ___ OBNDDC ___ Law Enforcement (LE) ___

Date of Contact with Agency/LE: _____ Time of Contact with Agency/LE: ______

Agency/LE Confirmation Number: ____________ Contact Person: ____________

Student’s Name: ____________________________ Student ID # ______

Grade Level: _________ Age: ______ School: ______________________________

Names, Ages, ID #s of Additional Children: ______________________________________

____________________________________________________________________________

Address of Child/ren: __________________________________________________________

____________________________________________________________________________

Describe the injuries and/or incident as reported: ________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Submit form(s) to the Director of Counseling and Student Advocacy within 24 hours of hotline reporting. Submit one form for each agency contacted.

_________________________________________________  __________________
Signature of Principal/Director Date Received

_________________________________________________  __________________
Signature of Director of Counseling and Student Advocacy Date Received
Regulation 3002-3
Child Abuse Investigation Form
(created 12/19/11; revised 10/20/14)

Child Abuse/Child Trafficking Investigation Form

The undersigned person has been identified as an official representative of:
_____________________________________________________________________

and hereby certifies to having legally constituted authority to conduct investigations concerning suspected child abuse/neglect/exploitation/trafficking.

Student’s name: ______________________________ Student ID#________________

Grade Level: ________ Age: _______ School: ____________________________________

_________________________________________               __________  ______________________
Signature of Investigator                        Date                  Signature of School Administrator

__________________________                  ____________________________
Printed Name of Investigator                     Printed Name of Administrator

__________________________________________ Administrator present during questioning
Badge or ID Number                                of student    ____ yes    ____ no

__________________________________________
Email address of Investigator

__________________________________________
Agency Name and Address

__________________________________________
Agency Phone #

A copy of this form should be kept in a confidential file separate from the student’s permanent folder or any other records and be retained for five years. Confidential information should be transferred with all other student records if requested by another school district. Submit a copy to the Director of Counseling and Student Advocacy within 24 hours of the interview.
POLICY 3003  (8/19/2013, 10/21/2013, 9/22/17, 6/4/18, 10/1/18)
PROFESSIONAL GROWTH, GOAL SETTING, AND EVALUATION OF PERSONNEL

I. Professional Growth

All certified personnel are expected to grow professionally and to keep abreast of the latest developments in education. In accordance with state law, certified personnel will demonstrate annually their commitment to professional growth by participating in professional development based on the guidelines specified by the District. The superintendent or his/her designee shall determine annual requirements for participation in professional growth activities (70 O.S. § 6-194).

II. Evaluation

The Board of Education, the administrative staff and the teaching staff of the District are committed to the continuation of the district’s strong educational program. An integral part of both career and probationary teachers’ employment in the District is continuous appraisal by their evaluators of their ability to meet the minimum performance expectations listed herein. Therefore, the purpose of the summative evaluation process is to provide for the improvement of instruction and data for employment decisions.

A. Evaluation of Administrators

The Superintendent will be evaluated by the Board through an ongoing process throughout the year and completed no later than the last Board meeting in June. The formative and summative evaluation process shall include such areas as the Board and Superintendent may determine, including: Board Superintendent Relationship; Community Focus; Student Focus; People Focus; Finance; Personal Qualities; and Process Improvement. The purpose of the evaluation process shall be more frequent, ongoing, meaningful feedback by and between the Board and Superintendent. All other site administrators and central office staff shall participate in a formative evaluation annually. Administrative personnel shall be evaluated by the Superintendent or designee.

1. Evaluation of the Superintendent

The Board/Superintendent evaluation process shall be concluded before consideration of the Superintendent’s employment contract. The Board and the Superintendent believe that intentional, effective communication regarding critical issues will positively impact district and student achievement, improve district leadership, and lay a foundation for continuous school improvement.
2. Evaluation of Administrative Staff
Administrators will be evaluated based on a framework that emphasizes professional growth and leadership, supervision and instruction, a data-driven focus to support student achievement, and district/school operations. Administrative evaluations will be a cooperative process wherein the individual being evaluated and those responsible for making the evaluation share responsibility for identifying and completing annual goals. Each administrator will receive both oral and written feedback concerning the completion of his/her evaluation and will have the opportunity to respond to said feedback.

Due process, as specified in state law (70 § 6-101.13), will be followed should the contract of a certified administrator not be renewed.

B. Evaluation of Teachers
The district is committed to complying with all laws and Oklahoma State Department of Education (OSDE) regulations regarding teacher evaluation. Accordingly, after full implementation of the state’s TLE system, all teachers and building level administrators will receive an annual performance rating comprised of a qualitative evaluation, a quantitative other academic measure and either a quantitative value added measure, student learning objective or student outcome objective.

All teachers shall receive a summative evaluation at least one (1) time per year. All probationary teachers shall receive formative feedback at least two (2) times per year, once during the fall semester and once during the spring semester.

Formal classroom observation for the purpose of evaluation shall be conducted periodically throughout the school year. Prior to the first formal classroom observation, all teachers will have a pre-observation conference with the evaluating administrator.

All teachers will be evaluated by administrative personnel who have participated in the required training of the State Department of Education. Each teacher will be notified at the beginning of the school year which administrator(s) has/ have been designated as the teacher’s evaluator.

1. Teacher Evaluation Model
Evaluation shall be based upon the Marzano Causal Teacher Evaluation Model as approved by the State Board of Education and any additional criteria mutually developed by the
Association (i.e., the negotiating agent) and the Board. Teachers shall be notified at the beginning of each school year of all evaluation criteria.

Evaluation procedures will be described in the Negotiated Agreement; be fairly and impartially administered; be practiced in a manner that is least burdensome to the district; and, fulfill the intent and letter of the law (70 O.S. § 6-101.10; 70 O.S. §6-101.16).

2. Procedures for Teacher Evaluation
Formal and informal classroom observations for the purpose of evaluation shall be conducted periodically through the school year. All summative evaluations shall be made in Observation and printed forms provided as part of the Negotiated Agreement.

A printed copy of each summative evaluation shall be given to the teacher at a conference held between the teacher and the evaluating administrator. A copy will be given to the teacher and the teacher will be asked to sign the original. The original form will be maintained in the teacher’s official personnel file. The teacher may, within ten (10) working days, respond to the evaluation in writing and said response will be attached to the summative evaluation.

An administrator identifies through the evaluation process when a Plan for Improvement must be developed as outlined in Board of Education policy and in compliance with the Teacher Due Process Act of 1990.

Any career teacher who is notified of possible dismissal based upon the minimum performance expectations and any probationary teacher who is notified of possible non-renewal based upon the minimum performance expectations shall have at least two (2) evaluations during the final year of employment.

State guidelines will be followed for dismissals and non-renewals of teacher contracts (70 O.S. § 6-101.22; 70 O.S. § 6-101.23; 70 O.S.§ 6-101.24; 70 O.S.§ 6-101.26).

3. Plan for Improvement
The Plan for Improvement is designed to provide teachers with the opportunity to correct specific deficiencies, which exist in teacher performance expectations. Whenever a formal plan for improvement is required, it shall be done in compliance with the
Teacher Due Process Act of 1990. The Plan for Improvement will be developed by the evaluating administrator (with input from the teacher) in a timely manner.

The plan will include: (a) steps the employee will take to improve his/her performance, (b) assistance offered by the District to the teacher, (c) requests from the teacher for specific types of assistance, and, (d) the time allowed to make improvements, which shall not exceed two (2) months (i.e., forty (40 working days). All documents related to The Plan shall be attached to the Plan for Improvement.

No later than twenty (20) days after the expiration of the Plan For Improvement, the teacher will participate in a conference with his/her evaluator. A completed Plan For Improvement Feedback Form will be distributed at the conference. It will describe the progress the employee has made towards the goals of the Plan For Improvement. Both the evaluator and the teacher will sign the feedback form.

4. Due Process
Any certified or licensed employee who believes he/she was unjustly evaluated, or who wishes to contest statements made in his/her evaluation, may informally at the building level and/or formally to the Superintendent, or his/her designee, request a conference for review of the facts and circumstances he/she believes are unjust. Such requests must be made in writing, within ten (10) working days after receiving the evaluation or a plan for improvement, and must inform the building level evaluator or the Superintendent, or his/her designee, if he/she intends to bring a representative with him/her to the conference. The District will inform the employee if a legal representative will be present at the conference.

The Superintendent or his/her designee shall arrange a review conference within ten (10) working days after the request is received. At the conference, both the employer and the evaluator shall have the right to representation; the right to present evidence in his/her favor; the right to expect the Superintendent or his/her designee to be impartial and neutral as he/she questions both evaluator and employee and, the right to a fair and final determination based on the facts and circumstances presented. Any decision made by the Superintendent or his/her designee shall be provided in writing and given to the employee and the evaluator within fifteen (15) working days of the review
conference. All decisions may be appealed to the Board of Education.

A request for review does not preclude the right to make a written response to an evaluation or plan for improvement.

The appeals process for teachers, as outlined in Oklahoma state law (70 § 6-101.26; 70 § 6-101.27), will be followed by the District.

C. Evaluation of Support Personnel

A support employee will be evaluated on an annual basis. A probationary support employee (i.e., one who has been employed less than one year by the District), will be evaluated at least once prior to the end of the first school year of employment; however, additional evaluations may be completed as deemed appropriate by the supervising administrator. Evaluations will be based on guidelines specified on the support personnel evaluation form.

Support employees will be evaluated using the evaluation form provided by the District to: (a) inform the employee of the supervisor’s appraisal of the employee’s ability to meet performance expectations, (b) describe performance areas where the employee meets expectations and/or areas where the employee requires improvement, and (c) summarize formal and informal discussions of the employee’s performance.

The evaluator will provide the employee with a copy of the evaluation form. The original copy of the evaluation form must be signed by the evaluator. The employee shall have an opportunity to review and sign the evaluation form prior to submission to Personnel Services. An employee who disagrees with his/her evaluation should discuss the evaluation with the evaluator. An employee may check that they wish to submit a written response to the evaluation. If an employee wishes to submit a written response to the evaluation, they will be provided with five (5) working days from the date of the meeting with the evaluator in which to provide the written response. The written response will be attached to the evaluation document and submitted by the evaluator to Personnel Services. An employee may request a meeting to discuss his/her evaluation with the Assistant Superintendent of Personnel Services within ten (10) working days of receipt of his/her evaluation.
NORMAN PUBLIC SCHOOLS

SUMMATIVE EVALUATION

PLAN FOR IMPROVEMENT

This is a confidential document accessible only to those persons designated by Oklahoma Statutes.

PURPOSE: The purpose of the Plan For Improvement is to provide the teacher with information on specific deficiencies which exist in the minimum performance expectations. Included in the plan will be recommended measures the employee will take to improve, assistance to be afforded by the district, assistance requested by the teacher, methods to be used to determine whether or not adequate improvement has been made and the time allowed for improvement (not to exceed (2) months).

Name of Teacher_____________________School_____________________Date______

Teaching Assignment____________________Subject(s)____________________________

Total Number of Evaluations to Date This School Year_________________

DIRECTIONS: Every effort is to be made between the evaluator and the teacher to mutually develop this written plan. After the evaluator and the teacher have signed the plan, a copy is to be given to the teacher and the original is to be maintained in the employee’s personnel file.

1. List specific area(s) of deficiency as revealed by the approved evaluation model. Establish priorities if two or more areas are listed.

2. Specific measures recommended for correction and improvement and the date of completion for each

3. List assistance offered by the district.
4. List assistance requested by the teacher

5. Specify what evidence will be used to determine if adequate improvement has been made.

___________________________________________
TEACHER’S SIGNATURE*

___________________________________________
PRINCIPAL’S SIGNATURE

___________________________________________
DATE
*A teacher’s signature on this document does not necessarily mean the teacher agrees with the plan but that the teacher has had an opportunity for discussion and input in the plan.

TEACHER, PLEASE CHECK THIS BLOCK IF YOU INTEND TO RESPOND. Failure to check this block does not waive your right to respond within ten (10) working days.

TEACHER, PLEASE CHECK THIS BLOCK IF YOU INTEND TO ATTACH A DIFFERENT PLAN. Failure to check this block does not waive your right to attach a different plan within ten (10) working days.

If you intend to attach a different plan, the plan must follow the format on pages 1, 2 and 3 this document and be signed by both the teacher and principal.

If more than one page is used for the plan, lines for the date signed, principal’s signature, teacher’s signature and page number(s) must be included.

PAGE_____OF_____ 

NAME OF TEACHER__________________SCHOOL__________________

TEACHER’S RESPONSE:

______________________________

DATE SIGNED

______________________________

TEACHER’S SIGNATURE

______________________________

PRINCIPALS SIGNATURE

PRINCIPAL, PLEASE CHECK THIS BLOCK IF YOU INTEND TO RESPOND. If more than one page is used for the response, lines for the date signed, evaluator’s signature, evaluatee’s signature, and page number(s) must be included.
NAME OF
TEACHER_________________SCHOOL_________________________

PRINCIPAL’S RESPONSE:

________________________________________________________________________

DATE SIGNED

________________________________________________________________________

TEACHER’S SIGNATURE

________________________________________________________________________

PRINCIPAL’S SIGNATURE

If more than one page is used for the response, lines for the date signed, evaluator’s signature, evaluatee’s signature, and page number(s) must be included.
POLICY 3004 (revised 8/12/13, 10/1/18)
EMPLOYMENT RETIREMENT AND SEPARATION

I. RETIREMENT FOR ALL PERSONNEL
An employee who wishes to retire should submit a completed Voluntary Resignation From Employment form indicating such intention.

II. REDUCTION IN PROFESSIONAL STAFF
Reduction in professional staff shall mean that the total number of instructional staff of the system must be reduced due to any of the following reasons: (a) consistent decrease in student enrollment, (b) changes in curriculum, (c) severe financial conditions (70 O. S. § 18.123), and (d) other reasons determined appropriate by the Board. This policy will come into effect only if the condition is not corrected by voluntary and involuntary transfer. This policy will come into effect only if a teacher or teachers must be released from the system. The student and program needs of the District will be the primary criteria used in establishing priorities for those teachers to be released.

A. Procedures for Reduction in Force
In implementing a reduction in force, the position or positions to be eliminated will be determined first by the Board. After the Board identifies the positions to be eliminated, determination of those who are to be released is to be made in the following order:
1. Voluntary retirements, resignations and temporary contracts;
2. Certification Status
   a. Those employed in an eliminated position under a license or temporary certificate in reverse order of District seniority (Seniority shall be number of full contract years).
   b. Those employed in an eliminated position under provisional certificate in reverse order of District seniority (Seniority shall be the number of full contract years).
   c. Those employed in an eliminated position under a standard certificate in reverse order of District seniority (Seniority shall be the number of full contract years).

If any step does not serve to correct the condition, the order will be continued until the condition is corrected; therefore, no staff member will be released unless such action serves to correct the condition initiating the reduction policy.
3. Should certification status and seniority be equal, the following criteria shall be considered and used to determine which teacher will be released:
   a. Total contractual experience in the system (Contractual experience shall be total number of contracts with the system including partial year and half-time contracts.)
   b. Total contractual experience in any system
   c. Degree status
   d. Educational training
   e. Special skills and interests

4. In the event that the above criteria do not serve to reduce the staff to a sufficient degree or if selection must be made with the above criteria being equal, a coin toss shall occur to determine which teacher will be released.

   Any staff member who changes certification status during a continuous employment with the system will maintain seniority status under the highest certificate.

B. Recall
   The recall procedure will come into effect should the conditions which caused the reduction in staff be relieved. Qualified teachers will be notified of openings.

   1. Staff shall be recalled in reverse order of layoff.
   
   2. No new teachers shall be hired in a subject area or grade level until all laid off teachers qualified for the position have been recalled or decline the opening. The system will allow ten (10) days for replies prior to employment of outside applicants.

III. Separation of Personnel
   A. Certified Personnel
      1. Dismissal of Certified Personnel
         A career teacher may be dismissed or not reemployed in accordance with O.S. 70 § 6-101.22.A. Reasons for dismissal include:
         a. Willful neglect of duty;
         b. Repeated negligence in performance of duty;
         c. Mental or physical abuse to a child;
         d. Incompetency;
         e. Instructional ineffectiveness;
         f. Unsatisfactory teaching performance;
         g. Any reason involving moral turpitude; or
h. Abandonment of contract

A probationary teacher may be dismissed or not reemployed for cause as set forth in 70 O.S. §6-101.22.B.

Any teacher will be dismissed or not reemployed if the teacher is convicted of a sex offense or a felony as set forth in 70 O.S. §6-101.22.E.1.

Any teacher may be dismissed, refused employment or not reemployed after a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual’s performance of school duties, as set forth in 70 O.S. §6-101.22.F.

Any teacher may be dismissed for abandonment of contract. A teacher is determined to have abandoned his/her contract when he/she has failed to report at the beginning of the contract term, has accepted other employment or is performing work for another employer that prevents the teacher from fulfilling the obligations of the contract of employment, as set forth in 70 O.S. §6.101.22.G

Procedures for Dismissal of Certified Personnel

When a teacher’s evaluating administrator identifies poor performance or conduct that the administrator believes may lead to a recommendation of dismissal or non-reemployment, the administrator shall: (a) admonish the teacher, in writing, and make a reasonable effort to assist the teacher in correcting the poor performance or conduct; and, (b) establish a reasonable time for improvement, not to exceed two (2) months, taking into consideration the nature and gravity of the teacher’s performance or conduct.

If concerns specified in an admonishment are not corrected within the time specified, the administrator may make a recommendation the dismissal or non-reemployment of the teacher (Reference: 70 O.S.§6-101.24). Procedures for dismissal or non-reemployment shall comply with 70 O.S.§6-101.25-28 and with Board policies on teacher evaluation.

Complaints Against Teachers

When an administrator receives or has a complaint about a teacher that the administrator deems to be valid, a conference will be held between the administrator and the teacher, in a timely
manner, to discuss the complaint before any written disciplinary action is taken.

Anonymous complaints will not be used as the basis for any action against a teacher without an investigation having substantiated the complaint.

If an administrator determines an admonishment is warranted it will be issued in a timely manner.

4. Suspension of Certified Personnel
When the Superintendent has reason to believe that cause exists for a teacher’s dismissal, and that immediate suspension would be in the best interest of the District, a teacher may be suspended without notice or hearing. Suspension does not deprive a teacher of any benefits or compensation. Suspensions will remain in place until a teacher’s case is adjudicated, but will not include time for appeals processes.

Within ten (10) days after a suspension becomes effective, the local board of education shall initiate a hearing for dismissal pursuant to state law. In cases involving criminal charges or indictments, suspensions may extend to the time a teacher’s case is adjudicated at trial; such extension shall not include any appeals processes (Reference: 70 O.S. §6-101.29).

5. Resignations of Certified Personnel
Any certified employee whose appointment is subject to confirmation by the Board shall submit a completed Voluntary Resignation From Employment Form to the Superintendent or his/her designee when resigning. The Board empowers the Superintendent or his/her designee to accept resignations. Written acceptance of a resignation releases the employee from contractual duties owed to the District on the effective date of the resignation and makes the resignation irrevocable.

6. Temporary Contracts
Employment of teachers on temporary contract automatically terminates on the date set forth in the employment contract.

B. Support
1. Separation of Support Personnel
A support employee, as defined in Oklahoma law 70 O.S.§ 6-101.40, who has been employed for more than one (1) year shall be subject to suspension, demotion, non-reemployment or
termination only for cause unless a reduction in force is necessary due to limited funding or limited work.

Behaviors which may result in suspension, demotion, non-reemployment or termination include:

a. Falsification of personnel or other records.
b. Leaving work area during work hours, without permission, for any reason.
c. Abandonment of job (3 or more consecutive or non-consecutive absences in a rolling 6 month period without following the proper reporting procedures).
d. Unapproved or excessive absenteeism. Chronic absenteeism for any reason. Unapproved or excessive tardiness. Chronic tardiness.
e. Wasting time or loitering during working hours.

f. Possession of weapons on school premises, in school district vehicles or while on duty.
g. Removing school district property or records from school district premises without proper authority.
h. Willful abuse, misuse, defacing, or destruction of school district property, including tools, equipment, or property of other employees.
i. Theft or misappropriation of property of employees or students of the school district.
j. Sabotage.
k. Refusal to follow instructions of supervisor.
l. Refusal or failure to do work assignment.
m. Unauthorized operation of machines, tools, or equipment.
n. Threatening, intimidating, coercing or interfering with employees or supervisors.
o. Threatening, intimidating, coercing or exploiting students or others connected with the district.
p. The making or publishing of false, vicious, or malicious statements concerning any employee or supervisor.
q. Creating a disturbance on school premises including but not limited to engaging in quarrelsome behavior and fighting.
r. Creating or contributing to unsanitary conditions.
s. Actions or omissions that jeopardize the health, safety, life, or property of self or others.
t. Practical jokes injurious to other employees, students or school district property.
u. Possession, consumption, or reporting to work under the influence of beer, alcoholic beverages, non-prescribed drugs, or controlled dangerous substances.
v. Disregard of known safety rules or common safety practices.
w. Unsafe operation of motor driven vehicles or equipment.
x. Operating machines or equipment without using the safety devices provided.
y. Gambling, lottery, or any other game of chance on school district property.
z. Unauthorized distribution of literature, written or printed matter of any description on school district property.
aa. Posting or removing notices, signs, or writing in any form on bulletin boards of school district property at any time without specific authority of the administration.
bb. Poor workmanship.
cc. Immoral conduct or indecency including abusive and/or foul language.
dd. Excessive personal calls during working hours, except for emergencies. This includes in-coming and out-going calls.
e. Walking off job.
ff. Smoking or using tobacco products in an unauthorized area, including the use of e-cigarettes, personal vaporizers and other similar devices, regardless of whether those devices are used with cartridges containing nicotine.
gg. Refusal of job transfer, if the transfer does not result in a demotion.
hh. Insubordination of any kind.
ii. Dishonesty of any kind, including withholding pertinent information from a supervisor.
jj. Wrongdoing of any kind.
kk. Violation of a law or regulation.
ll. Sexual harassment of an employee, a student or a third party such as a patron or vendor.
mm. Violation of a policy or rule enacted to ensure orderly and proper job performance or for the safety of self or others.
nn. Misuse or abuse of any school district leave policy or guidelines.
oo. Any intentional act or omission which constitutes a material or substantial breach of job duties, responsibilities or obligations.
pp. Any conduct which the employee knew or should have reasonably known was a violation of school rules or policies.
qq. When it is in the best interest of the school district, any support personnel may be suspended, demoted, terminated or nonreemployed.
rr. Because of the substantial difficulty of retaining competent support employees on a temporary basis over an extended period of time, a support employee shall be subject to termination or nonreemployment for inability to perform the essential job requirements if the employee is unable due to illness or accidental injury to return to work for his or her regularly scheduled hours and to perform the essential duties of the position (with or without reasonable accommodation) within 12 work weeks or the number of work days equal to the employee's total accumulated sick leave days, whichever is longer, measured from the date of the first absence due to the condition resulting in the extended absence. The administration may, in its discretion, extend additional unpaid leave as an accommodation of a disability.

Demotion, non-reemployment or termination also can occur because a position is eliminated due to lack of funds or lack of work.

2. Procedures for Dismissal of Support Employees Hired for More Than One Year

After any suspension or prior to any demotion, non-reemployment or termination, a support employee, employed for more than one year, shall receive a notice of the right to a hearing conducted by the Board of Education. The notice shall be sent by certified mail with the postmark used to determine the timeliness of the notice.

A written request for a hearing must be submitted within ten (10) working days of the suspension notice. Failure to submit a request will be considered a waiver of right to a hearing by the employee.

If a hearing is desired, it shall be conducted at the next, or next succeeding, regularly scheduled Board of Education meeting provided that the request was received at least ten (10) days prior to the next, or next succeeding regularly scheduled Board of Education meeting.

At the request of the support employee or at the discretion of the Board of Education, the Board of Education shall call a special meeting to conduct the requested hearing. The meeting must be held no sooner than ten (10) days or no later than thirty (30) days after receipt of the support employee’s request. The decision of the Board of Education at the hearing shall be final (Reference: 70 O.S. §6-101.47).
3. **Suspension of Support Personnel**  
If an employee is suspended for over ten (10) days, the superintendent of the district shall initiate proceedings for termination. In cases involving a criminal charge or indictment, the suspension may be delayed until the employee’s case is adjudicated at trial. Nothing in this act shall prevent the school board from proceeding against the employee during or after the suspension for termination as provided in this act (Reference: 70 O.S. §6-101.46).

4. **Resignation**  
Any support employee whose appointment is subject to confirmation by the Board shall submit a completed Voluntary Resignation From Employment Form to the Superintendent, or his/her designee when resigning. The Board empowers the Superintendent or his/her designee to accept resignations. Written acceptance of a resignation releases the employee from any contractual and/or employment duties owed to the District on the effective date of the resignation, and makes the resignation irrevocable.
Regulation 3004-1
Acceptance of Letters of Resignation

Employees who are resigning should complete and submit the Voluntary Resignation Form. When the Voluntary Resignation Form is accepted and signed by the Superintendent or his/her designee, this constitutes acceptance of the employee’s resignation by the Board. Acceptance by the Superintendent or his/her designee releases the employee from any contractual obligations owed the District on the effective date of the resignation and makes the resignation irrevocable.
POLICY 3005 (revised 10/21/13, 10/3/16, 9/29/17, 9/16/19) 
LEAVE

I. Bereavement

Employees of the Board of Education are allowed bereavement leave each year without loss of pay. This leave is not chargeable against sick leave and is non-cumulative.

A. Bereavement Leave

Each employee shall be provided a total of five (5) days of bereavement leave annually without loss of pay. If an employee’s effective date of employment is not at the beginning of the school year, the number of days allowed for bereavement leave shall be prorated. Employees working other than full time will receive time in proportion to time worked. These days may be used for the death of the following: stepmother, stepfather, sister-in-law, mother-in-law, father-in-law, brother-in-law, grandchildren, grandparents, siblings, daughter-in-law, son-in-law, aunt, uncle, niece, nephew, step-child, or person who lived in the employee’s home.

Bereavement leave shall also be provided as follows: for the death of an employee’s spouse or child – fifteen (15) days each; for the death of an employee’s mother or father – five (5) days each.

Bereavement leave for each occurrence must be completed within ten (10) calendar days of the death of the individual with the exception of leave for the death of the employee’s spouse, child, mother, or father, which must be completed during that school year.

Bereavement leave is non-cumulative.

If an employee believes a particular situation warrants bereavement leave not already granted in this section, the employee may request additional bereavement leave from the Assistant Superintendent of Personnel Services who is authorized to review and grant such leave.

All requests for bereavement leave shall be submitted via the district’s absence management system.

II. Convenience and Personal Business Leave

A. Convenience Leave

District Administrators and Support Personnel are allowed three (3) days of convenience leave during the school year without loss of pay. If an
employee’s effective date of employment is not at the beginning of the school year, the number of days allowed for convenience leave shall be pro-rated. Employees will not be eligible for paid convenience leave benefits until 45 calendar days after their hiring date. All requests for convenience leave shall be submitted via the district’s absence management system. At the end of the school year, unused convenience leave will be added to accumulated sick leave unless the maximum cumulative sick leave days have been accrued. After the third day, full salary is deducted for all personnel.

B. Personal Business
Certified personnel shall be provided with three (3) days of personal business leave, at full pay, each school year to conduct business that must be conducted during the normal workday. If an employee’s effective date of employment is not at the beginning of the school year, the number of days allowed for personal business leave shall be pro-rated.

The following rules apply to the use of personal business days:

1. All requests for personal business shall be submitted via the district’s absence management system

2. Employees may be asked to select another date for personal business leave if the granting of the leave on a particular day would cause an undue hardship on the activities at the employee’s assigned site or the overall school district.

3. Personal business leave will not be granted for participating in political or social problem activities, seeking or interviewing for other employment, private commercial business interests, or performing a service for compensation.

4. Personal business leave may not be taken during the following times: first or last week of school, on day(s) immediately preceding or following a holiday or vacation period, or on days when school remains open despite adverse weather conditions. Further usage may be allowed during these times for special circumstances if approved by the Assistant Superintendent of Personnel Services.

5. At the end of the school year, unused personal business leave will be added to accumulated sick leave unless the maximum cumulative sick leave has been accrued.

III. Leave for Illness
In compliance with the federal Family and Medical Leave Act of 1993 and with state statute 70 O.S. §6-104, the District will provide family and medical leave and sick leave benefits for eligible employees. The Superintendent or designee shall develop regulations and procedures in compliance with these statutes and the rules and regulations of the appropriate federal and state agencies.

The Family Medical Leave Act in its entirety shall be used by Norman Public Schools when making leave decisions.

A. Sick Leave Benefits for Certified Employees

A certified employee who is absent from duty because of personal illness, injury, pregnancy or a serious illness in the immediate family shall be allowed sick leave. Immediate family includes a teacher’s spouse, parents, children, siblings or a household member.

1. The right to paid sick leave shall begin on the first day of the school year. If a certified employee’s effective date of employment is not at the beginning of the school year, he/she shall be eligible immediately for sick leave in an amount equal to one day for each month to be worked between the effective date of employment and the beginning of the next school year.

2. Certified staff employed on a full-time basis shall have ten (10) days paid sick leave each year unless employed on an eleven-month contract, in which case the employee will receive eleven (11) days of sick leave. If a certified staff employed on a twelve (12) month contract, receive twelve (12) days of sick leave. Sick leave will be prorated for certified staff who are contracted less than full-time. Such leave shall be vested at the beginning of each school year.

3. After five (5) consecutive work days of paid sick leave, or at any time a pattern of usage exists that suggests possible abuse of leave, the District may require certification by a health care provider for continued use of paid sick leave.

4. After five (5) consecutive work days of paid sick leave, the District may require certification by a health care provider that certified employee is able to perform his/her essential job functions with or without reasonable accommodations, before said certified employee may return to his/her job assignment.

5. Unused sick leave shall be cumulative up to the maximum allowed by District policy, which is one hundred eighty-five (185) days. The district shall maintain records of unused annual sick leave, beyond
one hundred eighty-five (185) days, for the purpose of reporting those days to the Oklahoma Retirement System upon the retirement of a certified employee.

B. Sick Leave Benefits for Support Employees

1. All support employees will be granted paid sick leave of one day per month or one month’s proportion of the total annual amount not to exceed the number of hours per day for which they are regularly employed. This benefit will accrue at the rate of one day per month or one month’s proportion of the total annual amount.

Support positions with a duration of less than 172 days do not qualify for paid sick leave benefits.

2. After five (5) consecutive work days of paid sick leave, or any time a pattern of usage suggests possible abuse of sick leave, the District may require certification by the health care provider for continued use of paid sick leave.

3. After five (5) consecutive work days of paid sick leave, the District may require certification by the health care provider that the employee is able to perform his/her essential job functions, with or without reasonable accommodations, before said employee may return to his/her job assignment.

C. Accumulation of Sick Leave

Unused sick leave shall be cumulative up to the maximum allowed by district policy of one hundred eighty-five (185) days. If the maximum has not been reached, sick leave days shall be added as follows to the days accumulated from previous years until the maximum is reached

- 260 day employees = 15 days
- 240-250 day employees = 12 days
- 199-239 day employees = 11 days
- Less than 199 days = 10 days

D. Excess Sick Leave

1. Allocation

After exhausting all sick leave, certified employees and other personnel absent from their duties due to personal accidental
injury, illness or pregnancy shall receive their full contract salary less the amount provided in the schedule Deduction for Excess Sick Leave. For teachers this amount is based on an amount that is no more than the daily cost of a substitute whether a substitute is or is not used.

Personnel working less than full-time will receive excess sick leave in proportion to time worked.

2. Application and Medical Certification of Need

All requests for excess sick leave will be submitted on the appropriate District form stating the beginning and ending dates and must be accompanied by a certification by the health care provider. The form for the certification shall be obtained from the Office of Personnel Services.

The District reserves the right to require the employee to obtain a second medical opinion from a health care provider of the district’s choice at the district’s expense.

Should a discrepancy exist between the employee’s medical certification and the opinion of the health care provider chosen by the District, the District reserves the right to require the certified or support employee to obtain a third medical opinion from a health care provider mutually selected by the District and the employee. In the event of a third opinion, the expense will be paid by the District and the opinion is final and binding on the District and the certified or support employee.

3. Return to Work

Any certified or support employee absent due to personal illness or injury utilizing excess sick leave or leave of absence without pay must provide certification from the health care provider stating that the certified or support employee is able to perform his/her essential job functions, with or without reasonable accommodations, before said certified/support employee may return to his/her job assignment.

4. Failure to Return to Work After Excess Sick Leave is Exhausted

A certified/support employee who claims that he/she is unable to return to work after the period of leave to which the employee
was entitled due to the continuation, recurrence or onset of a serious health condition will be required to provide certification by the health care provider that he/she is unable to return due to such a condition.

Failure to provide the required certification in fifteen (15) days will result in termination of the leave.

Failure of the employee to return to work after termination of the leave may be cause for termination from employment.

Leave without pay will be reviewed each thirty (30) calendar days to determine the status of employment.

5. Salary Deductions During Excess Leave

Support personnel are eligible for excess sick leave after one full year of employment.

Administrative and support employees who are absent through excess sick leave provisions shall receive a pay deduction pursuant to the schedule provided for in District regulation.

E. Reimbursement for Unused Sick Leave

1. All or part of a maximum of 120 accumulated sick leave days earned within the District may be reimbursed by the District to all teaching and support personnel upon resignation or retiring from the District or death (payable to estate), EXCEPT such leave days as said employee elects to transfer to another district in accordance with 70 Okla. Stat. Sec. 6.10. The request for such pay must be made in writing by the employee (or estate) within the fiscal year (July 1-June 30) in which the action takes place.

2. Reimbursement will be based on the following schedule in proportion to the number of hours worked per day:

<table>
<thead>
<tr>
<th>Days</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st 30 days</td>
<td>$5.00/day</td>
</tr>
<tr>
<td>next 25 days</td>
<td>$10.00/day</td>
</tr>
<tr>
<td>next 25 days</td>
<td>$15.00/day</td>
</tr>
<tr>
<td>next 20 days</td>
<td>$20.00/day</td>
</tr>
<tr>
<td>next 20 days</td>
<td>$25.00/day</td>
</tr>
</tbody>
</table>
3. Any transferred sick leave days from other districts will not be applicable and transferred days will be used first when taking sick leave.

4. Certified and support personnel who do not complete a contractual year will not be reimbursed for sick leave accrued during that contractual year. If sick leave is accrued prior to that contractual year it will be reimbursed.

IV. Family and Medical Leave Requirements

It is the policy of the district to comply fully with the requirements of the Family and Medical Leave Act of 1993 (FMLA) and all its related revisions, including the National Defense Authorization Act (NDAA), collectively referred to in this policy as “FMLA.” The district is a covered employer and, accordingly, will provide up to 12 workweeks of unpaid leave to eligible employees. This leave must run concurrently with any paid leave the eligible employee has available. Eligible employees may also be entitled to 14 additional workweeks of leave (26 workweeks total) for servicemember family leave.

Any employee utilizing FMLA leave is required to cooperate in matters of scheduling, providing prompt notice of the need to use leave and availability for return to work, completing paperwork, etc.

This policy is not intended to create any leave obligations for the district in addition to those provided under the FMLA. In the event any conflict exists between this policy and the FMLA, the FMLA will be the final authority.

A. Definitions

1. “Eligible employees” are those employees who:
   a. have been employed for at least one year by the district; and
   b. worked at least 1,250 hours during the previous 12-month period; and
   c. have requested leave for a reason covered by the FMLA; and
   d. there are at least 50 employees within a 75-mile radius.

Full-time instructional employees are deemed to have met the 1,250 hours of employment requirement if they worked full time during the prior year.

2. A “child” means a biological, adopted, foster or step child, a legal ward, an individual with an in loco parentis relationship with the employee or military member, and adult children who are physically or mentally incapable of self-care.

3. A “serious health condition” is one which requires either in-patient care or continuing treatment by a health care provider. This includes conditions or illnesses affecting health to the extent that in-patient care is required, or absences are necessary on a recurring basis or for more than just a few
days. A "serious health condition" does not include short-term conditions for which treatment and recovery are very brief as such conditions would normally be covered by the district’s sick leave policies.

4. A “year” means a rolling 12-month period measured backward from the date an employee uses any leave.

5. A “workweek” means the employee’s usual or normal schedule (hours / days per week) prior to the start of FMLA leave.

6. A “covered military member” (for purposes of active duty leave) is an individual serving in the Regular Armed Forces or the National Guard and Reserves and who has been called to active duty. Veterans receiving treatment or therapy, or those who are recuperating and were discharged or released for any reason other than dishonorable discharge within the 5 years preceding the employee’s request for leave are also included in this definition.

7. A “covered military member” (for purposes of servicemember family leave) is an individual serving in the Regular Armed Forces or the National Guard and Reserves who is undergoing treatment or therapy for a serious injury or illness incurred or exacerbated while on active duty.

8. A “serious injury or illness” is an injury or illness incurred (or exacerbated) by the servicemember in the line of duty in the Armed Forces or National Guard and Reserves which:
   a. may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; or
   b. resulted in the member receiving a VA Service-Related Disability Rating of 50% or more; or
   c. substantially impairs the veterans’ ability to be gainful employed; or
   d. resulted in the member’s enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

B. Reasons for Leave

All eligible employees who meet FMLA requirements may be granted leave as provided in this policy and required by law for the following reasons:

1. for the birth of a child and to care for such child, or placement for adoption or foster care of a child;
   a. If both parents are employed by the district, the combined amount of FMLA leave cannot exceed 12 work weeks

2. to care for a spouse, child or parent with a serious health condition;

3. for a serious health condition of the employee that makes the employee unable to perform his or her job functions;

4. for covered active duty leave with one or more of the following exigencies:
   a. Short-notice deployment: employees can take up to 7 calendar days leave to address issues that arise from servicemembers’ call or order to active duty seven calendar days or less prior to the date of deployment;
b. Military events and related activities: employees can take leave to attend official ceremonies, programs, or events sponsored by the military that are related to servicemembers’ active duty or call to active duty or attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to servicemembers’ active duty or call to active duty;

c. Childcare and school activities: employees can take leave to arrange alternative childcare, provide childcare on an urgent, immediate need (but not everyday) basis, enroll in or transfer a child to a new school or day care facility, or attend meetings with school or day care staff (such as parent-teacher conferences) due to servicemembers’ active duty or call to active duty;

d. Financial and legal arrangements: employees can take leave to make or update financial or legal arrangements to address servicemembers’ absence while on active duty or call to active duty, such as executing powers of attorney, transferring bank account signature authority, enrolling in the Defense Enrollment Eligibility Reporting System, or obtaining military identification cards and to act as the servicemembers’ representative before governmental agencies to obtain, arrange, or appeal military service benefits while servicemembers are on active duty or called to active duty and for 90 days following termination of active duty status;

e. Counseling: employees can take leave to attend counseling that is provided by someone other than a healthcare provider for servicemembers or their children for needs arising from servicemembers’ active duty or call to active duty;

f. Rest and recuperation: employees can take up to 15 days leave to spend time with servicemembers on short-term, temporary rest and recuperation leave during a period of deployment;

g. Post-deployment activities: employees can take leave to attend arrival ceremonies, reintegration briefings and events and other official ceremony or program sponsored by the military that occurs within 90 days following termination of servicemembers’ active duty status or to address issues arising from servicemembers’ death while on active duty, including meeting and recovering the body and making funeral arrangements; and

h. Additional activities: employees can take leave to address any other events that arise from servicemembers’ active duty or call to active duty when the district and employee agree that such leave qualifies as an exigency and agree upon the timing and duration of the leave.

5. for servicemember family caregiver leave, provided that the leave (when combined with other forms of FMLA leave) does not exceed 26 workweeks during a 12-month period;
6. for parental care leave to care for (including making arrangements for care, patient transfer and meetings with staff at a care facility) a parent-in-law who is unable to care for him/herself while the servicemember is on active duty.

C. Application for Leave

Employees who wish to utilize FMLA leave must submit an application for leave (with all required supporting documentation) on the forms available through the superintendent’s office (the district will utilize all required forms as provided by the US Department of Labor. The forms are available at http://www.dol.gov/whd/fmla/index.htm#Forms). The district requests that, when practical, FMLA requests be submitted at least 30 days prior to the use of the leave. In emergency circumstances, the district may provisionally place an employee on FMLA leave if conditions appear to warrant such action. The employee is ultimately responsible for completing the necessary paperwork to finalize the use of FMLA leave at least 15 days in advance.

D. Medical Documentation (for Leave Related to a Serious Medical Condition)

In addition to all medical documentation required pursuant to the FMLA, the district may, in its sole discretion and at its own expense, require a second opinion related to the need for FMLA leave. If the first and second opinions differ regarding the need for FMLA leave, the district and the employee shall mutually agree upon a provider to conduct a third opinion of the employee’s need for leave. The cost of this third opinion will be paid for by the employer.

The district may also require supplemental certifications of the employee’s continuing need for leave. These certifications may not be more than one time per month unless the employee requests an extension of leave, changes circumstances regarding the illness or injury, or the district receives information that casts doubt on the validity of an existing certification.

In the event an employee wishes to request an extension of leave, such request must be promptly submitted to his/her supervisor with supporting documentation from the healthcare provider regarding the reason for the extension. The extension is only available as long as the employee does not exceed the maximum leave permitted by the FMLA.

E. Right to Conduct Surveillance

In an effort to combat misuse of leave permitted by the FMLA, an employee may be surveilled to determine if the employee is not using the FMLA leave for the purpose for which it was granted. The district may conduct non-workplace (off-site) surveillance of an employee based on an honest belief or
suspicion that the employee is misusing the FMLA leave granted. If the employee is found to be misusing the FMLA leave, the employee will be subject to all disciplinary action allowed by law, including but not limited to dismissal or nonrenewal. Circumstances which may give rise to an honest belief or suspicion of FMLA leave misuse include, but are not limited to, an employee providing inconsistent reasons for the FMLA leave, an employee engaging in a suspicious pattern of absences over a short period of time, verifiable information from co-workers evidencing misuse by an employee and significant changes in the frequency or duration of an employee’s absences.

F. Intermittent Leave or Leave on a Reduced Leave Schedule

Eligible employees may request to use their available leave on an intermittent basis by following the same application and certification process as described above and under the following conditions:
1. intermittent leave in connection with the arrival of a new child must be approved by the district;
2. employees must coordinate the intermittent leave with their supervisor to attempt to reduce the negative impact of the leave on school operations;
3. the district reserves the right to transfer the employee to a position better suited to intermittent leave;
4. if an instructional employee will be absent more than 20% of the total working days in the period in which the leave will be used, the district may require the employee to either:
   a. take leave for a "particular duration" or time which is not greater than the duration of the planned treatment, or
   b. be transferred to an alternative position.

G. Leave Taken Near the End of an Academic Term

If an instructional employee begins any type of covered leave more than 5 weeks before the end of a semester, and if the leave will last at least 3 weeks and the employee would otherwise return to work during the 3 weeks before the end of the semester, the district may require the employee to continue taking leave until the end of the semester.

If an instructional employee takes leave (for a reason other than the employee's own serious health condition) which commences during the 5 weeks before the end of the semester, and if the leave will last more than 2 weeks and the employee would otherwise return to work during the last 2 weeks of the semester, the district may require the employee to continue taking leave until the end of the semester.
If an instructional employee takes leave (for a reason other than the employee’s own serious health condition) which begins during the last 3 weeks of the semester, and if the leave will last more than 5 working days, the district may require the employee to take leave until the end of the semester.

H. The Effect of Leave on Benefits

During a period of FMLA leave, an employee will be retained on the district's medical insurance plan under the same conditions that applied before leave began, including making any payments the employee previously made. An employee’s failure to timely pay his/her share of the medical premium may result in loss of coverage. The employee is required to pay all of the premiums for any other type of insurance coverage which may exist.

If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the district for payment of health insurance premiums during the FMLA leave, unless the reason for the failure to return to work are due to circumstances beyond the employee’s control.

Employees do not accrue or lose any seniority or employment benefits during a period of FMLA leave.

I. Return to Work

Employees must update their supervisor regarding the intent to return to work, including providing all necessary releases and paperwork, at least 5 business days in advance of the expected return date.

Although the district cannot guarantee that an employee will be returned to his/her original position, employees will generally be restored to an equivalent position and employment conditions upon return from FMLA leave. Highly compensated employees are those individuals who are salaried and are among the highest paid 10% of the employees employed within 75 miles of the employee’s worksite. A highly compensated employee may not be returned to work if it is necessary to prevent substantial and grievous economic injury to the operations of the district. The district will make all determinations regarding job duties upon an employee’s return from FMLA leave.

J. Failure to Return from Leave

Employees who fail to return to work when scheduled (absent an approved extension) are subject to immediate termination for cause, subject to applicable due process hearing rights.
V. Legal Leave

All employees selected for jury service or as a witness subpoenaed in a criminal, civil or juvenile proceeding shall receive full pay for the day’s absence.

VI. Leave for Military Duty

Military leave of absence and return to employment shall be granted under provisions of applicable state and federal laws. Request for military leave shall be submitted on the appropriate District form.

Employees who are members of the Reserve Forces of the Army, the Navy, the Marine Corps, the Coast Guard, the Air Force, or any other component of the Armed Forces of the United States, including members of the Air or Army National Guard, shall, when ordered by the proper authority to active duty or service, be entitled to a leave of absence from such civil employment for the period of such active service without loss of status or efficiency rating and without loss of pay during the first thirty (30) days of such leave of absence.

VII. Vacation

Employees on contracts of 240 days or greater are eligible to earn vacation leave. Vacation days will accrue by the month, only after the completion of the full month (first working day of the month to the last working day of the same month).

An employee may accumulate up to eighty (80) days of vacation.

Request for vacation leave shall be submitted via the district’s absence management system. The scheduling of vacations shall be approved by the employee’s immediate supervisor prior to the proposed beginning date.

Support personnel who are employed for 240 days or more will not be eligible to accrue vacation leave until after the completion of the full month following their start date. Example: An employee who starts February 5 will be eligible to accumulate the first vacation leave March 31.

A. All certified employees and those support employees who began work prior to June 30, 1996 (Vacation days will accrue by the month at the following rate):
   260 day employees = 1.75 days/month = 21 days
   240 day employees = 1.25 days/month = 15 days

B. All Support Employees who began work after June 30, 1996, shall accrue vacation benefits according to the following schedule:
Contract Length

<table>
<thead>
<tr>
<th>Completed years in district</th>
<th>260 day employees</th>
<th>240 day employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 5 years</td>
<td>12 days/1.0 per mo.</td>
<td>6 days/.5 per mo.</td>
</tr>
<tr>
<td>6 - 10 years</td>
<td>15 days/1.25 per mo.</td>
<td>10 days/.833 per mo.</td>
</tr>
<tr>
<td>11 + years</td>
<td>21 days/1.75 per mo.</td>
<td>15 days/1.25 per mo.</td>
</tr>
</tbody>
</table>

Days to be earned per month will be calculated from the above schedule; however actual total days earned may be prorated in the first year of employment, dependent upon actual start date. “Years in district”, for the purposes of vacation accrual shall be determined by the total years of service in the district, in a benefits-eligible position.

C. Reimbursements for Unused Vacation Leave

Upon termination, resignation, retirement or death (payable to estate) an employee will be paid at his/her current pay rate for unused vacation time; the number of days eligible for reimbursement will not exceed eighty (80) days.

Employees with a current hire date on or after August 1, 2019, the maximum number of days eligible for reimbursement shall not exceed twenty (20) days. Unused vacation days beyond the twenty (20) maximum will be applied toward the 120 days available under the reimbursement provisions for unused sick leave.

The request for such pay must be made in writing by the employee (or estate) within the fiscal year (July 1 - June 30) in which the action takes place.

There will be no vacation pay upon terminations, resignations, retirement, or death (payable to estate) except for each full month of service that has been completed and time not used.

VIII. Extended Period of Time Leave of Absence

All employees may, upon application and approval of the Board of Education, be granted a leave of absence without pay for personal illness, illness in the immediate family, for rearing a child or serving as President of a professional organization. The beginning and ending dates shall be stated on the District’s Request for Leave of Absence Form.

No one, unless through exception by law, shall be eligible to apply for a leave of absence until such time as a minimum of three (3) years of qualifying service has been completed with the District.
All leaves of absence but those excepted by law shall be for one (1) contractual year (or for the remainder of the contractual year if it has begun). Reinstatement may be approved during that period if the services of the employee are needed. A leave of absence may be extended for the period of one (1) year with a medical doctor’s written recommendation.

All employees are placed automatically on a leave of absence without pay when all sick leave is exhausted. When a certified/support employee is placed on an automatic leave of absence a statement from a doctor indicating that the employee is unable to work must be furnished for the leave to remain in effect. A certified/support employee returning from an automatic leave of absence must present a doctor’s statement indicating that he/she is able to return to work without restrictions.

Requests for reinstatement following a leave of absence shall be filed in Personnel Services on or before April 1 for the following contractual school year. The leave of absence position will automatically become open April 2 if a letter requesting reinstatement has not been received.

If a leave is granted, the certified/support employee will be guaranteed his/her return to a job assignment. Placement shall be at the discretion of Assistant Superintendent of Personnel Services.

A certified/support employee returning from a leave of absence shall be subject to the same conditions of assignment as a regular employee on duty.

While a certified/support employee is on leave of absence without pay, sick leave allowance shall not accrue, but neither will accrued sick leave time be lost. Benefits or experience credit will not accrue but the employee will not lose prior experience or benefits and will be eligible to participate in professional associations. Salary increases based on additional experience will not be granted for the period of absence, except when special provisions related to military leaves, teacher exchange programs and teaching abroad are applicable.

Although the leave of absence will not be considered as a break in employment, the period of absence will not be counted toward number of years of experience.

Staff members hired to replace persons who have been granted a leave of absence will be hired on a temporary contract with the knowledge of length of expected vacancy. These staff members will be notified of termination prior to the first Monday of June of the school year for which they were contracted.

IX. Leave of Absence for Professional Growth
A staff member may, after five (5) years of service in the District, request a leave for professional growth using the appropriate District form. Requests must be turned in through the employee’s immediate supervisor to the Superintendent or his/her designee by March 1. Leave for professional growth may be granted by the Board of Education for one (1) year with the possibility of a one (1) year extension if approved by the Board for either of the following reasons:

A. Academic or professional study at an accredited institution of higher education which awards an advanced degree (enrollment of at least six hours per semester of leave in an approved course of study designed to contribute to the staff member’s professional growth is required to qualify for Leave Of Absence - Professional Growth status); or

B. Teaching outside the United States, provided the teaching experience is obtained within an accredited school and will qualify as approved teaching experience in accordance with the guidelines of the Teacher Personnel Section of the State Department of Education.

Other requests for professional leave will be considered. The employee shall attach a statement of the reason to the Request for Leave of Absence form and submit the request to the Superintendent or his/her designee through the employee’s immediate supervisor. The request will then be submitted to the Board.

Any extension must be requested by March 1. A period of five (5) years must occur between leaves for professional growth.

An employee on leave for professional growth will not accrue benefits or experience credit but will not lose prior experience or benefits and will be eligible to participate in employee health programs and professional associations.

X. Professional Leave

Professional leave is defined as leave by a staff member for attendance at an organized workshop, conference or meeting, to observe at another school in or outside of Norman.

Each school will be awarded a number of days that may be used for professional leave. The number of days to be given each school will be equal to fifty percent (50%) of the number of permanent teaching staff in that school. (This excludes administrators and traveling teachers.) Any exceptions to this provision must be approved by the Superintendent or his/her designee. Use of professional leave days will be subtracted from the amount allocated to the building when it is necessary for the Board to hire a substitute for the absent staff member and the cost of that substitute will be paid by the District.
Teachers officially accepted to pursue National Board Certification shall be provided two (2) days of leave for preparation purposes.

Each site will develop a process for site professional leave. The process and selection criteria will be outlined in the teacher handbook. If denied leave, notification of reason for denial will be provided to the teacher. If a site has used all days, a request may be made to the Director of Student Services to determine other possible sources to fund professional leave.

XI. Emergency Leave
All employees may apply to the Assistant Superintendent of Personnel Services for emergency leave. The first day of approved emergency leave shall be at full pay. Additional days requested and granted shall be at the cost of a certified substitute for teachers for each day used. For administrative, non-instructional, and support employees, additional days requested and granted shall be at a cost determined in accordance with Norman Public Schools’ regulations. The cost for emergency leave will be deducted from the employee’s pay for each day used.

An emergency is defined as an unforeseen, unanticipated serious event that requires immediate attention and is beyond the employee’s control. Emergency leave is granted when leave does not qualify for any other category of leave.
Regulation 3005-1 (revised 9/16/19)
Deduction Rates for Excessive Sick Leave

When an employee receives a payroll deduction due to excessive sick leave, the following daily rates will be applied:

- Certified Employees: Current daily rate for a certified substitute
- Support Employees: 25% of employee’s daily rate of pay
Regulation 3005-2
Leave of Absence for Professional Growth

The following procedures should be followed when requesting a leave of absence for professional growth:

Step One Fill out Request for Leave of Absence Form;

Step Two Attach a statement indicating the institution of higher education to which the staff member has been accepted, the number of hours and courses in which enrolled each semester of the leave request and how the course of study will contribute to the professional growth of the applicant; or

Attach a copy of the document offering the teaching contract in an accredited school outside the United States and written verification from the Teacher Personnel Section of the State Department of Education that such experience will qualify as approved teaching experience in Oklahoma; or

Attach a statement of the reason for the request, what the employee will be doing during the leave and how such will contribute to the performance of the employee’s contracted services to the District.

Step Three Submit the request form and attachments to the immediate supervisor.

The immediate supervisor will sign (the blank marked “Principal”) and forward the request to the Superintendent or designee.

The deadline for submission of the request to the Superintendent or designee is March 1. The deadline for request for an extension is March 1.
POLICY 3006 (revised 10/3/16, 9/29/17, 10/1/18)
EMPLOYEE COMPENSATION AND BENEFITS

I. Health Insurance Program

The State will pay the premium for the insurance plan at the individual rate of Health Choice High for full-time salaried employees according to the provisions of the Master Contract on file with the Board of Education. Insurance coverage terminates on the last day of the month of termination.

However, if an employee of the District who is covered by the district health insurance plan loses group health coverage because of a reduction in hours of employment with the District or termination of his/her employment for reasons other than gross misconduct on the employee’s part, the employee has a right to choose continuation coverage based on federal COBRA guidelines (Reference: P.L. 99-272, Title X.).

A spouse of an employee covered by the district health insurance program has the right to choose continuation coverage for him/herself if coverage under the plan is lost for reasons specified in P.L. 99-272, Title X.

A dependent child of an employee covered by the district health insurance has the right to continuation coverage of group health coverage if coverage under the plan is lost for reasons specified in P.L. 99-272, Title X.

A. Eligibility Status

Full-time employees (6 hours or more daily or .833 or greater FTE) will be eligible for the health insurance plan with the premium paid for the employee by the State. If the employee wants family coverage, the employee must pay for the family benefits.

Part-time salaried employees will have the opportunity to pay for the employee health insurance and/or family coverage provided they work at least twenty (20) hours per week in accordance with state statutes.

B. Effective Date of Insurance

An employee’s coverage will become effective on the first day of the month following the employee’s start date, unless the employee’s start date is on the first day of the month. Example: An employee starting September 9 will have insurance coverage become effective October 1. An employee starting September 1 will have insurance coverage become effective September 1.
C. Leave of Absence Provisions

An employee granted a leave of absence or placed on an automatic leave of absence will be eligible to participate at the employee’s expense for up to three years.

Upon the employee’s return from leave of absence, if he/she wants family coverage and has not previously carried such, the family members will have to provide evidence of insurability. If the employee has not kept individual coverage current while on leave, the pre-existing limitation clause will apply upon the employee’s return.

II. Holidays

Holidays shall include New Year’s Day, Martin Luther King Junior’s birthday, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Employees who work 240 or more days receive holiday pay for any holiday that falls within their contract period.

III. Life Insurance

The Board of Education will provide a six thousand eight hundred ($6800) dollar life insurance policy for all employees who work four (4) hours or more per day.

IV. School Sponsored Events

Teachers and full-time employees shall be admitted to all school sponsored events at no cost.

V. Workers’ Compensation

85 O.S. §26 requires all boards of education in the State to provide Workers’ Compensation for each employee. 70 O.S. §6-104 (b) provides in part that the benefits received by the employee from any insurance provided by the District for loss of compensable time may be charged against accumulated sick leave benefits.

The District will offset an employee’s wages, particularly under the district sick leave policy, against any benefits received under the district’s Workers’ Compensation plan.

Employees injured on the job have an option of drawing full pay using their accrued sick leave after three (3) calendar days of going on Workers’ Compensation and drawing seventy percent of their regular weekly salary, not
to exceed the allowable limit as determined by Workers’ Compensation, and not losing accrued sick leave.

Any employee absent due to personal illness or injury utilizing excess sick leave or drawing pay from Workers’ Compensation must present a doctor’s certificate stating that the employee is able to complete his/her assigned responsibilities, without restrictions, before said employee may return to his/her job assignment.

VI. Compensation

A. Salary Schedules

1. Salary Schedules for Administrative Staff

The salary for each central office administrator shall be determined on the basis of the person’s qualifications for the position. A salary schedule for elementary, middle, and high school principals and assistant principals has been established; it will be reviewed annually.

2. Salary Schedule for Teachers and other Certified Non-Administrative Personnel

The salary schedule for teachers shall be designed to encourage teachers to remain in the District. Negotiations will be conducted only between the representatives of PEN and the Board and only in regular negotiation session at the times, dates, and places mutually agreed upon by the parties.

All teachers will be paid in accordance with the District Compensation Schedule.

At the beginning of the contract year all teachers will be placed on the appropriate degree classification, as verified by official records on file in Personnel Services.

Upon providing Personnel Services with documentation of advancement to the next level of degree classification prior to the beginning of the second semester, a teacher will be moved to the appropriate level and step and will receive compensation appropriate for that level and step prorated for the remainder of the year and retroactive to the date the degree was conferred during the current school year.
Initial placement shall be determined by the Board. The Association will be notified whenever placement is other than by verified degree status and/or years of teaching experience.


Support personnel will be compensated based on salary schedules for respective positions and responsibilities. After consultation with support personnel, salary schedules shall be reviewed annually by the Superintendent or his/her designee and any changes submitted to the Board for approval.

B. Extra Duty Pay

1. Extra Duty for Teachers

Teachers with extra duty assignments designated for compensation will be compensated according to the extra duty addenda schedule.

2. Extra Duty for Support Personnel

Compensation for extra duty must be approved following district procedures.

Bus drivers may receive extra compensation for school-sponsored trips occurring outside of normal working hours. The amount shall be determined by the Board of Education following recommendations by the Superintendent.

When maintenance employees are required to be on duty outside their normal working hours for non-school activities held in the schools, they shall be paid from the charges assessed for the use of facilities. The rate of pay shall be determined by the Board of Education following recommendations by the Superintendent.

VII. Oklahoma Teacher Retirement System

A. Certified Personnel

Certified personnel who are employed at least half-time (20 hrs per week) shall become members of the Teachers’ Retirement System as a condition of their employment. The amount deducted from each
member’s salary shall be in accordance with State law and the regulations of the Oklahoma Teachers’ Retirement System (Reference: 70 O.S. §17-103).

In accordance with 17 O.S. §116-2, if an employee who retires or terminates employment and elects a vested benefit in the Teacher Retirement System has accumulated 120 days of unused sick leave, subsequent to August 1, 1959, such will be certified by the District to the System to qualify for an additional year of creditable service in the Teacher Retirement System. This provision will apply to employees who have participated in the Teacher Retirement System subsequent to August 1, 1959.

B. Support Personnel

Support personnel may join the Oklahoma Teachers’ Retirement System. The amount contributed for each member will be in accordance with State law and regulations of the Oklahoma Teachers' Retirement System. Norman Public Schools will contribute to the Teachers’ System provided they have completed one (1) year of employment in the District. In accordance with State law, if an employee who retires or terminates employment and elects a vested benefit in the Teacher Retirement System has accumulated 120 days of unused sick leave, subsequent to August 1, 1959, such will be certified by the District to the System to qualify for an additional year of credible service in the Teacher Retirement System. This provision will apply to employees who have participated in the Teacher Retirement System subsequent to August 1, 1959.

VIII. Salary Payment Options and Deductions

Full-time employees, with the exception of bus drivers, will receive pay in twelve (12) monthly payments.

Bus drivers may choose ten (10) or twelve (12) monthly payments. The request must be made in writing before the September payroll cutoff date. An election of twelve (12) payments may not be changed in succeeding years to ten (10) payments; however, an election of ten (10) payments may be changed in a succeeding year to twelve (12) payments.

A full-time employee who is hired or who leaves employment at a time other than the beginning or end of the fiscal year or the school year will receive pay pro-rated to the appropriate number of pay periods.
The Superintendent or his/her designee shall develop regulations for the distribution of payroll warrants/checks and for replacing a lost or destroyed warrant/check.

A part of the salary, not to exceed the exclusion allowance provided in §403 (b) (2) of the Internal Revenue Code of 1986, as amended, payable to an employee by the Norman Public Schools may, at the request of the teacher or other full-time employee, be paid by the purchase of an annuity contract from any insurance company authorized to do business in Oklahoma or by the purchase of shares of regulated investment companies, to be held in a custodial account, as authorized by §403 (b) (7) of the Internal Revenue Code of 1954, as amended, or by the purchase of a face amount investment annuity certificate issued by a company authorized to do business in Oklahoma (Reference: 70 O.S. 1991 §6-101.1).

In the case of any such deduction from salary for the purposes mentioned, it shall be the responsibility of the employee making the request, and not the responsibility of the Board of Education, to determine that (a) the investment being made by the employee is wise and in his/her best interest; (b) that the seller of the contract or other investment is duly authorized by law to engage in such business; and (c) that he/she understands the tax consequences and disadvantages and/or advantages, if any, of the requested action. The employee shall not rely on the Board of Education or any representative thereof in making any of these determinations.

Payroll deduction may be arranged for health and accident insurance, salary protection, OEA/NEA dues and other special services or fringe benefits. The Superintendent or his/her designee shall develop regulations to govern these payroll deductions.

All employees of the Norman Public Schools, except those specifically excluded, are covered by the Federal Insurance Contributions Act (Social Security) and deductions shall be made in accordance with the Act. The District shall make, as required by law, contributions equal to those of the employees who pay for Social Security benefits.

Federal and State withholding taxes shall be deducted in compliance with the laws regulating these taxes.

In the event that a warrant/check is lost or destroyed, an alternate warrant/check with a new number may be issued upon evidence to the Treasurer of the District that a stop-payment order has been issued on the original warrant/check by the payor bank and upon receipt of an affidavit from the payee setting forth the facts as to the loss or destruction of said original warrant/check. (Reference: 62 O.S. 1991 §555)
IX. Sick Leave Sharing

The Sick Leave Sharing Program permits full-time employees to donate sick leave to a teacher/employee who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition, including temporary disability resulting from complications involving pregnancy, miscarriage, childbirth, and recovery there from which has caused or is likely to cause the teacher/employee to take leave without pay or to terminate employment.

An employee shall be eligible to receive shared leave pursuant to the following conditions: (a) when the receiving employee has exhausted, or will exhaust, all available full-paid leave days, which do not include excess sick leave; (b) when the receiving employee has submitted a statement of need to the Superintendent or designee; (c) when the receiving employee has presented a medical certificate from a licensed physician or health care practitioner verifying the severity or extraordinary nature and expected duration of the condition; (d) when the condition has caused or is likely to cause the receiving employee to go on leave without pay or to terminate employment.

A. Donation Schedule

1. A full-time employee with twenty (20) or more accumulated sick leave days may donate up to twenty (20) days sick leave to another employee for the following reasons:
   a. the donee has exhausted or will exhaust all accumulated sick leave due to an extraordinary or severe (serious, extreme or life threatening) injury, illness, impairment or physical or mental condition of the donee, including temporary disability resulting from pregnancy, miscarriage, childbirth and recovery from; or
   b. the donee has exhausted or will exhaust all accumulated sick leave due to an extraordinary or severe injury, illness, impairment, or physical or mental condition of a relative (spouse, child, stepchild, grandchild, grandparent, stepparent, or parent) or household member (one who resides in the same home as the donee and who shares a duty to provide financial support with the employee) of the donee; and
   c. the condition has caused or is likely to cause the donee to take leave without pay or to terminate employment.
2. An employee may initially request up to thirty (30) donated days per illness, in a twelve month period. If that leave is exhausted, the employee may apply for an additional thirty (30) days during that twelve-month period.

3. An employee requesting donated days must first provide the Board or its administrative designee with a medical certificate from a licensed physician or health care provider verifying the severe or extraordinary nature and expected duration of the condition.

4. The employee receiving donated days is to receive his/her normal rate of pay.

5. All accumulated sick leave available for use by the donee must be used prior to using shared sick leave.

6. Shared sick leave usage records shall be maintained separately from regular sick leave records.

7. Any donated leave which is not used by the receiving employee during the occurrence for which the leave was donated shall be returned to the donor. The shared sick leave remaining shall be divided among the donors on a prorated basis based on the original donated value and be reinstated to the sick leave balance of each donor.

8. The Board, or its administrative designee, shall be the determining body as to whether the donee meets the criteria above and has previously abided by district leave policy.
Regulation 3006-1
Continued Health Insurance Coverage

I. Eligible Coverage

A. Employee
An employee of the District covered by the District Health Protection Plan has a right to choose continuation coverage if he/she loses his/her group health coverage because of a reduction in hours of employment or the termination of employment for reasons other than gross misconduct on the part of the employee.

B. Spouse of Employee
The spouse of an employee covered by the District Health Protection Plan has the right to choose continuation coverage for himself/herself if he/she loses group health coverage under the District Health Protection Plan for any of the following four reasons:

1. The death of spouse;
2. A termination of his/her spouse’s employment for reasons other than gross misconduct of the employee or reduction in his/her spouse’s hours of employment;
3. Divorce or legal separation from his/her spouse; or
4. His/Her spouse becomes eligible for Medicare.

C. Dependent Child
A dependent child of an employee covered by the District Health Protection Plan has the right to continuation coverage if group health coverage under the District Health Protection Plan is lost for any of the following five reasons:

1. The death of a parent;
2. The termination of a parent’s employment for reasons other than gross misconduct of the employee or reduction in a parent’s hours of employment with the District;
3. Parents’ divorce or legal separation;
4. A parent becomes eligible for Medicare; or
5. The dependent ceases to be a “dependent child” under the District Health Protection Plan.

D. General

A person does not have to show that he/she is insurable to choose continuation coverage. However, under the law, he/she may have to pay all or part of the premium for continuation coverage.

II. Dismissed Employees

An employee who is dismissed for gross misconduct, as defined by state statutes (70 O.S. §6-103 et seq.) is not eligible for continued insurance coverage.

III. Procedures for Continuing Insurance Coverage

A. The employee or a family member has the responsibility to inform:

NORMAN PUBLIC SCHOOLS PERSONNEL SERVICES
131 S. Flood - Norman, OK 73069
Telephone: 364-1339

of a divorce, legal separation or a child losing dependent status under the District Health Protection Plan.

B. When Norman Public Schools Personnel Services Office is notified that one of these events has happened, they will in turn notify the persons that they have the right to choose continuation coverage. Under the law, the person(s) have at least 60 days from the date they would lose coverage because of one of the events described previously to inform the Norman Public Schools Personnel Office that they want continuation coverage.

C. If continuation coverage is not chosen, group health insurance coverage will end.

D. If continuation coverage is chosen, the District is required to give coverage which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members. The law requires that the person be afforded the opportunity to maintain continuation coverage for 3 years unless he/she lost group health coverage because of a termination of employment or reduction in hours. In that case, the required continuation coverage period is 18 months. However, the law also provides that continuation coverage may be cut short for any of the following five reasons:
1. The District no longer provides group health coverage to any of its employees;

2. The premium for continuation coverage is not paid;

3. The person becomes an employee covered under another group health plan;

4. The person becomes eligible for Medicare;

5. The person was divorced from a covered employee and subsequently remarries and is covered under the new spouse’s group health plan.
Regulation 3006-2
Termination of Health Insurance Coverage

If an employee terminates during his/her contract time, that employee’s health insurance is discontinued at the end of the month in which he/she terminates. The former employee does have the option of paying for his/her insurance.

If an employee terminates at the end of his/her contract, the employee’s insurance is paid through the last day of his/her contract. The former employee has the option of paying for his/her insurance following federal guidelines.

If a support employee is hired on a contract of 239 days or less and fewer than 75% of the contract days remain at the time of employment, the support employee will receive monthly health insurance benefits during the remainder of the contract only.
Regulation 3006-3
Payroll Deductions for Premium Payments

I. The following requirements apply to all insurance and annuity companies:

A. The company must be licensed to conduct business in the state of Oklahoma.

B. The policy(ies) being offered by the company must be approved by the Oklahoma Insurance Department.

C. The agent offering the policy(ies) must be licensed to sell the coverage(s) being offered.

D. The Superintendent or his/her designee reserves the right to discontinue payroll deduction status at any time or for any of the following reasons:

1. Company business practices are not satisfactory to the District.

2. Monthly invoices are not received in a timely manner.

3. An excess amount of time is consumed by the District in processing invoices or dealing with agents.

4. The scope of the policy changes.

5. District guidelines for soliciting participants are violated.

II. The following requirements apply to insurance companies only:

A. The company must submit the proposed policy(ies) to the Chief Financial Officer approval.

B. A minimum of twenty-five (25) employees must sign to participate in the program for payroll deduction status to be granted for premium payment by employees.

C. After payroll deduction status has been granted, a company must maintain a minimum of fifteen (15) employees participating to continue to qualify for payroll deduction of premium payment.

D. If participation in the program declines to less than fifteen (15) employees, the company will be so notified.
E. The company will be given a period of six months to increase participation to twenty-five (25) employees.

F. Failure to increase the participation to twenty-five (25) employees will result in loss of payroll deduction status for payment of employee premiums.

G. A new employee to the District must choose a company which has current payroll deduction status for payment of premiums by the employee.
Regulation 3006-4
Payroll Checks/Warrants

I. Payroll Checks

A. An employee may choose to have his/her payroll warrants/checks:

1. Available for pickup at his/her work site or ASC;

2. Deposited in a financial institution of his/her choice if the institution accepts direct deposit;

B. Warrants/checks are distributed as follows:

1. Substitute teachers’ warrants/checks or direct deposit slips are mailed one business day before payday;

2. Terminated employees last warrants/checks or direct deposit slips are mailed one business day before payday;

3. Hourly employees, consultant coaches and summer school employees have the option to have their warrants/checks or direct deposit slips mailed one business day before payday. The Office of Personnel Services must be notified if this option is chosen;

4. After one week, all checks not picked up are mailed;

5. All employees have the option to have their warrants/checks or direct deposit slips mailed one business day before payday or at any time after pay day provided they give the Payroll Department a stamped self-addressed envelope for each pay period.

II. Replacement of a Lost Warrant/Check

A. Employees

When an employee or former employee loses a payroll warrant/check:

1. Notify the Accounting Coordinator as soon as possible.

2. The Assistant Treasurer contacts the bank to determine if the warrant/check has been processed; if it has not, a “stop payment” will be placed on the warrant/check.
3. The Payroll Department issues a duplicate warrant/check within five (5) business days from the date of issue of the original warrant/check or notification.

B. Vendors

When a vendor loses a claim warrant/check, these procedures must be followed:

1. Notify the Accounting Coordinator as soon as possible.

2. The Assistant Treasurer contacts the bank to determine if the claims warrant/check has been processed; if it has not, a “stop payment” will be placed on the claims warrant/check.

3. The Business Office issues a duplicate warrant/check ten (10) or more calendar days from the date of issue of the original warrant/check or notification.

III. Replacement of Direct Deposit

If an employee closes or changes their bank account after the direct deposit has been sent to their financial institution, the Business Office will replace the direct deposit with a check/warrant only after the funds have been returned to Norman Public Schools from their financial institution.
SICK LEAVE DONATION FORM

Donations must be made within ten working days of the published notice.

Today’s Date ______________

NAME ___________________________ ID#________________________
(print name)

SCHOOL/ SITE_________________________ POSITION __________________

NUMBER OF DAYS TO BE DONATED __________
(Employees may donate up to 20 sick leave days and must retain at least 20 days.)

NAME OF DISTRICT EMPLOYEE TO RECEIVE DONATED HOURS

NAME________________________________________

SCHOOL/ SITE_______________POSITION _______________

EMPLOYEE SIGNATURE ______________________ DATE ____________

Norman Public Schools
Board Policies and
Administrative Regulations
REQUEST FORM FOR DONATED SICK LEAVE

Read Board Policy #3006, Section IX before completing this form

Name __________________________ ID#____________________ Date __________

School or Department________________________ Position____________________

Have you, or will you exhaust all earned sick, personal and vacation leave? Y/N____

If yes, when? _______________________

YOU MUST ATTACH THE FOLLOWING TO THIS APPLICATION.

1. A STATEMENT OF NEED FROM YOU INDICATING WHY YOU NEED DONATED SICK DAYS AND EXPLAINING YOUR “SEVERE OR EXTRAORDINARY” ILLNESS, SITUATION, OR CONDITION.

2. MEDICAL CERTIFICATION FROM A LICENSED PHYSICIAN VERIFYING YOUR “SEVERE OR EXTRAORDINARY” ILLNESS OR CONDITION.

Please bring this completed form with your statement and physician’s note to the Office of Personnel Services. Your application will not be considered unless you have both documents attached. You will be notified when it has been approved or disapproved to receive any donated sick leave sharing. If approved, notification will be sent to all sites. If employees want to donate sick days, they may do so by submitting the Shared Sick Leave Donation Form to Office of Personnel Services.

I give permission for release of my name and my request to district employees for the purpose of obtaining donated sick days. This release will be through email but may also be posted for a short time.

(Please Note: Your medical information and details of your condition will NOT be released)

Employee’s signature__________________________ Date____________

For office use only.

____________________________________DATE________APPROVE_____

Signature of Assistant Superintendent DISAPPROVE____

PERSONNEL

86
Regulation 3006-6
Special Education Certification Reimbursement Program (Created 7/25/17)

I. The School District, under limited circumstances, will provide subject area certification reimbursement to eligible employees. Reimbursement is limited to one subject area examination per individual. Prior to any employee wishing to be involved in this reimbursement program, the Superintendent must agree to sponsor the request at the local level.

Interested employees shall contact the Director of Special Services for sponsorship.

State Department of Education approval is based on information provided by the district and available funds for the program.

Please note that taking and passing a subject area examination does not, in and of itself, constitute approval for providing direct instruction in any subject area. Districts must comply with current State law regarding certification requirements.

II. Once sponsored or approved by the Superintendent, it will be the employee’s obligation to contact the Oklahoma State Department of Education Special Education Services (OSDE-SES) division for more information.

III. The OSDE-SES will reimburse districts for fees associated with subject area examinations as outlined below:
A. Teachers who are currently certified in Special Education (Mild-Moderate or Severe-Profound):
   1. Early Childhood Education (105)
   2. Elementary Education Subtest 1: Reading/Language Arts (050) and Elementary Education Subtest 2: Social Studies/ Mathematics/ Science/ Health, Fitness, and the Arts (051)
   3. English (007) or English (107)
   4. Middle Level English (024)
   5. Advanced Mathematics (011) or Advanced Mathematics (111)
   6. Elementary Mathematics Specialist (082)
   7. Middle Level/Intermediate Mathematics (025) or Middle Level/Intermediate Mathematics (125)
   8. Chemistry (004)
   9. Earth Science (008)
   10. Middle Level Science (026)
   11. Physical Science (013)
   12. Physics (014)
   13. Middle Level Social Studies (027)
14. Psychology/Sociology (032)
15. U.S. History/Oklahoma History/ Government/Economics (017)
16. World History/Geography (018)
17. Mild-Moderate Disabilities (029) or Mild-Moderate Disabilities (129)
18. Severe-Profound/Multiple Disabilities (031) or Severe-Profound/Multiple Disabilities (131)
20. Deaf/Hard of Hearing (030)

B. General Education Teachers or Participants in the Non-Traditional Route to Special Education Certification program:
   1. Mild-Moderate Disabilities (029) or Mild-Moderate Disabilities (129)
   2. Severe-Profound/Multiple Disabilities (031) or Severe-Profound/Multiple Disabilities (131)
   4. Deaf/Hard of Hearing (030)

IV. Reimbursements must be pre-approved. For pre-approval the Director of Special Services shall email OSDE-SES, using the subject line “Project 616” providing a statement, on district letterhead, with the following details:
   A. Names of individuals for whom the reimbursement is being sought.
   B. Current teaching assignment for each individual.
   C. Justification for the necessity of each individual to take and pass the subject area examination.
   D. Total cost.

V. Once pre-approval is obtained and an individual takes and passes the subject area examination, the district must submit a computer-generated Expenditure Summary and Detail report and a copy of each individual’s subject area examination results. If an individual does not pass the test, the district must obtain pre-approval again. The report and copies must be faxed (405-522-2380) or emailed to appropriate staff at the Oklahoma State Department of Education, Special Education Services division.

VI. The amount of the reimbursement will be listed on the employee’s W2 as taxable compensation in the year in which the employee received the reimbursement.

VII. For questions and information regarding this program, please contact the Director of Special Services.
POLICY 3007
GRIEVANCE PROCEDURES

A grievance is a perceived violation of professional ethics, Board Policy, state or federal law, the Negotiated Agreement, administrative procedures and/or past practices. A grievance also may involve discriminatory treatment. All employees of Norman Public Schools are expected to follow appropriate procedures for filing a grievance.

I. Grievances of Certified Personnel

All certified personnel are subject to grievance procedures, agreed to by both the Board of Education and the Professional Educators of Norman (PEN).

The primary purpose of the procedure is to secure, at the lowest possible level, equitable solutions to a claim of the grievant related to alleged violations of the Negotiated Agreement.

A. Procedures

Steps for filing a grievance shall be filed in sequence and may be discontinued by the grievant at any point in the process.

1. Informal Grievance Procedure

The grievant and the immediate administrator are encouraged to discuss a grievance with the objective of resolving the grievance without the need for a formal grievance.

2. Formal Grievance Procedure:
   a. Step One

   Within twenty (20) days after the discovery of the occurrence of the act-giving rise to the grievance, the grievant shall submit a step one grievance form to the immediate administrator citing the article and section of the Negotiated Agreement alleged to have been violated. The immediate administrator shall convene a meeting with the grievant within five (5) days of receipt of the step one grievance form. The immediate administrator shall reply on the step one form to the grievant within five (5) days of the meeting.
b. **Step Two**

If the grievant is not satisfied with the step one decision, the grievant may appeal the step two grievance to the Superintendent within five (5) days of receiving the step one decision. The Superintendent or designee shall convene a hearing within five (5) days of receipt of the step two grievance. The Superintendent or designee shall reply on the step two grievance form to the grievant within five (5) days of the hearing.

c. **Step Three**

If the grievant is not satisfied with the step two decision, the grievant may appeal the step three grievance to the Clerk of the Board of Education within five (5) days of receiving the step two decision. The Board shall convene a hearing with the grievant at the next regular board meeting or at a special meeting called for that purpose. The decision of the Board shall be final.

**B. General Provisions for Certified Personnel Grievances**

1. **Time limits at any step of the procedure may be extended by mutual agreement.** Such agreements shall be reduced to writing and made a part of the record.

   The term “days” shall mean working days, except when a grievance is submitted less than ten (10) working days before the close of school or during the summer recess. The time limits shall then consist of working days, excluding holidays, of the administrator with whom the grievance has been filed.

   If any of the time limits are not met by the grievant, the grievance shall lapse and be considered resolved. If any of the time limits outlined herein are not met by the affected administrator, at any step, the grievant may proceed to the next higher step.

2. **All documents, communications, or records dealing with the grievance shall be filed separately from the personnel file of the grievant. Both parties agree that the written record pertaining to the grievance shall be kept confidential.**

3. **The grievant must be present at all steps and shall be afforded the right to representation at any formal step of the grievance procedure.**
PEN may file a grievance as the “grievant” only on alleged violations of the association activities under Article VII of the Negotiated Agreement.

4. No reprisals shall be taken against any grievant, or any other participant in the grievance procedure.

5. All meetings and hearings, with the exception of appeals to the Board of Education, shall be conducted in private and shall include only the parties in interest and their representatives.

II. Grievances of Support Personnel

All support personnel of the District are subject to grievance procedures approved by the Board of Education and specified this policy. The primary purpose of the procedure is to secure, at the lowest possible level, equitable solutions to a claim of grievance.

A “grievance” is a claim by a support employee that there has been a violation, misinterpretation or misapplication of an established Board Policy or Administrative Regulation that has affected that support employee. The “grievant” is the support employee making the claim.

“Days”, except when otherwise indicated, shall mean working days.

A. Procedures

1. Informal Procedure

   An employee with a grievance shall first present the grievance individually to his/her immediate supervisor within five (5) days of the alleged violation citing the policy or regulation alleged to have been violated, with the objective of resolving the grievance informally. No written record will be made.

2. Formal Procedure

   Step One

   If the grievant is not satisfied with the disposition of the grievance after the Informal Procedure, the grievant may request representation and present the grievance formally to the immediate supervisor within five (5) days of the response to the Informal Procedure, citing the policy or regulation alleged to have been violated and the specific remedy sought. The immediate supervisor shall respond to the grievant in writing within five (5) days of receiving the formal presentation.
3. **Step Two**

   If the grievant is not satisfied with the disposition of the grievance at Step One, the grievant may appeal the grievance within five (5) days of the response in Step One to the Superintendent or designee. The Superintendent or designee shall respond to the grievant in writing within five (5) days of receiving the appeal.

4. **Step Three**

   If the grievant is not satisfied with the disposition of the grievance in Step Two, the grievant may appeal the grievance within five (5) days of the response in Step Two for presentation at the next regularly scheduled meeting of the Board of Education or at a special meeting called for that purpose. The decision of the Board is final.

**B. Representation**

The grievant may be represented by a person of his/her own choosing at Steps One, Two, and Three of this procedure.

**C. General Provisions**

1. Time limits at any step may be extended by mutual agreement and such agreements shall be reduced to writing and placed in the record for that grievance.

2. Failure in any step of this procedure to appeal to the next step within the specified time limits shall be deemed to be acceptance of the decision at that step.

3. Failure at any step of this procedure to respond to a grievance within the specified time limits shall permit the grievant to appeal to the next step.

4. Copies of official grievances, all documents, communications and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel files of any of the participants.

5. No reprisals shall be taken against the grievant, any witness or other participant in the grievance procedures by reason of such participation.
III. Sexual Harassment of Employees

Sexual harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendment of 1972. The Board of Education believes employees should work in an environment which provides for fair and equitable treatment and is free of discriminatory intimidation based on sex and unwelcome sexual advances.

Unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or other sexually offensive conduct constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, is used a basis for employment decisions, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

The Board will not permit or tolerate sexual harassment of employees or non-employees on District property or participating in District-sponsored events. This policy is equally applicable to administrators, supervisors and co-workers. It is also applicable to non-employees and volunteers on district property or serving as trip sponsors.

A. Description of Harassing Activities

Sexual harassment occurs when:

1. Submission/acceptance of inappropriate conduct is either explicitly or implicitly a term or condition of an individual's employment;

2. Submission or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual; and/or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Types of sexual harassment which shall not be tolerated include, but are not limited to: (a) written (e.g., sexually suggestive or obscene letters, notes, invitations, graffiti which identifies an individual, etc.); (b) verbal
(e.g., sexually derogatory comments, epithets, slurs, degrading jokes, “teasing”, “kidding”, double meanings; demeaning comments about a person of one sex being able to succeed in a job historically considered to be held by the opposite sex; solicitation of sexual favors or attention, etc.) ;(c) physical (e.g., unwelcome touching of an individual, such as pinching, hugging, patting, repeated brushing against an employee’s body; pulling at clothing; blocking an individual’s passage); (d)Visual (e.g., sexually oriented gestures; displaying sexually suggestive or derogatory objects, pictures, magazines, cartoons or posters, etc.); and, (e) any other action which emphasizes the vulnerability of the victim specifically because of gender or sexual orientation.

B. Disciplinary Action

Employees who sexually harass others shall be subject to disciplinary action which may include verbal warning/s, written admonishment/s, suspension, and recommendation for non-reemployment or termination subject to applicable procedural and due process requirements.

It shall be a violation of this policy to disregard and fail to investigate allegations of sexual harassment whether reported by the individual who is the subject of the alleged harassment, or a witness, and to fail to take immediate corrective action in the event misconduct has occurred.

Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

C. Procedures

An employee who feels that he/she is a victim of sexual harassment must make the concerns known through the following procedures:

1. An employee who feels comfortable doing so should directly inform the person(s) engaging in sexual harassing conduct or communications that such conduct or communications is offensive and must stop. If an employee participated and/or welcomed sexual involvement with another employee, notification must be given that such conduct is no longer welcome in order for any subsequent conduct to be deemed unwelcome or harassment.
2. An employee who believes he/she is, or has been, the subject of sexual harassment has the right to bring a complaint to the immediate supervisor, principal, or Assistant Superintendent of Personnel Services. Confidentiality will be maintained and no one other than those necessarily involved will be contacted.

3. The principal, supervisor, or Assistant Superintendent is responsible for taking appropriate and effective action when he/she knows, or reasonably should have known, that an individual under his/her supervision is being sexually harassed.

4. The principal or supervisor shall promptly discuss any concerns with the employee making the complaint.

5. The administrator shall be responsible for immediately informing the Assistant Superintendent of Personnel Services of the complaint.

6. The Superintendent shall develop regulations outlining steps to be taken in the investigation process.

7. It is improper for the employee, acting on his/her own, to solicit statements in support of the allegation.

8. Retaliation is prohibited against an individual who complains of sexual harassment, anyone who testifies on behalf of the complainant, or anyone who assists or participates in an investigation, proceeding, or hearing conducted under this policy.

9. If an employee intentionally fabricates a complaint of sexual harassment against another individual covered under this policy, the employee shall be subject to disciplinary action which may include verbal warning, written admonishment suspension, and recommendation for non-reemployment or termination subject to applicable procedural and due process requirements.
Norman Public Schools
Board Policies and
Administrative Regulations

Regulation 3007-1
Procedures for Investigating Sexual Harassment (created 1/20/2012)

When a complaint is filed alleging sexual harassment, an investigation will be initiated. The investigation will be conducted by the Assistant Superintendent or his/her designee. If the employee who complains is not comfortable submitting the complaint to the Assistant Superintendent, the employee may submit the complaint to his/her immediate supervisor, principal, or the Superintendent. Upon receipt of such complaint, an investigation will be conducted to determine whether the alleged act/conduct constitutes sexual harassment. The determination of the legality of a particular action will be made from the facts on a case-by-case basis.

I. Investigating the Complaint

During the investigation, the following steps will be taken:

A. The employee making the allegation will provide a complete written description of the event(s), including dates, times, places, and witnesses. If the employee is unable to describe the events in writing, the Assistant Superintendent or the Superintendent’s designee may write the description for the employee or record the description and have it transcribed. The employee must consent to the recording. After the complaint is in written form, the complainant will be asked to read and sign it to verify accuracy.

B. The complainant will be asked what steps have already been taken to stop the alleged harassment.

C. The complainant will be asked for a proposed solution.

D. The complainant will be advised that an investigation will begin immediately, the steps of the investigation will be explained, and a request will be made that the employee promptly reports any further incidents.

E. The complainant will be informed that:

1. Records about the complaint will be maintained in a Personnel Services Complaint File separate from the personnel file and shall be kept confidential to the best of the investigator’s ability. The complaint must be communicated to the accused in order to allow him/her to respond.

2. He/she will be notified regarding the general findings of the investigation and the actions to be taken to resolve the complaint.
3. To the best of the investigator’s ability, no one other than those necessarily involved will be informed or contacted.

4. Retaliation is prohibited against an individual who complains of sexual harassment, anyone who testifies on behalf of the complainant, or anyone who assists or participates in an investigation, proceeding, or hearing.

5. Should the complainant believe that he/she is the subject of any form of retaliation, he/she must immediately report such information to the individual investigating the complaint.

F. The Assistant Superintendent of Personnel Services or investigator shall notify the person(s) who has (have) been accused of harassment, permit a response to the allegation, and discuss the complaint with all concerned parties within fifteen (15) working days after receipt of the written complaint. When interviewing the subject of the complaint, the investigator shall inform the person(s) who has/have been accused of harassment of the need to keep the investigation confidential.

II. Findings

A. The investigator will present the findings of the investigation and the recommendations for resolution to the Superintendent or designee within ten (10) working days after completing the investigation. The Superintendent or designee shall review the findings of the investigation render a decision within ten (10) working days after receipt of all documentation from the Assistant Superintendent for Personnel Services.

B. The findings will be shared with the complainant and the individual accused within five (5) working days after the decision is rendered.

C. The complainant may appeal the decision of the Superintendent by filing a written complaint with the Clerk of the Board within (10) workdays after receiving the decision of the Superintendent. The Board shall consider the complaint at the earliest appropriate meeting at which time the complainant and the accused shall have the right to present their evidence and responses to the Board. The Board shall, within ten (10) workdays, advise both parties in writing of the findings and subsequent actions taken with regard to the complaint.
D. Disciplinary action will be taken if:

1. An employee has violated the Sexual Harassment Policy.

2. An employee has knowingly and intentionally fabricated a complaint of sexual harassment against another employee.
Sexual Harassment Complaint Form

Name of individual who allegedly violated district policy or federal law:

________________________________________________________________________

1. Fully describe the events, dates, time, and places of the policy violation or law violation:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. Indicate any witnesses who may authenticate your allegation: (Do not attach previously prepared affidavits, witness statements, etc. This part of the investigation is left to the investigating Officer).

Names of witnesses and, if not district employees, address or phone number if possible:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

I have read the above allegation, the list of evidence (or had them read to me), and have been informed of the District’s policies and regulations concerning sexual harassment. I attest that this information is correct. I further understand that the District prohibits any type of retaliation for submitting this complaint in good faith and agree that I will report immediately any act of perceived retaliation to the investigating officer.

Signature of Complainant (in presence of Investigating Officer) _________________ Date _________________

Signature of Investigating Officer _________________ Date _________________

(make a copy and return a signed copy to employee)
POLICY 4001 (revised 7/1/13, 10/13/14, 2/11/15)
Nondiscrimination and Harassment

Discrimination and/or harassment of students are prohibited by Norman Public Schools. It is the intent of the District to be nondiscriminatory to all students regardless of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. The district also provides equal access to the Boy Scouts of America and other designated youth groups.

I. Sexual Harassment

The Board will not permit or tolerate sexual harassment of students. This policy is equally applicable to administrators, supervisors, all other employees and students. It is also applicable to non-employees and volunteers on district property or serving as trip sponsors.

A. Definition of Sexual Harassment

“Sexual harassment” includes any repeated and unwelcome sexual advances, requests for sexual favors, or verbal, physical or other sexually offensive conduct made by someone in or on any district owned or operated facility/property when the student is under the supervision of district personnel or at school sponsored events/activities when:

1. Submission to the conduct is either explicitly or implicitly a term or condition of an individual’s grades;

2. Submission to or rejection of such conduct by an individual is used as a basis for grade decisions affecting that individual; and/or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s school performance or creating an intimidating, hostile, or offensive school environment.

B. Examples of Sexual Harassment

Examples of acts of sexual harassment which shall not be tolerated include, but are not limited to:

1. Written: sexually suggestive or obscene letters, notes, emails invitations, graffiti which identifies an individual;

2. Verbal: sexually derogatory comments, epithets, slurs, degrading jokes, “teasing”, “kidding”, double meanings; demeaning comments about a person of one sex being able to succeed in a job/class historically considered to be held/taken by the opposite sex; solicitation by employees of sexual favors or attention from students;
3. Physical: unwelcome touching of an individual, such as pinching, hugging, patting, repeated brushing against a student’s body; pulling at clothing; blocking one’s passage;

4. Visual: sexually oriented gestures; displaying sexually suggestive or derogatory objects, pictures, magazines, cartoons, or posters;

5. Any other action, including all forms of electronic communication, which emphasizes the vulnerability of the victim specifically because of gender.

C. Notification

A student should directly inform the harasser that the conduct is unwelcome and must stop. A student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

A student who feels that he/she is a victim of sexual harassment is urged to report such complaints as soon as possible while facts are known and potential witnesses are available.

D. Disciplinary Action

Employees who sexually harass shall be subject to disciplinary action which may include verbal warning, written admonishment, suspension, recommendation for non-reemployment, or termination subject to applicable procedural and due process requirements.

Students who sexually harass shall be subject to disciplinary action which may include verbal warning, written admonishment, suspension from school or other appropriate action subject to applicable procedural and due process requirements.

It shall be a violation of this policy to disregard and fail to investigate allegations of sexual harassment whether reported by the individual who is the subject of the alleged harassment, or a witness, and to fail to take immediate corrective action in the event misconduct has occurred.

The Board is concerned with the “off-duty” conduct of school personnel when the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall
constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between school personnel and students under the age of eighteen (18) may constitute a crime under state or federal law.

E. Procedures for filing a Sexual Harassment Complaint

A student who feels that he/she is a victim of sexual harassment must make the concerns known through the following procedures:

1. A student who feels comfortable doing so should directly inform the person(s) engaging in sexual harassing conduct or communications that such conduct or communications is offensive and must stop.

2. Students who feel that employees of the District or other students are subjecting them to sexual harassment should report these conditions to a teacher or counselor. If the student’s teacher or counselor is the alleged offending person, the report will be made to the building principal or assistant principal. If the student’s principal or assistant principal is the alleged offending person, the report must be made to the Director of Student Services, Elementary/Secondary or the Assistant Superintendent of Personnel Services in the Administrative Services Center. Confidentiality will be maintained and no one other than those necessarily involved will be contacted.

3. A teacher, principal, Assistant Superintendent or other administrator is responsible for taking appropriate and effective action when he/she knows, or reasonably should have known, that an individual under his/her supervision is being sexually harassed.

4. The teacher, principal, Assistant Superintendent or other administrator shall promptly discuss any concerns with the student making the complaint.

5. The adult shall be responsible for immediately informing the Director of Student Services, Elementary/Secondary and the Assistant Superintendent of Personnel Services of the complaint.

6. The Superintendent shall develop regulations outlining steps to be taken in the investigation process.

7. It is improper for the student, acting on his/her own, to solicit statements in support of the allegation.

8. Retaliation is prohibited against an individual who complains of sexual harassment, anyone who testifies on behalf of the complainant, or
anyone who assists or participates in an investigation, proceeding, or hearing conducted under this policy.

9. If a student intentionally fabricates a complaint of sexual harassment against another individual covered under this policy, the student shall be subject to disciplinary action which may include verbal warning, written admonishment or suspension from school subject to applicable procedural and due process requirements.

II. Racial Harassment

The Board will not permit or tolerate racial harassment of students. This policy is equally applicable to administrators, supervisors, all other employees and students. It is also applicable to non-employees and volunteers when they are on district property, serving as trip sponsors, or participating in a school-sponsored event.

A. Definition of Racial Harassment

According to the Office of Civil Rights, Racial Harassment occurs when a hostile environment related to an individual’s race is created through oral, written, graphic or physical conduct, which is sufficiently severe, persistent or pervasive so as to interfere or limit an individual’s participation in educational programs and activities.

B. Examples of Racial Harassment

Examples of acts of racial harassment which shall not be tolerated include, but are not limited to:

1. Verbal: demeaning remarks to an individual or group, including name calling, racial slurs and jokes; fighting words based on race, color, or national origin.

2. Visual and Written: materials intended to create a hostile or demeaning environment.

3. Physical: threatening or assaulting; impacting the safety of others.

C. Notification

A student who feels that he/she is a victim of racial harassment is urged to report such complaints as soon as possible while facts are known and potential witnesses are available to his/her teacher, counselor, or principal. The school staff member shall report the incident to the Chief Operating Officer.

D. Non-Retaliation
Retaliation is prohibited against an individual who complains of racial harassment, anyone who testifies on behalf of the complainant, or anyone who assists or participates in an investigation or proceeding conducted under this policy.

E. Disciplinary Action

Individuals engaging in racial harassment shall be subject to disciplinary action which may include verbal warning, written admonishment, suspension, and in the case of employees, recommendation for non-reemployment or termination subject to applicable procedural and due process requirements.

It shall be a violation of this policy to disregard and fail to investigate allegations of racial harassment whether reported by the individual who is the subject of the alleged harassment, or a witness, and to fail to take immediate corrective action in the event misconduct has occurred.

F. Procedures for Filing a Racial Harassment Complaint

A student who feels that he/she is a victim of racial harassment must make the concerns known through the following procedures:

1. Reporting the condition to a person of authority. Students who believe that employees of the District or other students are subjecting them to racial harassment must report these conditions to a teacher or counselor. If the student’s teacher or counselor is the alleged offending person, the report will be made to the building principal or assistant principal. If the student’s principal or assistant principal is the alleged offending person, the report must be made to the Director of Student Services, Elementary/Secondary or the Assistant Superintendent of Personnel Services in the Administrative Services Center. Confidentiality will be maintained and no one other than those necessarily involved will be contacted.

2. Filing the complaint with District administration. The teacher, principal, Assistant Superintendent or other administrator shall promptly discuss any concerns with the student making the complaint and immediately inform the Director of Student Services, Elementary/Secondary of the complaint.

3. Investigating the complaint. Within five (5) working days of the complaint being filed, an initial investigation of the complaint will be initiated by the Superintendent or his/her designee.
III. Individuals with Disabilities

The District recognizes its responsibilities to children who are or may be qualified persons with disabilities under Section 504 of the Rehabilitation Act of 1973 ("Section 504") and Title II of the Americans with Disabilities Act ("Title II").

All qualified persons with disabilities within the jurisdiction of the Norman Public Schools are entitled to a Free Appropriate Public Education ("FAPE"), regardless of the nature or severity of the person’s disability. Section 504 and Title II define a person with a disability as any person who (a) has a physical or mental impairment that substantially limits one or more major life activities, (b) has a record of such an impairment or (c) is regarded as having such an impairment.

A. Definition of Disability

The definition of disability shall be construed in favor of broad coverage of individuals, to the maximum extent permitted by Section 504 and Title II.

The term "physical or mental impairment" means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or (b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The phrase "physical or mental impairment" includes, but is not limited to, such contagious and non-contagious diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

The term "major life activities" includes, but is not limited to, functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A "major life activity" also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. An impairment

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that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures such as: (a) medication, medical supplies, equipment, or appliances, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies; (b) use of assistive technology; (c) reasonable accommodations or auxiliary aids or services; or (d) learned behavioral or adaptive neurological modifications.

The ameliorative effects of the mitigating measures of ordinary eyeglasses or contact lenses shall be considered in determining whether an impairment substantially limits a major life activity.

For purposes of this policy, a "qualified person with a disability" is a person with a disability who is (a) of an age during which it is mandatory under Oklahoma law to provide such services to persons with disabilities; (b) of an age during which persons without disabilities are provided such services; or (c) a person for whom a state is required to provide a FAPE under the Individuals with Disabilities Education Act.

1. Appropriate Education
An appropriate education may comprise education in regular classes, education in regular classes with the use of related aids and services, or special education and related services in separate classrooms for all or portions of the school day. Special education may include specially designed instruction in classrooms, at home, or in private or public institutions and may be accompanied by related services such as speech therapy, occupational and physical therapy, psychological counseling and medical diagnostic services necessary to the child’s education.

An appropriate education in the District will include: (a) Regular or special education and related aids and services designed to meet the individual education needs of students with disabilities as adequately as the needs of non-disabled students are met; (b) The education of each student with a disability with non-disabled students, to the maximum extent appropriate to the needs of the student with a disability; (c) Evaluation and placement procedures established to guard against misclassification or inappropriate placement of students, and a periodic reevaluation of students who have been provided special education or related services; and (d) Establishment of due process procedures that enable parents and guardians to receive required notices, review their child’s records and challenge identification, evaluation and placement.
decisions, and that provide for an impartial hearing with the opportunity for participation by parents and representation by counsel, and a review procedure.

The District will design education programs for students with disabilities to meet their individual needs to the same extent that the needs of non-disabled students are met. The District will provide the quality of education services to students with disabilities that equal the quality of services provided to non-disabled students. The District will provide teachers for students with disabilities who are trained in the instruction of individuals with disabilities. The District will provide comparable facilities for students with disabilities and make appropriate materials and equipment available. The District will not exclude students with disabilities from participating in nonacademic services and extracurricular activities on the basis of disability. The District will provide persons with disabilities an opportunity to participate in nonacademic services that is equal to that provided to persons without disabilities. These services may include physical education and recreational athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the District, and referrals to agencies that provide assistance to persons with disabilities and employment of students.

2. Educational Setting

The District will place students with and without disabilities in the same setting, to the maximum extent appropriate to the educational needs of the students with disabilities. The District shall place students in the regular education environment unless the District demonstrates that the education of the student in the regular education environment with the use of supplementary aids and services cannot be achieved satisfactorily. Students with disabilities will participate with non-disabled students in both academic and nonacademic services, including meals, recess and physical education, to the maximum extent appropriate to their individual needs.

As necessary, the District will provide specific supplementary aids and services for students with disabilities to ensure an appropriate education setting. Supplementary aids may include, but are not limited to, interpreters for students who are deaf, readers for students who are blind, and equipment to make physical accommodations for students with mobility impairments.

If the District places an individual with disabilities in another school, the District will take into account the proximity of the other school to the student’s home.
3. Evaluation and Placement

The District will make evaluation and placement decisions in accordance with appropriate procedures required by law. The District will conduct an individual evaluation before any action is taken with respect to the initial placement of a child who has a disability or before any significant change in that placement. The District will use tests and other evaluation materials that have been validated for the specific purpose for which they are used. The tests and other evaluation materials will include those tailored to assess the student’s specific areas of educational need, not merely those designed to provide a single general intelligence quotient (IQ) score. Trained personnel will administer the tests and other evaluation materials in conformance with the instructions provided by their producer. The District will select and administer tests so as best to ensure that, when a test is administered to a student with impaired sensory, manual or speaking skills, the test results accurately reflect the student’s aptitude or achievement level or whatever other factor the test purports to measure, rather than reflecting the student’s impaired sensory, manual or speaking skills, unless those skills are the factors the test purports to measure. In interpreting evaluation data and making placement decisions, the District will draw upon information from a variety of sources, including but not limited to aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background and adaptive behavior. A multidisciplinary group, including persons knowledgeable about the child, the meaning of the evaluation data and the placement options, will document and consider carefully information obtained from all such sources in making eligibility and placement decisions.

The multidisciplinary group will consider reevaluation at least every three (3) years for each student for whom the District is providing a FAPE or more frequently if conditions warrant or if the child’s parent or teacher requests a reevaluation.

4. Section 504/Title II Plan

When the multidisciplinary group determines that a student is eligible for educational services under Section 504 and Title II, it will prepare a plan documenting how the District will provide FAPE for that student. The plan will identify the educational services, related services and supplementary aids and services needed to meet the student’s individual educational needs, the person(s) responsible for implementing each
component of the plan, the starting and ending dates for each component and a date, no less than annually, on which to review the plan.

The District will provide appropriate education and related aids and services free of charge to students with disabilities and their parents or guardians, except for fees equally imposed on non-disabled persons or their parents or guardians.

If the District is unable to provide a FAPE itself, it may place a person with a disability in, or refer the person to, a program other than the one it operates. However, the District will remain responsible for ensuring that the education offered to the student is appropriate, as defined by law, and for coverage of financial obligations associated with the placement. The District will ensure that adequate transportation is provided to and from any program in which it places the student that is not operated by the District, at no greater personal or family cost than would be incurred if the student were placed in the District’s program.

B. Procedural Safeguards

The District will employ procedural safeguards regarding the identification, evaluation or educational placement of persons who, because of disability, need or are believed to need special instruction or related services. District personnel will notify parents or guardians of any evaluation or placement actions and parents or guardians will be allowed to examine the student’s records. The District will provide parents or guardians with a copy of its Section 504 of the Rehabilitation Act of 1973/Title II of the Americans with Disabilities Act Information and Procedural Safeguards form annually at the student’s Section 504 plan meeting and when the District (a) seeks parent or guardian consent for Section 504 evaluation or reevaluation, (b) receives a complaint from the parent or guardian alleging failure to comply with Section 504 or Title II requirements, (c) receives a request from the parent or guardian for a copy of the Procedural Safeguards form, and (d) takes any action with respect to the identification, evaluation, or educational placement of the student.

The District will provide an impartial hearing by an objective, neutral hearing officer that will allow parents or guardians to challenge identification, evaluation and placement procedures and decisions. If parents or guardians disagree with the District’s decisions, they will be afforded an impartial hearing, with an opportunity for their participation and for representation by counsel. The District will make available an impartial administrative review procedure by an objective, neutral review officer to parents or guardians who want to challenge the hearing decision. If the parent or guardian wants to challenge the administrative review decision, he or she may file an action in state or federal court.
C. Retaliation

The District also prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the District’s discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The District will take steps to prevent the alleged perpetrator or anyone else at the District from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the District will take strong responsive action.

Persons with complaints or concerns about the application of this policy should contact:

Norman Public Schools
Director of Special Services
Section 504/Title II Coordinator
131 South Flood
Norman, Oklahoma 73069
405-364-1339

IV. Extracurricular Organizations and Events

The building principal is responsible for working with students to establish rules, regulations, and by-laws that shall govern any school sponsored student organization. Such rules shall be nondiscriminatory regardless of race, color, creed, disability, sex, sexual orientation, national origin or religion.
Regulation 4001-1
Nondiscrimination: Section 504 of the Rehabilitation Act of 1973

I. Qualifications
   In compliance with The Rehabilitation Act of 1973 (29 USC 794), a student may qualify for services based on the following conditions:

   A. The student has a documented physical or mental disability including a diagnosis of either a physical or mental impairment made by a professional qualified to make a diagnosis of the impairment, has a record of such impairment, or is regarded as having an impairment; and

   B. The student’s physical or mental impairment substantially limits participation in one or more major life activities listed under Section 504 regulations; and

   C. The student does not achieve education satisfactorily due to the physical or mental impairment listed above which substantially limits participation in one or more of the major life activities; and/or

   D. The student requires the provision of a multi-disciplinary evaluation, a supplementary service or aid, a related service, or some other reasonable accommodation to receive an appropriate education.

II. Referral and Evaluation Procedures

   Referrals may be initiated by parents, teachers, counselors, administrators, or other professionals. These referrals are to be forwarded to the Office of Special Services where they will be assigned to a school psychologist for evaluation.

   Upon referral of a child who, because of disability, needs or is believed to need special education or related services under Section 504, the District will conduct an evaluation of the student. The District will use tests and other evaluation materials that have been validated for the specific purpose for which they are used. The tests and other evaluation materials will include those tailored to assess the student’s specific areas of educational need, not merely those designed to provide a single general IQ score. Trained personnel will administer the tests and other evaluation materials in conformance with the instructions provided by their producer. They will select and administer tests so as best to ensure that, when a test is administered to a student with impaired sensory, manual or speaking skills, the test results accurately reflect the student’s aptitude or achievement level or whatever other factor the test purports to measure, rather than reflecting the student’s impaired sensory, manual or speaking skills, unless those skills are the factors the test purports to measure. An appropriate evaluation will precede initial placement in regular or special education and any subsequent significant change in placement. In interpreting evaluation data and making placement decisions, the School District will draw upon information from a variety of sources, including aptitude
and achievement tests, teacher recommendations, physical condition, social or cultural background and adaptive behavior.

A multidisciplinary team, including persons knowledgeable about the child, the meaning of the evaluation data and the placement options, will document and consider carefully information obtained from all such sources in making eligibility and placement decisions.

When the multidisciplinary team determines that a child is eligible for educational services under Section 504, it will prepare an accommodation plan for the child. The accommodation plan will identify the educational services, related services and supplementary aids and services needed to meet the child’s individual educational needs, the person(s) responsible for implementing each component of the plan, the starting and ending dates for each component and a date, no less than annually, on which to review the plan. At least every three years, the multidisciplinary team will consider reevaluation for each student provided special education and related services under Section 504.

The School District will educate children with disabilities and provide them nonacademic and extracurricular services and activities with non-disabled children to the maximum extent appropriate to the needs of the child. "Nonacademic and extracurricular services and activities" may include counseling services, physical recreational athletics, transportation, health services, recreational activities, school-sponsored special interest groups or clubs, referrals to agencies that provide assistance to individuals with disabilities and employment of students, including both employment by the school and assistance in making available outside employment.

The multidisciplinary team may determine that the child’s individual educational needs require placement in a special setting for some portion of the school day. However, the team will remove a child with a disability from the regular education environment only after written notice to the parent and only if it can demonstrate that the child cannot be educated satisfactorily in the regular education environment with the use of supplementary aids and services. In such cases, the team will document the reason(s) for removal from the regular education environment. The School District will provide the child's parent or guardian with written notice of the child's proposed placement in a special setting (and other significant changes in his or her placement). The child’s parent or guardian may request an administrative due process hearing to contest the proposed placement (or other significant change in placement).

Whenever the School District takes action to consider the identification, evaluation or educational placement of children who need or are believed to need special instruction or related services under Section 504, it will provide the child’s parents with the Section 504 Information and Procedural Safeguards notice (“Procedural Safeguards”). The School District will provide the parents with the Procedural Safeguards each time it schedules a meeting to discuss the child’s eligibility for services, evaluation or educational program and placement under Section 504, upon each parent request for
such notice and when the parent or the District requests an administrative due process hearing regarding the identification, evaluation or educational placement of the child.

III. Section 504 Administrative Due Process Hearing Request

Upon the filing of an administrative due process hearing request, the District will request that the Oklahoma State Department of Education (SDE) appoint a hearing officer to consider the issues raised in the hearing request. The School District or its legal representative will provide the person who requested the hearing a copy of the Procedural Safeguards and this policy. If the School District requests such a hearing, the School District or its legal representative will provide the parent or guardian with a copy of the Procedural Safeguards and this policy. Any party aggrieved by the hearing decision may request an appeal by sending written notice of his or her intent to appeal to SDE within 30 calendar days after the appealing party receives the initial hearing decision. The School District will request that SDE appoint an appeal officer to review the issues raised by a timely notice of appeal.

If SDE will not appoint a hearing officer to hear the issues raised by the Section 504 hearing request, the School District will appoint an impartial third party to consider the issues. Any party aggrieved by the hearing decision rendered by the hearing officer may request an appeal by sending written notice of his or her intent to appeal to the School District. The notice must be received by the School District within 30 calendar days after the appealing party receives the initial hearing decision. If SDE will not appoint an appeal officer to review the issues raised by a timely notice of appeal, the School District will appoint an impartial third party to review the issues.

Any Section 504 hearing or appeal will be conducted in accordance with the requirements of Section 504, its implementing regulations and any applicable SDE guidelines.
Regulation 4001-2
Guidelines and Procedures for Investigating Discrimination/Harassment Complaints

I. Pre-filing Procedures

Prior to the filing of a written complaint, the student, parent/guardian, employee or patron is encouraged to visit with the appropriate administrator so that every reasonable effort can be made to resolve the problem or complaint.

II. Filing and Investigating Procedures

A. The site principal or assistant principal will conduct a complete and impartial investigation that documents facts about the alleged incident(s). If such person is the alleged offending person, the investigation will be conducted by the Director of Student Services, Elementary/Secondary, or the Assistant Superintendent of Personnel Services. During the investigation, the following steps will be taken:

1. The complainant will submit a written grievance to the appropriate administrator, using the Harassment/Discrimination Complaint Form. The basis, nature and date of the alleged discrimination or harassment, the names of persons responsible (where known), and identification of witnesses should be included.

   If the student is unable to describe the events in writing, the Principal or Assistant Superintendent may write the description for the student or use a tape recorder and have the description transcribed. The student must consent to the use of the tape recorder in advance and all parties present during the recording must acknowledge on the tape prior to the description that each has consented to and is aware that a recorder is being used. After the administrator has completed writing the description or having it transcribed, the student is to read it or have it read to them and sign it.

2. Advise the complainant that an investigation will begin within five (5) school days of receiving the complaint. Explain the steps of the investigation, which shall include, but not be limited to, interviewing the complainant and any witnesses, reviewing any documentation, and interviewing the accused. Request that the student promptly report any further incidents. Inform the student that his/her parent/guardian will be notified of the alleged incident. Inform the complainant that records about the complaint will be maintained in a complaint file separate and shall be confidential; the complainant will be informed regarding actions to resolve this matter; and, no one other than those necessarily involved will be contacted.
3. Contact the parent/guardian and inform him/her that a complaint has been filed. Explain the nature of the complaint and the steps that will be taken to resolve the complaint. Request that the parent/guardian maintain the confidentiality surrounding the complaint.

4. Conduct a thorough investigation of the complaint, notify the person(s) who has (have) been accused of harassment, permit a response to the allegation, and discuss the complaint with all concerned parties, beginning no later than five (5) days from the time the complaint was filed. In the event the alleged harasser is a student, the investigating officer shall notify the parent/guardian of that student of the allegation.

5. Following the investigation, the investigator will present the written findings and recommendations to the Director of Student Services, Elementary/Secondary within ten (10) work days after completing the discussions with the concerned parties. The Assistant Superintendent shall review the findings and make recommendations within ten (10) work days after receipt from the investigator.

6. A copy of the report of findings and the decision will be sent by the investigator to the complainant and the individual accused within five (5) working days after the review has been completed.

B. Appeal Procedures

If the complaint is not resolved, the student may file the complaint in writing with the Chief Operating Officer within ten (10) work days after receipt from the investigating officer of the report of findings and decision.

The Chief Operating Officer or designee shall arrange a meeting to discuss the complaint with the complainant within fifteen (15) workdays after receiving the written complaint; subsequent meetings with the concerned parties may be scheduled as needed. The Assistant Superintendent/designee shall render a decision and give a written answer to the complainant and the accused within ten (10) workdays after completing the meetings with the concerned parties.

If the complaint is not resolved to the satisfaction of the complainant, the complainant may file a written appeal with the Clerk of the Board within ten (10) workdays after receipt of the Assistant Superintendent’s findings.

The Board shall consider the complaint at the earliest appropriate meeting at which time the complainant and the accused shall have the right to present the evidence and the response to the Board. The Board shall, within ten (10) working days after the meeting, advise the complainant and the accused in writing of the action taken with regard to the complaint.
C. Disciplinary Actions

Disciplinary action will be taken if it is determined that harassment/discrimination has occurred.

Disciplinary action for students, depending on the seriousness of the incident, may include any of the following: verbal warning, written admonishment, suspension or other appropriate action.

Disciplinary action for employees, depending on the seriousness of the incident, may include any of the following: verbal warning, written admonishment, suspension, recommendation for non-reemployment, or termination.
HARASSMENT/DISCRIMINATION GRIEVANCE COMPLAINT FORM

Name and Address of Charging Party (Complainant):
________________________________________________________________

Date: ___________________________

Phone numbers where Complainant may be reached:
Home: _______________ Other: __________

Statement of grievance (please provide as detailed a statement as is possible and attach additional pages so that we may have a complete understanding of your concerns):
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Please identify any documents or other materials that support your grievance. If documents or materials are in your possession, please attach copies to this grievance. If documents or materials are not in your possession, please indicate where they are located.
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Please identify any witnesses to the alleged incident/s.
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Signature of Grievant
POLICY 4002 (revised 9/9/13, 11/18/13, 6/9/14)
STUDENT BEHAVIOR AND DISCIPLINE POLICY

The Board recognizes that students do not surrender any rights of citizenship in attendance at Norman Public Schools. The school is a community with rules and regulations that are in effect throughout the school year including summer school. Those who enjoy the rights and privileges provided also must accept the responsibilities that membership demands, including respect for and obedience to school rules.

When a student violates school rules or exhibits inappropriate or illegal behavior, he/she may receive a variety of disciplinary actions dependent upon the severity of the offense. Students may be suspended out-of-school for serious offenses. The length of the suspension may not exceed the remainder of the semester plus the ensuing semester, with certain limited exceptions. Discipline of students with disabilities will be administered pursuant to federal and state law, including District Regulation.

I. Prohibited Conduct

Inappropriate behavior is prohibited at school and school sponsored events, as well as being prohibited while traveling to and from school, while off-campus during lunch or before and after school, at school bus stops, or at any other time outside of the normal school day where such behavior has a negative or adverse effect on the discipline or educational process of the school. Prohibited behaviors include, but are not limited to:

A. Arson and abuse of fire alarms or safety equipment

B. Bomb threats

C. Bullying or harassment in any form, including electronic communications

D. Cheating or plagiarism

E. Noncompliance (i.e., Failure to comply with a request by school staff)

F. Criminal Acts - violations of any criminal statute of the United States, the State of Oklahoma or the City of Norman, Oklahoma

G. Possession of a Dangerous Weapon and aiding or accompanying an individual with a dangerous weapon as defined in state statute within 2000 feet of school property or a school event. As used in this Policy, the definition of Dangerous Weapon includes, but is not limited to:

1. any device capable of discharging or throwing projectiles including, but not limited to BB guns, paint ball guns, dart guns, blow guns or any other device capable of discharging or throwing projectiles;
2. any dagger or knife which may be used to cause harm or threat, including but not limited to Bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device;

3. any blackjack, loaded cane, billy club, hand chain, metal knuckles;

4. ammunition, explosives or flammable materials (which does not meet the definition of Firearm);

5. any other article that is used as a weapon to threaten or injure another person;

6. any chemical or biological device intended by its nature to cause property damage or harm or endanger the life, health or safety of others;

7. other, including facsimiles of dangerous weapons such as toys or water guns.

H. Delinquent Acts

I. Disruptive Behavior - Any behavior that disrupts the educational process

J. Dress code violations

K. Possession, use, sale, or distribution of drugs, alcohol and/or controlled substances as defined in state statutes, within 2000 feet of school property or a school event, during school, prior to, or following school sponsored events

L. Extortion – Obtaining property from another with his/her consent induced by a wrongful use of force or fear, or under color of official right

M. Fighting

N. Possession of a Firearm

O. Forgery

P. Gambling

Q. Harassment – Including, but not limited to harassment based on race, color, national origin, sex, age, disability, sexual orientation, or religion

R. Hazing - Any activity which recklessly or intentionally endangers the mental or physical health or safety of a student
S. Open Defiance - Willful disobedience of a request of any school official

T. Possession of Pornographic or Obscene Material

U. Use of profanity or vulgar/profane gestures

V. Unsafe Conduct which jeopardizes the safety of others

W. School Bus Misconduct –
   While riding on any District school bus or other District-provided mode of transportation, engaging in any of the following acts is prohibited: (i) throwing any object; (ii) placing any part of one’s body out of window (bus moving or stationary); (iii) eating, drinking, and/or possessing food or drink while on a bus (lunches taken to school are excluded provided they are packed in a container and the container is not opened on the bus); (iv) failure to remain seated (feet on floor, facing front); (v) disrespectful words, comments or actions toward the driver or other passengers; (vi) blocking the aisle; (vii) pushing while loading/unloading or while bus is approaching; (viii) transporting unauthorized items; (ix) any type of harassment; (x) excessive noise; and (xi) improper street crossing during loading or unloading.

X. Violation of School Rules or Regulations

Y. Excessive Tardies and Absences

Z. Inappropriate use of technology and wireless communication devices or violation of the District’s Acceptable Use and Internet Policy

AA. Theft and/or the possession of any property belonging to another student, any school employee, any person on school premises, the school or District

BB. Threatening behavior, whether written, verbal or physical, directed at any person (whether student, teacher, staff member or guest)

CC. Use or possession of any tobacco product or tobacco paraphernalia or any device designed to deliver nicotine (i.e. electronic cigarettes or vapor products)

DD. Vandalism

II. Forms of Discipline

Norman Public Schools believes parental involvement is necessary in successful discipline. Discipline shall be consistent with the nature and severity of the offense, and shall take into account whether it is a first or repeat offense and the student's general disciplinary record. Discipline also shall be consistent from student-to-student under similar circumstances considering the exemptions dictated by federal law. With the
exception of the specific forms of discipline for violation of the District's policies relating to Firearms, and Drugs and Alcohol, the following types of discipline may be imposed for the performance of Prohibited Acts:

(a) Movement to an Alternative Setting, (b) Behavior Modification, (c) Bus Suspensions, (d) Detention, (e) Dismissal From a Class, (f) Fines, (library, lost books, vandalism, etc.), (g) Guidance and Counseling, (h) Denial of Parking Privileges, (i) Conference with parents, (j) Denial of participation in or attendance at school activities, (k) Suspension, i.e., In-school suspension, Long-term out-of-school suspension (suspension for more than ten school days), Short-term out-of-school suspension (suspension for less than ten school days), (l) Student Conferences – Conference with students and contact of parents, (m) Written assignments – Assigned only when students are asked to analyze their behavior and to create solutions for correcting their behavior.

The foregoing list is not exclusive. The District may impose disciplinary measures it deems appropriate. However, corporal punishment may not be administered as a method to correct student behavior or to maintain order and discipline in the school.

III. Search and Seizure

A. In accordance with state law, school administrators shall have the authority to search and to detain a student when questions arise concerning possession of dangerous weapons, controlled dangerous substances, alcoholic beverages, or stolen/missing property pursuant to 70 O.S. § 24.102. Administrators also will have the authority to retain wireless communication devices when they are believed to be part of a discipline related incident.

B. All searches shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one (1) other authorized person, said person to be of the same sex if practicable. The search shall be reasonably related to the infraction and not excessively intrusive in light of the age and sex of the student. In no event shall a strip search of a student be allowed (70 § 24-102).

C. Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Vehicles on school property are subject to search upon “reasonable suspicion.”

D. Norman Public Schools maintain cooperative agreements with local, county, and state law enforcement agencies. Periodically and/or upon request these agencies may provide the services of a canine officer to assist in the search of
property or persons on school premises or while under the authority of the school or while attending any function sponsored or authorized by the school.

IV. Out of School Suspensions

A. Possible Length of Suspensions

Except in the case of a Firearms violations, a student may be suspended out of school for the remainder of a semester and the ensuing semester. In such event the term "ensuing semester" does not refer to Summer School. No student who has been suspended long-term may attend Summer School. If a student received long-term suspension from Summer School, the fall semester may be included.

B. Pre-Suspension Conference

1. When a student violates Board policy, a school rule, or regulation, the principal/assistant principal/designee will conduct an informal conference with the student. At the conference with the student, the principal/assistant principal/designee will identify the policy, rule, or regulation which the student is charged with violating and will discuss the conduct of the student which violated the policy, rule, or regulation. The student will be asked whether he/she understands the policy, rule, or regulation and be given a full opportunity to explain and discuss his/her conduct.

2. The principal/assistant principal/designee will consider in-school placement options and shall make a determination as to whether other in-school placement options are appropriate. When making this determination, the principal/assistant principal/designee shall consider the severity of the offense and the student's past history of disciplinary infractions.

3. If it is concluded that a suspension is appropriate, the student will be advised that he/she is being suspended and the length of the suspension. The principal/assistant principal/designee will notify the parent/guardian by phone and/or in writing that the student is being suspended out of school and that alternative in-school placement was considered and that suspension was determined to be the most appropriate consequence.

C. Appeal Procedure from a Short-Term Suspension

Step 1 Notice of Appeal

- The student/parent shall notify the principal verbally or in writing within two (2) school days following a suspension of their intent to appeal the suspension. During the appeals process, the student shall not be readmitted.
unless the suspension period has ended. Failure to request an appeal within this specified time constitutes a waiver of the student's right to an appeal.

Step 2 Appeal to Principal

- Student/parent shall request a conference with the principal.
- If the principal was involved in the suspension then he/she tells the parent of the involvement and informs them of the next step in the appeals process which is to notify the Director of Student Services (depending on grade level) (see Step 3 below).
- The principal shall investigate the incident and after a conference with the student/parent shall determine guilt or innocence and the reasonableness of the length of suspension.
- Principal announces his/her decision at the conclusion of the conference or as soon as the decision is made.
- If the parent/student is not satisfied with the principal's decision they should follow the appeals process in Step 3.

Step 3 Appeal to Short-Term Suspension Committee

- Appeal must be filed with Director of Student Services in writing within two (2) school days following the principal's decision. Failure to request an appeal within this specified time shall constitute a waiver of the student's right to an appeal.
- Director appoints a committee composed of three (3) certified personnel and shall designate a person from within the committee to serve as chairperson.
- Committee shall hear the appeal within three (3) school days after notification of the Director of Student Services.
- Committee shall hear both sides and then adjourn for deliberation.
- Committee shall determine guilt or innocence and the reasonableness of the length of the suspension.
- Committee shall make the decision at the conclusion of the hearing and the chairperson shall notify the student/parents and the Director of Student Services in writing.
- Decision of the committee is final.

D. Procedure and Appeals Procedure from a Long-Term Suspension

Step 1 Conference with Parent

- When a principal/assistant principal/designee determines that a long-term suspension should be recommended, the principal/assistant principal/designee shall implement a ten-day suspension pending a hearing.
A principal/assistant principal/designee shall hold a conference with the parent as soon as possible and shall inform them of the policy violated and the results of the investigation.

The principal/assistant principal/designee shall inform the parent of the recommended length of the suspension and the student's right to a hearing on the suspension and/or the recommended length of the suspension. The parent may waive the right to a hearing either by signing a waiver or by failing to request a hearing within two (2) school days. If the student/parent waives their right to a hearing then the length of the recommended suspension will be effective immediately and the suspension will be final and cannot be appealed.

Step 2 Hearing of Long-Term Suspension Committee

If a student/parent desires a hearing on the suspension and/or the recommended length of the suspension they shall submit a request in writing to the Director of Student Services within two (2) school days after notification of the recommended long-term suspension. Failure to request a hearing, within this specified time, shall constitute a waiver of the student's right to a hearing and any further appeals of the suspension and the length of the recommended suspension will be effective immediately.

The Director appoints three (3) certified administrators from within the school district to serve on this committee and designates a hearing officer from within the committee.

The Director sets the hearing date and informs parents by telephone and in writing.

The written notification shall include information pertinent to the hearing.

Step 3 Long-Term Suspension Hearing

The hearing will be held at a neutral site determined by the Assistant Superintendent.

The Committee will hear both sides and then will adjourn for deliberation.

The Committee will determine guilt or innocence and the reasonableness of the recommended length of the suspension. Review committee may uphold, withdraw, reduce, or increase the length of the recommended suspension.

The Committee will render a verbal decision after deliberations. If, because of the complexity of the case or the existence of multiple hearings arising out of the same incident, the Committee determines that additional time is required to review the evidence or conclude other hearings, the Hearing Officer may recess the hearing to reconvene at the earliest practicable time.

After the decision is made the hearing officer will make a written report of the findings of fact and the discipline to be imposed and submit it to the Director of Student Services.
• The committee chairperson shall notify the parent of the committee's decision verbally and in writing.

• Copies of the report and the Appeals Procedures shall be mailed or hand delivered to the student/parents within three (3) school days after the date of verbal notification of the Committee's decision or the date the written notification was mailed by the committee chair, whichever is earlier.

• All hearings on recommended long-term suspensions will be closed.

• The decision of the committee will be final unless the decision is appealed in accordance with procedures set forth in Step 4.

Step 4 Appeal from the Decision of the Long-Term Suspension Committee

• If the student and parent are not satisfied with the ruling of the Long-Term Suspension Committee, they may request a hearing before the Board of Education.

• The request for hearing must be made in writing through the Superintendent within three (3) school days after the notification of the decision of the Long-Term Suspension Committee. The hearing will be held at the next regularly scheduled meeting of the Board of Education or at a special meeting called for the hearing after written notice of appeal by the student/parent has been received by the Superintendent.

• During the appeal period, the student shall be returned to school after expiration of the initial ten (10) days unless the student is suspended out-of-school long term for committing an alleged criminal act, possession of a Dangerous Weapon (including a Firearm) or any other act which threatens the health, safety or well-being of other persons or which disrupts the normal conduct of school.

• The hearing before the Board of Education may take place in executive session if requested by the student and the parent or guardian.

• At the hearing, the student, the parent or guardian and counsel will be given the opportunity to present evidence, testimony and argument. The school administrator and counsel for the District will also be given the opportunity to present evidence, testimony and argument. After due consideration and full investigation, the Board of Education will make a determination as to the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension.

• The Board of Education must render its decision on any such appeal no later than five school days after the conclusion of the hearing.

• The decision of the Board of Education shall be final.

V. Special Rules Relating to Out-of-School Suspensions

A. Participation in School Activities

During the period of any out-of-school suspension, students subject to the suspension: (a) will not be eligible to participate in any competitive event
sanctioned by the Oklahoma Secondary School Activities Association (b) will not be allowed to participate in performances, events or activities outside the Oklahoma Secondary School Activities Association sanction, (c) will not be allowed to attend any school functions or be on any school property without the permission of the site administrator, and (d) will not be allowed to enroll in any other Norman Public School.

B. Suspensions of More Than Five (5) Days

1. With the exception of students who are suspended out-of-school for use or possession of a Firearm, students who are suspended out-of-school for more than five days will receive an out-of-school education plan. Academic work will be graded; however, credit for the course may be affected by the requirements in the Attendance Policy.

2. The parent or guardian of a student suspended out-of-school has the legal responsibility for providing the student with a supervised structured environment in which the parent or guardian shall monitor the student's educational progress until the student is readmitted to school.

C. Suspensions of Five (5) Days or Less

1. Students who are suspended out-of-school for five (5) days or less will not receive an out-of-school education plan. Upon returning to school, the student will be responsible for obtaining assignments from each teacher, completing the assignments and returning them to the teacher by the date designated by the teacher.

2. Grading and credit guidelines specified in District Regulation will be followed. Academic work will be graded; however, credit for the course may be affected by the requirements in the Attendance Policy.

D. Removal of Students

1. Except as set forth in the following paragraph, when any out-of-school suspension is imposed during the school day, the student shall not be removed from the school until the parents or guardians of the student have been notified. If the parents or guardians cannot be notified, then, the student shall remain under the jurisdiction of the school until the regular dismissal time.

2. If an out-of-school suspension is imposed and the building administrator believes that a student's presence in a school, on school grounds or at a school activity poses a danger to persons or property or substantially disrupts, impedes, or interferes with the operation of the school or school activities, the parent and/or guardian of the student will be asked to
immediately remove the student from the school premises. If the parent and/or guardian cannot be reached or cannot or will not pick up the student or make arrangements for the removal of the student from the school premises, then, the school shall contact the local police department or juvenile authorities to obtain assistance. In such cases, the initial conference with the principal shall take place within three (3) school days following the student's removal from school.

E. Violent Offense Toward a Teacher

Students who are suspended out-of-school for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

VI. Special Rules Relating to the Possession of a Firearm

As defined in the Gun Free Schools Act, a firearm is: Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer or any destructive device, including any bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter of an ounce, mine or similar device or any other type of weapon by whatever name known which may be readily converted to, or expel a projectile (18 USC Section 921).

If a student is found in possession of a firearm, the student will be suspended out-of-school for a minimum of a calendar year according to the mandates of the Gun Free Schools Act. There will be a hearing before the Board of Education, who has the sole authority to determine the length of the suspension (one year or more).

After the Board of Education imposes the length of the suspension, the student may submit a written appeal to the Superintendent, who has the legal authority to modify the length of the suspension to a minimum of one calendar year. The appeal to the Superintendent must be delivered to the Superintendent's office within two (2) school days following the decision by Board of Education. The Superintendent will then have ten (10) school days to make a decision whether to modify or uphold the length of the suspension. The decision of the Superintendent shall be final.

Any firearms found on school district property shall be reported and turned over to local law enforcement as per state law requirements.

State and Federal law will be followed when firearms are involved (70 O.S.§24-101.3; 70 O.S. §24-132.1)
VII. Special Rules Relating to Violation of Drug and Alcohol Policy

Whenever it appears that a student may be under the influence of alcohol or drugs, the principal or designee shall immediately notify the Superintendent of Schools or designee and a parent or legal guardian of the student. (Reference: 70 O.S.§24-138). In addition, the Principal will contact the Norman Police Department or the District Attorney if a student is found to be in possession of, distributing or selling/attempting to sale dangerous controlled substances and/or alcohol.

The parent and/or guardian of students found guilty of violating any of the provisions of the drug and alcohol policy will be informed of the availability of the Student Assistance Program offered by the School District. The School District encourages all students who are found guilty of violating any of the provisions of the drug and alcohol policy to participate in the Student Assistance Program. The Student Assistance Program is also available to students who voluntarily seek assistance in addressing drug and/or alcohol issues.

A. The possession, sale or distribution of alcohol or drugs (as defined in 63 O.S. Section 2-101 et. seq.), is considered such an egregious act that alternative in-school placement options such as detention, reassignment or alternative suspension programs are not realistic or feasible. Therefore, students who are found guilty of violating this policy shall be suspended out-of-school for the remainder of the current semester and the entire ensuing semester.

B. Appearing to be Under the Influence or Possession of Drug Paraphernalia
   1. For a first or second drug/alcohol policy offense (during the same school year), constituting a violation of being under the influence or in possession of drug paraphernalia, the student shall be suspended from school for a period of forty-five (45) days for each offense. The student will have the ability to reduce the length of the out-of-school suspension to ten (10) days per offense by fully participating in the Student Assistance Program according to the procedures described in District Regulation. Upon commission of a second offense, the Principal shall notify the Norman Police Department.
   2. For a third drug/alcohol offense (during the same school year) constituting a violation of the District’s drug/alcohol policy, the student will be suspended from school for the remainder of the current semester and the ensuing semester. The term of suspension shall not be reduced; however, families are encouraged to participate in the Student Assistance Program.

C. Students suspended out of school may use the appeal procedures set forth in this Policy.
VIII. Special Rules Related to Delinquency Adjudications

Oklahoma law provides that no public school shall be required to provide education services in the regular school setting to any student who has been adjudicated as a delinquent for a violent offense until the school has determined that the student does not pose a threat to himself, other students, or school faculty.

If the delinquency adjudication is the result solely of an act by a student which has already resulted in disciplinary action against the student pursuant to the provisions of this Policy, then, there will not be any further action taken by the District upon receipt of a delinquency adjudication unless exceptional circumstances exist.

If the delinquency adjudication arose out of a non-school related act, then, the following procedures shall apply:

Upon receipt of notice of a delinquency adjudication, the Director of Student Services shall notify the student's principal of the adjudication. The principal shall immediately conduct an initial investigation by talking to the student's teachers and counselors and shall make a determination as to whether or not it is advisable to place the student on an out-of-school suspension. When making this determination, the principal shall consider placement alternatives other than out-of-school suspension, such as assignment to an alternative school or an in-school detention program. If the principal decides that it is feasible to assign the student to an in-school detention program or an alternative school, then the principal's decision is final.

If the principal decides to proceed with an out-of-school suspension, then, the appeal and review procedures, relating to long-term suspensions, shall apply. However, at each step of the process, the determination to be made by the principal in the first instance and then the Long-Term Suspension Review Committee, the Director of Student Services and the Board of Education, is whether the student poses a threat to himself, other students or faculty.

In the event of a long-term out-of-school suspension for adjudication as a delinquent, the school shall provide an out-of-school education plan to the student in accordance with Oklahoma law.
Regulation 4002-1
Disciplinary Procedures

I. Procedures for Misconduct

A. The following procedures should be followed with students who have school behavior problems that may lead to suspension:

1. When behavior problems involve a special education student, refer to the student’s IEP and the Discipline Section of the Special Education Resource Guide.

2. Written records of all conferences, consequences and actions must be maintained by teachers, counselors and administrators.

3. The teacher must discuss with the student on an individual basis the seriousness of the behavior problem and consequences if the behavior persists.

4. In the event that the behavior problem persists, the teacher must contact the parent(s)/guardian(s) of the student to attempt to resolve the problem. The teacher will initiate the consequences outlined in the classroom expectations or rules. In the event that a parent/guardian cannot be contacted, the teacher should notify the principal.

5. In the event that the behavior problem still persists and the classroom consequences and alternatives have been exhausted, the case should be referred to the counselor, assistant principal or principal of the school.

6. The person to whom the student is referred shall schedule a conference endeavoring to resolve the behavior problem. Such a conference may include the student, the parent(s)/guardian(s), teacher, counselor, a representative from special services if the student is placed in special education classes and the principal or his/her designee.

7. If the behavior problem continues, a conference with the parent(s)/guardian(s) of the student shall be held. The number of participants in the conference will vary with each case and be dependent upon the combined judgment of the school personnel involved in the conference.

B. Procedures are listed in sequence; however, occasionally the nature of the situation may be so disruptive that each successive step may not be appropriate or required. When such a situation occurs, the student is to be referred immediately to a school administrator.
Regulation 4002-2 (revised 6/19/14)
Suspension Procedures for Alcohol and/or Drug Offenses

In the event of a drug/alcohol policy violation, the following procedures will be followed:

I. Students on IEPs

Prior to suspending a special education student, the principal or designee will review the student’s IEP and the discipline section of the Oklahoma State Department of Education Special Education Handbook and comply with all pertinent aspects of those documents.

II. Procedures

A. The site Administrator will inform the student and the parent of the availability of the District’s Student Assistance Program.

B. The site Administrator will immediately contact the Director of Counseling and Student Advocacy with relevant information regarding the suspension.

C. The student and/or parent/guardian may contact the Director of Counseling and Student Advocacy to inquire about participation in the program.

D. First- and second-time drug/alcohol offenders will be given the opportunity to reduce the suspension by meeting with the Director of Counseling and Student Advocacy and obtaining an alcohol/drug assessment from a certified alcohol/drug counselor, agency, treatment center, or hospital. The Director of Counseling and Student Advocacy will provide information to the student/parents regarding acceptable assessments. Completion of the assessment must be verified by appropriate documentation and must be provided by the student to the Director of Counseling and Student Advocacy.

Students who fully comply with the counseling program prescribed by the alcohol/drug assessment and provide appropriate documentation to the Director of Counseling and Student Advocacy will have their suspension reduced to ten (10) days in accordance with Board of Education Policy 4002(VII)(B). Ten (10) school days is the minimum drug/alcohol offender suspension.

E. Third time drug/alcohol offenders will be provided with assistance resources, but will not have their suspensions reduced. Students suspended three (3) or more times per year for a drug/alcohol offense will be suspended the remainder of the current semester and the ensuing semester.

F. Students suspended out of school may use the appeal procedures set forth in this Policy.
III. Student Assistance Program

In the event the Student Assistance Program is accepted by the student, community referrals will be made for the completion of the program. The intensity and duration of the program will be determined by the total number of violations that have occurred during the student’s academic career and the particular needs of the student and his/her family. The Director of Counseling and Student Advocacy will approve all intervention programs.

A. The minimum intervention program will be a four (4) week educational support program. Parents will attend with the student.

B. Intensive outpatient treatment of up to twelve (12) weeks duration may be required based on assessment results. Parental participation requirements will be based on the program requirements.

C. Inpatient treatment will be facilitated through a participating mental health agency. If no appropriate facility is readily available, the twelve (12) week outpatient program may be offered.
Regulation 4002-3 (revised 1/11/16, 4/17/18)
Out-of-School Suspensions and Administrative Hearings

A. Prior to suspension of a special education student refer to the student’s IEP and the discipline regulation for students on an IEP or 504 Plan.

B. Short-Term Suspensions
   1. The principal/assistant principal/designee will conduct a pre-suspension conference
   2. If it is concluded that a suspension is appropriate the administrator/designee will complete the Notice of Suspension form and include the Appeals Procedures.
   3. The administrator/designee will notify the parent/guardian of the decision by phone and/or in writing.
   4. The Notice of Suspension and Appeals Procedures should be hand delivered or mailed to the parent.
   5. Written records of all conferences, consequences and actions must be maintained by administrators.

C. Long-Term Suspensions
   1. The principal/assistant principal/designee will conduct a pre-suspension conference
   2. When a principal/assistant principal/designee determines that a long-term suspension should be recommended, the principal/assistant principal/designee shall implement a ten-day suspension pending a hearing using the Notice of Suspension form located on page three of this Regulation.
   3. A principal/assistant principal/designee shall hold a conference with the parent as soon as possible and shall inform them of the policy violated and the results of the investigation.
   4. The principal/assistant principal/designee shall inform the parent of the recommended length of the suspension and the student’s right to a hearing on the suspension and/or the recommended length of the suspension. The parent may waive the right to a hearing either by signing a waiver or by failing to request a hearing within two (2) school days. If the student/parent waives his/her right to a hearing then the length of the recommended suspension will be effective immediately and the suspension will be final and no appeals may be made

D. Administrative Hearing Forms and Procedures are included in this regulation.
Notice of Suspension

Student:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>I.D. #</th>
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School w/ Site Code

<table>
<thead>
<tr>
<th>Grade</th>
<th>Date of Birth</th>
<th>Gender</th>
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Parent / Guardian:

<table>
<thead>
<tr>
<th>Last Name, First Name</th>
<th>Address, City, State, Zip</th>
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<table>
<thead>
<tr>
<th>Cell Phone</th>
<th>Home Phone</th>
<th>Work Phone</th>
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Grounds for Suspension

PROHIBITED CONDUCT: 4002-

- While suspended, student will not be allowed to attend any school functions, or participate in any school sponsored extracurricular activities including, but not limited to school sports. In addition, student will not be on any school property without the permission of the site administrator and will not be allowed to enroll in any other Norman Public School.

- A student suspended for 5 days or less will not receive an out-of-school education plan.

- A student suspended for a period of more than 5 days must receive a Student Education Plan.

Comments

STUDENT WILL RECEIVE OUT OF SCHOOL EDUCATION PLAN

| YES | NO |

STUDENT IS POTENTIAL NCAA ATHLETE (Grades 9-12)

| YES | NO |

Suspension Begins

Suspension Ends

Return to School

CHECK IN WITH THE OFFICE UPON RETURN

Administrator

Date

A copy of specific rules and regulations governing out-of-school suspensions by the Norman Public Schools I.S.D. 29 may be found in the Discipline section of the Student/Parent Policy Guide.

Send one (1) copy each to Parent - Principal - Assistant Superintendent of Student Services.
SUSPENSION APPEALS PROCESS

Short-Term Suspension Appeal Procedure

- The student/parent shall notify the principal verbally or in writing within two (2) school days following the suspension of their intent to appeal the suspension. During the appeals process the student shall not be readmitted unless the suspension period has ended. Failure to request an appeal within this specified time constitutes a waiver of the student’s right to an appeal.
- The student/parent shall request a conference with the principal.
- If the principal was involved in the suspension then he/she tells the parent of the involvement and informs them of the next step in the appeals process, which is to notify the Assistant Superintendent of Student Services.
- The principal shall investigate the incident and after a conference with the student/parent shall determine guilt or innocence and the reasonableness of the length of suspension.
- Appeal file must be filed with the Assistant Superintendent of Student Services using the Administrative Hearing Request Form within two (2) school days following the principal’s decision. Failure to request an appeal within this specified time shall constitute a waiver of the student’s right to an appeal.
- The Committee shall hear the appeal within three school days after notification of the Assistant Superintendent of Student Services.
- The Committee shall determine guilt or innocence and the reasonableness of the length of the suspension.
- The Committee shall make the decision at the conclusion of the hearing and the chairperson shall notify the student/parents and the Assistant Superintendent of Student Services verbally and in writing.
- Decision of the committee is final.

Long-term Suspension Appeal Procedure

- The principal/assistant principal/designee shall inform the parent of the recommended length of the suspension and the student’s right to a hearing on the suspension and/or the recommended length of the suspension. The parent may waive the right to a hearing either by signing a waiver or by failing to request a hearing within two (2) school days. If the student/parent waives their right to a hearing and the length of the recommended suspension will be effective immediately and the suspension will be final and cannot be appealed.
- If student/parents desire a hearing on the suspension and/or the recommended length of the suspension they shall submit using the Administrative Hearing Request Form to the Assistant Superintendent of Student Services within two (2) school days after notification of the recommended long-term suspension. Failure to request a hearing within this specified time shall constitute a waiver of the student’s right to a hearing and any further appeals of the suspension and the length of the recommended suspension will be effective immediately.
- The Assistant Superintendent sets the hearing date with the Long-term Suspension Committee and informs parents verbally and in writing.
- The Committee will determine guilt or innocence and the reasonableness of the recommended length of the suspension. Review committee may uphold, withdraw, reduce, or increase the length of the recommended suspension.
- Committee shall make the decision at the conclusion of the hearing and the chairperson shall notify the student/parents and the Assistant Superintendent of Student Services verbally and in writing.
- All hearings on recommended long-term suspensions will be closed.
- The decision of the committee will be final unless appealed to the Board of Education.
- If the student and parent are not satisfied with the ruling of the Long-Term Suspension Committee, they may request a hearing before the Board of Education. The request for hearing must be made in writing through the Superintendent within three (3) school days after the notification of the decision of the Long-Term Suspension Committee.

Out-of-School Education Plan

- With the exception of students who are suspended out-of-school for use of possession of a firearm, students who are suspended out-of-school for more than five days will receive an out-of-school education plan. Academic work will be graded.
- The parent or guardian of a student suspended out-of-school has the legal responsibility for providing the student with a supervised structured environment in which the parent or guardian shall monitor the student’s educational progress until the student is readmitted to school.
Administrative Hearing Request or Waiver

☐ Short-term Suspension  ☐ Long-term Suspension

TO: Assistant Superintendent of Student Services

FROM: (Name of Student’s Parent/Guardian)

SUBJECT: Request for a hearing before a Short-term or Long-term Suspension Committee regarding recommendation of suspension of:

(Student’s Name)

(School Name) (Grade)

1. ( ) The undersigned parent/guardian, on behalf of the above named student hereby waives the right to a hearing on the recommendation for a suspension.

2. ( ) The Student hereby requests a hearing before a Suspension Committee regarding the recommendation for a suspension.
   a. ( ) Student admits to the charges/allegations and plans only to appeal the nature, duration and the terms of the discipline recommended.
   b. ( ) Student does not admit to the charges/allegations and plans to appeal the charges/allegations as well as the nature, duration and the terms of the discipline recommended.

At the requested hearing:
   a. ( ) Student will not be represented by legal counsel at the hearing, with the understanding that the Administration will also not be represented by legal counsel at the hearing. Please note, if this option is selected, at the district’s discretion, the hearing will be rescheduled if the student subsequently wishes to be represented by legal counsel at the hearing.
   b. ( ) Student will be represented by legal counsel at the hearing, with the understanding that the Administration will also be represented by legal counsel at the hearing. Please note, if this option is selected, unless notice that the student will not be represented by legal counsel is received at least 72 hours prior to the hearing, the administration will be represented by counsel at the hearing regardless of whether the student actually brings legal counsel to the hearing.

Signature of Parent Guardian ______________________ Date ______________________

Parent/Guardian’s preferred phone number and email address for contact:

Phone: ______________________ Email: ______________________

Send to
Assistant Superintendent of Student Services
Norman Public Schools Administration
131 S Flood Ave
Norman, OK 73069

Received by Student Services (date & time)

STUDENTS

37
**Administrative Hearing Participants Form**
(to be completed by committee chair)

Date __________________________

Hearing Committee:

<table>
<thead>
<tr>
<th>Committee Chair</th>
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<table>
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<tr>
<th>Member</th>
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<table>
<thead>
<tr>
<th>Member</th>
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<td>_________________________</td>
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</tbody>
</table>

Student ____________________________

Parent/Guardian ____________________________

Address __________________ Phone __________

Attorney/
Representative for Student ____________________________

Address __________________ Phone __________

Witnesses for Student

| ____________________________ |
| ____________________________ |

Witnesses for Administration

| ____________________________ |
| ____________________________ |

Others in Attendance

| ____________________________ |
| ____________________________ |
ADMINISTRATIVE HEARING

(Procedure for Committee Chair)

I. Complete the Administrative Hearing Participants form. Dismiss ineligible attendees.

II. Inform those in attendance that the hearing will be audio-recorded and that the hearing is voluntary; this is not a court of law. Begin recording.

III. Opening the hearing (The Committee Chair)

   A. State the date, time, place, his/her name, and the names of others in attendance.

   B. State the allegation and the form of discipline which resulted.

   C. Review purposes of the Hearing and responsibilities of the Committee.

      Explain that a decision will be made concerning innocence or guilt and length of suspension.

   D. Review the order of testimony.

   E. Explain confidentiality and availability of planned witnesses.

IV. Testimony of school administration:

   A. Presentation of evidence by school administrators (Chair directs questioning).

      1. Is/are the allegation/s against this student . . . . ? (e.g. possession of a dangerous weapon, assault, bomb threat, etc.)

      2. When did this occur?

      3. Is this act against school and/or district policy?

      4. Is the policy written?

      5. Are students made aware of the policy? How?

      6. Do you know that this student was involved in this incident?

      7. Describe the sequence of events.

      8. Do you have witnesses?

   B. Witness testimony (if called).
Describe the event that you witnessed.

C. Review of witness testimony (if not called).

The administration will be asked to share the testimony of persons interviewed during the investigation. Names will be omitted and witnesses will be identified by number.

D. Questions by the Committee Chair or committee members.

E. Questions by school attorney (if present).

F. Questions by student.

G. Questions by parent/guardian.

H. Questions by student’s attorney or representative (if present).

I. Questions by school attorney (if present).

J. Questions by the Committee Chair or committee members.

V. Testimony of student

A. Presentation by student (Chair directs questioning).

   1. Did you ___ (repeat allegation/s) ___ on the date and time that has been reported earlier in this hearing?

   2. Did you know this was against school and/or district policy?

   3. How did you know?

   4. Explain your version of the allegation/s against you.

B. Witness testimony (if called)

C. Questions by school administrators.

D. Questions by parent/guardian.

E. Questions by student’s attorney or representative (if present).

F. Questions by school attorney (if present).

G. Questions by the Committee Chair.
VI. Summary and Closure (The Committee Chair)

A. Collect any written documents that have been used as evidence.

B. Makes the following closing remarks:

   1. It is the committee’s responsibility to make findings of fact which form the basis for
      the decision of innocence or guilt.

   2. The parent/guardian will receive a verbal and written report concerning the findings of
      the hearing. (A written copy of the findings will be sent to the Director of Student
      Services).

VII. Adjournment (state the time).
Decision Form Letter to be printed on letterhead

[Date]

[Parent Name]
[Address]
[City, State Zip]

Dear [Mr. and Mrs. Last Name],

After reviewing all pertinent documentation, the hearing committee’s options are to uphold the decision, withdraw the suspension, or reduce/increase the disciplinary and/or corrective action. The decision rendered shall be in accordance with established Norman Public Schools Board of Education policies and administrative regulations and/or federal or state statutes.

[Insert Decision Here]

Students who are suspended out-of-school for more than five days will receive an out-of-school education plan for the areas in which the student is enrolled in accordance with Oklahoma State Law.

If you are not satisfied with the ruling of the Long-Term Suspension Committee, you may request a hearing before the Board of Education. The request for hearing must be made in writing through the Superintendent within three (3) school days after you receive this notification. (Please use the enclosed Board of Education Appeal form.)

If you have any questions, please call the [Director of Student Services] at 364-1339.

Sincerely,

[Name of Chairperson]
Chairperson of Long-term Suspension Committee

Attachment [Attach Board of Education Appeal form]

Certified Mail # ____________________

(Printed on Letterhead)
**Request for Appeal to Board of Education**

If the student and parent/guardian are not satisfied with the ruling of the Long-Term Suspension Committee, they may request a hearing before the Board of Education. The request for hearing must be made in writing through the Superintendent within three (3) school days after the notification of the decision of the Long-Term Suspension Committee.

**TO:**  
Superintendent of Norman Public Schools

**FROM:**  
(Name of Student's Parent/Guardian)

(Address Parent/Guardian)

(Phone Number(s) Parent/Guardian)

**SUBJECT:**  
Request of hearing before the Board of Education regarding the long-term suspension of:

(_____)  
(Student's Name)

Student admits to the charges/allegations and plans only to appeal the nature, duration and the terms of the discipline recommended.

(_____)  
Student does not admit to the charges/allegations and plans to appeal the charges/allegations as well as the nature, duration and the terms of the discipline recommended.

At the requested hearing:

a) (_____)  
Student will not be represented by legal counsel at the hearing.

(_____)  
Student will be represented by legal counsel at the hearing.

b) (_____)  
We request that the hearing shall be conducted in executive session.

(_____)  
We request that the hearing shall be conducted in open session.

________________________________________  _______________________________
Signature of Parent/Guardian  Date

Deliver to the Superintendent  
Administration Services Center  
131 S. Flood  
Norman, OK  73069

Norman Public Schools  
Board Policies and  
Administrative Regulations
Regulation 4002-4
Education Plan for Student Suspended Out-of-School for More Than 5 Days

The school administration shall provide an education plan designed for the eventual reintegration of the student into school. The education plan will provide class work assignments and procedures only for the core areas in which the student is enrolled. Core units shall consist of the English, mathematics, science, social studies and arts units required by the State Board of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

I. Assignments and Examinations

The education plan will be provided on the Student Education Plan Form and any additional attachments necessary for class assignment details, forms and procedures. The plan will include dates the class assignments are due and arrangements for administering and completing any unit, nine weeks, or semester exams. The school administration will notify the parent/guardian when the parent/guardian may return to receive the Education Plan.

II. Grades and Credit

The grades earned by the student on the completed work will be recorded in the grade book for each class. Grades earned will be counted toward completion of the grade level in which the student is currently enrolled and toward promotion to the next level. In courses recorded on the transcript for credit, grades earned in each course will be counted toward completion of the course. If the course requirements for earning credit are satisfied, credit in the course will be given.
Student Education Plan Notification Form

NOTICE TO PARENTS/GUARDIANS:

Oklahoma Statute (70 O.S. § 1997 24-101.3) requires school officials to develop a Student Education Plan for students who are suspended from school for a term of more than 5 days.

The parent/guardian of a student suspended out-of-school shall be responsible for the provision of a supervised, structured environment in which the parent/guardian shall place the student and bear responsibility for monitoring the student’s educational progress until the student is readmitted to school.

Grades will be earned by the student on work completed and returned by the due date.

Students will NOT be eligible to participate or attend any school activity and will NOT be permitted on school grounds until the return date.

Parent/Guardian signature is required before assignments are released.

STUDENT NAME:________________________ I.D. NO.:________________________

SUSPENSION BEGINS: ____SUSPENSION ENDS: ____RETURN DATE:____

ADMINISTRATOR’S SIGNATURE:_________ DATE:_____ TIME:_____

PARENT/GUARDIAN ACKNOWLEDGES THE RECEIPT OF THE SCHOOL WORK ASSIGNMENTS FOR THE ABOVE STUDENT.

PARENT/GUARDIAN SIGNATURE:_________DATE:_____ TIME:_____

SUBJECT:

- English
- Math
- Science
- Social Studies
- Arts
- Other ___________________________
STUDENT EDUCATION PLAN

STUDENT NAME: ___________________________ I.D. NO.: __________________

SCHOOL ________________________________

SUSPENSION BEGINS: ________________ RETURN DATE: ________________

SUSPENSION ENDS: __________________ 

The parent/guardian of a student suspended out-of-school shall be responsible for the provision of a supervised, structured environment in which the parent/guardian shall place the student and bear responsibility for monitoring the student’s educational progress until the student is readmitted to school.

Grades will be earned by the student on work completed and returned by the due date. The student will be given zeros for any work not completed and/or returned by the due date.

Students will NOT be eligible to participate or attend any school activity and will NOT be permitted on school grounds until the return date.

TEACHER ___________ GRADE ____ CLASS/SUBJECT __________

ASSIGNMENT/S FOR DATES ______________ TO ______________

<table>
<thead>
<tr>
<th>ASSIGNMENT/S</th>
<th>DATE DUE</th>
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The following quizzes, tests, exams will occur during this time and will be made up as noted.
Regulation 4002-5
Suspension of Special Education Students and Students on 504 Accommodation Plans

I. Guidelines for Suspensions

District personnel must consider any unique circumstances on a case-by-case basis when determining whether a change of placement is appropriate for a child with a disability who violates the District’s code of student conduct.

District personnel may remove a child with a disability or on a 504 accommodation plan who violates the District’s code of student conduct from the child’s current placement to an appropriate interim alternative educational setting, another setting or suspension, for not more than ten (10) consecutive school days and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those additional removals do not constitute a change of placement.

A change of placement occurs if: (a) the removal is for more than ten (10) consecutive school days; or (b) the child has been subjected to a series of removals that constitute a pattern.

Under the Individuals with Disabilities Education Act (IDEA) and its implementing regulations, school personnel determine whether a pattern exists by considering the following factors: (a) the series of removals total more than ten (10) school days in a school year; (b) the child’s behavior is substantially similar to the child’s behavior in previous incidents that resulted in the series of removals; and (c) such additional factors as the length of each removal, the total amount of time the child has been removed and the proximity of the removals to one another.

However, in an effort to promote uniformity in the decision-making process, the Board of Education has determined that it is in the District’s best interest that it not require school personnel to weigh these factors to determine the existence of a pattern in each instance. Instead, when the student’s short-term removals exceed ten (10) school days over the course of the school year, the District will follow the process identified in this policy for implementing a long-term removal.

II. Educational Services During a Short-Term Disciplinary Removal

The District will provide a child with a disability the same level of services it provides children without disabilities during removals for ten (10) school days or less during the school year.

After a child with a disability has been removed from his or her current placement for ten (10) school days in the same school year, if a subsequent removal is imposed for not more than ten (10) consecutive school days and is not a change of placement,
District personnel, in consultation with the child’s special education teacher, will determine the extent to which services are needed, so as to enable the child to continue to appropriately progress in the general curriculum, although in another setting, and to appropriately advance toward meeting the goals set out in the child’s IEP or 504 Accommodation Plan.

A. Notification

On the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of the District’s code of student conduct, District personnel will notify the child’s parents of the decision and provide the parents a copy of the District’s Parents Rights in Special Education: Notice of Procedural Safeguards form.

B. Special Circumstances

District personnel may also remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child’s disability, if the child: (a) carries or possesses a weapon at school, on school premises, or to or at a school function; (b) knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance at school, on school premises or at a school function; or (c) has inflicted serious bodily injury upon another person while at school, on school premises or at a school function.

III. Making a Manifestation Determination

Except for removals that will be for not more than ten (10) consecutive school days and will not constitute a change of placement, within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of the District’s code of student conduct, the District, the parent and relevant members of the child’s IEP team (as determined by the parent and the District), will review all relevant information in the student’s file, including the child’s IEP, any teacher observations and any relevant information provided by the parents to determine: (a) if the conduct in question was caused by, or had a direct and substantial relationship to, the child’s disability; or (b) if the conduct in question was the direct result of the District’s failure to implement the IEP or 504.

The conduct will be determined to be a manifestation of the child’s disability if the District, the parent and relevant members of the child’s IEP or 504 team determine that a condition in either (a) or (b) of this paragraph was met.

If the District, the parent and relevant members of the child’s IEP or 504 team determine that the conduct in question was the direct result of the District’s failure to implement the IEP, the District will take immediate steps to remedy those deficiencies.
A. Determination that Behavior Is a Manifestation

If the District, the parent and relevant members of the IEP or 504 team determine that the conduct was a manifestation of the child’s disability, the IEP or 504 team will either (a) conduct a functional behavioral assessment, unless the District had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the child; or (b) if a behavioral intervention plan already has been developed, review the behavioral intervention plan and modify it, as necessary, to address the behavior.

Except as provided in section 6 of this policy, the IEP or 504 team will return the child to the placement from which the child was removed, unless the parent and the District agree to a change of placement as part of the modification of the behavioral intervention plan.

B. Determination that Behavior Is Not a Manifestation

If the behavior that gave rise to the violation of the District’s code of student conduct is determined not to be a manifestation of the child’s disability, then District personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities.

IV. Educational Services During a Long-Term Disciplinary Removal

During a long-term disciplinary removal, a child with a disability will (a) continue to receive educational services so as to enable the child to continue to appropriately progress in the general education curriculum, although in another setting, and to appropriately advance toward achieving the goals set out in the child’s IEP or 504 Accommodation Plan; and (b) receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.

The child’s IEP or 504 team will determine appropriate services and the location in which services will be provided. These services may be provided in an interim alternative educational setting determined by the IEP or 504 team.

V. Appeal to Hearing Officer
The parent of a child with a disability who disagrees with any decision regarding placement or the manifestation determination under this policy, or the District, if District personnel believe that maintaining the current placement of the child is
substantially likely to result in injury to the child or others, may appeal the decision by filing a due process hearing complaint seeking an expedited hearing.

In making the determination, the hearing officer may: (a) return the child with a disability to the placement from which the child was removed if the hearing officer determines that the removal was a violation of the applicable provisions of the IDEA or that the child’s behavior was a manifestation of the child’s disability; or (b) order a change of placement of the child to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.

These procedures may be repeated, if the District believes that returning the child to the original placement is substantially likely to result in injury to the child or to others.

When an appeal has been requested by either the parent or the District, the child will remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period set for the placement, whichever occurs first, unless the parent and the District agree otherwise.

The District may also seek a court order to remove a child with a disability from school or change the child’s current educational placement if District personnel believe that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.

VI. Records
Copies of the suspension form and Review of Placement/I.E.P. or 504 Accommodation Plan will be sent to the Special Services Department.

Providing Records to Disciplinary Decision maker: If the District initiates disciplinary procedures that would constitute a change of placement for a child with a disability, District personnel will ensure that the child’s special education and disciplinary records are provided for consideration to the school personnel making the final determination regarding the disciplinary action.
POLICY 4003
ACADEMIC APPEALS PROCEDURE

An Academic Appeals Committee shall be established to hear student appeals when: (a) a failing grade received at the end of a credit-earning period results in a student not passing a course and, (b) the student and his/her parent/guardian have reason to believe that a teacher has made an arbitrary, capricious, prejudicial, or erroneous evaluation of the student’s performance.

I. Filing the Appeal
   The appeal must be submitted in writing to the Principal no later than the end of the next nine (9) weeks of a regular school year.

II. Appeals Committee
    An Academic Appeals Committee shall consist of one (1) teacher, one (1) administrator, and one (1) citizen from the community appointed by the Superintendent.

III. Procedures
    The Superintendent/designee shall be responsible for developing and monitoring the regulations needed to implement this policy.
Regulation 4003-1
Academic Appeals Procedures

The following rules shall be observed in the appeal process and an Academic Appeals Committee will hear a case only after a student and parent/guardian have completed each step:

I. Informal Steps
The appeal must be submitted in writing to the Principal of the school anytime up through the immediate succeeding nine weeks grading period of the regular school year.

The student and his/her parent/guardian must make an attempt to resolve the difference with the individual teacher.

If within ten (10) working days after meeting with the teacher the matter has not been resolved, the student and the parent/guardian then must arrange a conference at which the teacher and the school principal are present. The principal shall attempt to achieve a satisfactory settlement of the problem within ten (10) working days.

II. Formal Steps
After the completion of Steps 1 and 2 above, the student and parent/guardian may petition an Academic Appeals Committee for a hearing. If an Academic Appeals Committee believes, for whatever reason, that the appeal can be resolved satisfactorily at a prior level it may refuse to hear a case.

If an Academic Appeals Committee chooses to hear a case, it shall do so in a private session open only to parties to the dispute and their representatives.

Having heard all of the evidence, an Academic Appeals Committee will then issue a ruling within ten (10) working days. The ruling will identify the reasons for the decision. In the event one member of the Academic Appeals Committee dissents from the ruling, he/she may issue a minority report.

Should an Academic Appeals Committee find in favor of the student, the teacher will then have the right to appeal directly to the Board of Education.

Should an Academic Appeals Committee find in favor of the teacher, the student will then have the right to appeal directly to the Board of Education.

The decision of the Board of Education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the Board. (70-24-114.1)
POLICY 4004
ENROLLMENT (revised 8/19/13, 9/9/13, 10/21/13, 1/13/14, 10/14/14, 9/28/15, 2/22/16, 6/19/17, 9/17/18)

I. Age Requirements for Enrollment
In accordance with O.S. 70 § 1-114, students between the ages of five (5) on or before September 1 and twenty-one (21) on or before September 1 shall be entitled to attend school free of charge in the district in which they reside.

A. Children who are at least four (4) on or before September 1, but not yet six (6) may enroll in the early childhood program of the District, within the constraints of available class space. All enrollment procedures for grades K-12 will apply to enrollment in the early childhood program.

B. Children who are at least five (5) on or before September 1, and have not attended a public school kindergarten may enroll in a full-day or half-day program in the District.

C. Children who are at least six (6) on or before September 1, may enroll in first grade in the District.

D. Underage pupils in kindergarten and first grade who have been in legal school attendance in a public or accredited private school in another state, or in a Department of Defense School for military dependents, may enroll in the District (Reference: 70 O.S. 1999, §18-111).

II. Immunizations
Proof of immunizations or that immunizations are in process is needed for enrollment.

Required immunizations include diphtheria, pertussis, tetanus, measles (rubeola), rubella, poliomyelitis, mumps, hepatitis A, hepatitis B, and varicella. A physician may certify that a student is likely to be immune as a result of the disease (Reference: 70 O.S. 1999, §1210.191 and School Administrator’s Guide to Oklahoma’s School Immunization Law: Oklahoma State Department of Health, 1999). Exceptions, as outlined in the McKinney-Vento federal guidelines, will be used by the District.

III. Identification
Students entering pre-K, kindergarten or first grade for the first time in a public school must present their birth certificates or other legal proof of birth date (attending physician’s certificate, permanent school record, family Bible, parent statement, last year’s attendance register).

Students must enroll under their legal names.
IV. Residence Requirements

A. Defining Residence
The residence of any child for school purposes can be: (a) the legal residence in which the parent, legal custodian, or guardian resides, (b) the child’s foster home as defined in OKLA. STAT. tit. 10 § 1-1-105, (c) an orphanage or eleemosynary childcare facility that has full-time care and custody of a child, (d) a state operated institution with guardianship rights, (e) the residence of a student who is self-supporting, (f) a state licensed emergency shelter, or (g) any facility in which a child has been admitted and is receiving on-site educational services.

B. Changing Residence

1. A court order or judgment is required to transfer custody/guardianship from one parent to another.

2. In lieu of a court order or judgment, a Student Residency and Custody Affidavit may be accepted as a means to establish residency as per OKLA. STAT. tit. 70 §1-113. The affidavit may be filed by an adult, relative or not, who holds legal residence in the school district and has assumed permanent care and custody of the child and contributes the major degree of support to the child. Any affidavits are to be submitted to the Director of Student Services who shall approve or deny the request. Affidavits will be submitted and updated annually, prior to enrollment, as for all open transfers. Affidavits received by the district shall be maintained as part of the permanent record of the student(s). Students may also establish residency if their attorney-in-fact is a resident of the district.

3. When a question concerning the location of legal residence arises, the Director of Student Services will request that the parent/guardian furnish evidence of permanent residency. This shall consist of: (a) a rent or loan payment receipt in the name of the care provider for the address; (b) a utility receipt in the name of the care provider for the address; (c) all furniture, appliances, clothing, food, vehicles, etc., moved from a previous address to the existing address; and, (d) a court document designating custody/guardianship, if such is a factor.

Upon receipt of the evidence, and after verification and investigation, the Director of Student Services will render a residency decision. The Director will inform the principal and the parent/guardian in writing of the decision within three (3) school days of receipt of all required evidence.

4. If the parent/guardian wishes to appeal the decision, he/she may do so by notifying the Chief Operating Officer in writing within three (3) school days.
A hearing will be convened within five (5) school days to hear the appeal. The parent/guardian will be notified of the time and place of the hearing and may attend.

At the hearing, evidence and any additional information may be presented. After verification and investigation, the Chief Operating Officer will render a decision within five (5) school days and will notify the parent/guardian, the principals and the Director of Student Services of the decision. The decision of the Director will be final.

C. McKinney-Vento

The McKinney-Vento Homeless Assistance Act applies to all children and youth who lack a fixed, regular, and adequate nighttime residence, such as children living in homeless shelters, domestic violence shelters, runaway and homeless youth shelters, transitional living facilities, cars, campgrounds, motels, children and youth living doubled up, and homeless migratory children. According to the Act, homeless children and youth: (a) do not need a permanent address to enroll in school; (b) have a choice of school placement; (c) cannot be denied school enrollment because school records or other enrollment documentation are not immediately available; (d) have the right to participate in all federal, state, or local programs and activities for which they are eligible; (e) cannot be isolated or separated from the mainstream school environment; (f) have the right to receive prompt resolution of any dispute regarding educational placement. Disputes regarding educational placement for homeless students will be resolved as follows:

1. At the time a homeless student seeks enrollment, the district will notify the student or his/her family of these procedures and provide the student/family with a copy of this policy.

2. The district will promptly notify the district’s homeless liaison that a homeless student seeks enrollment, and will seek to involve the liaison in decisions regarding the student’s education.

3. Students/families who disagree with a decision regarding the student’s placement may meet with the coordinator for an informal resolution. The liaison will notify the student/family that a written complaint may be submitted within five (5) days (or longer if agreed upon by the parties).

4. If the liaison receives a written complaint, the liaison will prepare a decision (plan of action) and provide it to the student/family within five (5) days of receipt of the written complaint. The liaison will also notify the student/family of the right to appeal to the superintendent.

5. Students/families who are still dissatisfied with a decision regarding the student’s placement may file a written appeal with the superintendent or
his/her designee within five (5) days of receipt of the liaison’s plan. The superintendent (or designee) will meet with the student/family within five (5) days of receipt of the appeal. The superintendent or his/her designee will issue a decision within five (5) days of the meeting with the student/family. The superintendent (or designee) will also notify the student/family of the right to appeal to the board of education.

6. Students/families who are still dissatisfied with a decision regarding the student’s placement may file a written appeal with the board of education by submitting a written notice to the superintendent within five (5) days of the superintendent’s (or designee’s) decision. The appeal will be placed on the next agenda (or the following agenda, if the appeal is received after the agenda posting deadline) and the board’s decision is final at the district level. Students/families who are still dissatisfied with a decision regarding the student’s education may file an appeal with the Oklahoma State Department of Education (OSDE) utilizing the procedures established by the OSDE.

D. Undocumented Children
The district provides education services to children who are not documented citizens. The district will not inquire into a student or parent/guardian’s citizenship status as a part of enrollment, and will only use information regarding a student’s living situation to better serve the student. The district will periodically review its practices and the documents it seeks as a part of establishing residency to ensure that its processes are not overly burdensome and do not discourage the enrollment of homeless students and/or undocumented students.

E. Transitioning Military Children
State law provides that transitioning military children (children whose parents are on active duty) placed in the care of a noncustodial parent or other person standing in loco parentis, may attend school in the school district in which the noncustodial parent or person standing in loco parentis to the transitioning military child holds legal residence. Similarly, transitioning military children placed in the care of a noncustodial parent or other person standing in loco parentis may continue to attend the school in which the student was enrolled while residing with the custodial parent. A special power of attorney relating to the guardianship of a military child and executed under applicable law shall be sufficient for purposes of enrollment and all other actions requiring parental participation and consent.

1. The district will promptly accept unofficial or “hand-carried” educational records and transcripts in lieu of official education records and transcripts for transitioning military children. Upon receipt of such records, the district will promptly enroll the transitioning military child. However, upon enrollment, the district will request official educational records and transcripts from the school in the sending state.
district’s residency officer will determine whether a student is a transitioning military student for purposes of establishing residency and promptly advise the parent or other person standing in loco parentis of the decision, both orally and in writing, if possible. A parent or other person standing in loco parentis who disagrees with the residency officer’s determination may appeal the decision to the board of education under the procedure identified above.

2. Transitioning military children, including children entering kindergarten, shall be able to enroll in the same grade level in which they were enrolled in the sending state, regardless of age, time of transfer or age requirements of the receiving state.

3. To the extent that this district is in a receiving state, the district may subsequently perform course placement and educational program evaluations of a transitioning military student. However, the district will initially place the transitioning military student in courses and programs comparable to those in which the student was a participant while in the sending state, including, but not limited to, Honors, International Baccalaureate, Advanced Placement, Gifted and Talented, English as a Second Language, Special Education and vocational, technical and career pathway courses. The district will make these accommodations whether or not the student has fulfilled the necessary prerequisites in the district or receiving state.

4. When appropriate, the district will provide transitioning military children the opportunity to participate in extracurricular activities, regardless of application deadlines.

5. Transitioning military children shall have thirty (30) days from the date of enrollment to obtain any immunizations required by Oklahoma law. For a series of immunizations, such children must obtain initial vaccinations within thirty (30) days.

6. The district may not charge tuition to a transitioning military child placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a school district other than that of the custodial parent if the parent or other person standing in loco parentis lives within the boundaries of this district.

V. Attendance Areas
The Board of Education will establish school attendance areas for each school 70 O. S. § 5-117. A student will attend school in the attendance area in which he/she lives.

VI. Placement of Multiple Siblings
The determination of placement for multiple siblings (twins, triplets, etc.) shall be made on a case-by-case basis. Parents, teachers, counselors and administrators shall collaborate in the decision-making process. In accordance with O.S. 70, § 24-154, parent/guardian placement requests will be honored by the school district if such requests are made no later than fourteen (14) days after the students’ first day of school.

VII. Change of Residence
Students changing their residence during the school year may complete the year at the school where they are presently enrolled but will be responsible for their own transportation.

VIII. Attendance Boundaries
If attendance boundaries are altered prior to the beginning of the school year, students may continue to attend their present school only on an approved transfer. The final determination will depend upon enrollment in affected schools. Students attending schools outside their attendance areas are responsible for providing their own transportation.

If attendance boundaries are altered during the school year, students may continue to attend their present school for the remainder of the school year. If students received transportation before boundary alteration and choose to remain at their present school, they will continue to receive transportation for the remainder of the school year.

IX. In-District Transfers

A. Criteria for Determining Priority for Intra-District Transfers
After all children within each school’s attendance area have been accommodated, requests for transfers will be granted according to the priorities set forth by the Board.

B. Transfers will be granted based on the following rank-order priorities: (a) juniors or seniors affected by boundary or residence changes; (b) siblings of students already on a transfer; (c) District employees’ children; (d) students who have attended Norman Public Schools for two years and are impacted by a residence change; (e) students on a transfer who wish to remain in the feeder pattern of their original transfer; (f) students whose childcare needs necessitate a transfer; (g) high school students whose work schedules create a hardship.

C. Determination of Schools Available for Reception of Transfers

Each spring District staff shall categorize schools for purposes of transfer availability for the upcoming school year. The following elements are to be considered in the analysis: (a) current enrollment as reflected in pre-enrollment; (b) projected new enrollments (c) current level of school enrollment compared to a school’s maximum capacity.

D. Transfer Placement Procedures
1. Parents/guardians of NPS students shall be notified during the spring semester of each year of the opportunity to apply for a transfer to an NPS school other than the student’s home school.

Transfer requests must be submitted on the District designated form which is available at the District Administrative Services Center and in each school.

2. Parents with multiple children seeking placement in a school must submit a separate transfer application for each child.

3. Requests will be reviewed grouped by priorities. If there are more applications for transfers into any given school/grade level within a school than spaces available, a procedure for placement will be established on a first come-first served basis.

4. Recognizing that schools will have class size limitations which could vary from grade to grade or program to program, any student who seeks a transfer to a school which has openings at his/her grade level will be permitted entry.

5. Parents/guardians who are awaiting action on a pending transfer should enroll their child/children in their attendance area school.

E. Secondary Transfers and Eligibility

1. Unless there are extenuating circumstances due to health, safety and/or educational issues, no more than one transfer request will be approved for a student while in middle school or while in high school; a renewal of a transfer is not considered a second transfer. If a student requests and is granted a second transfer, the student must attend the school to which transferred for a calendar year before gaining eligibility for participation in OSSAA sanctioned events. The student will be allowed to participate in practice sessions.

2. Students entering 9th grade from a Norman middle school who are approved for transfer but fail to meet the April 15 application deadline will be ineligible for varsity/OSSAA athletic competition for the 9th grade school year.

3. Current Norman Public Schools 9th-12th grade students who are approved for transfer to another Norman high school shall be ineligible for all sports in which regulated games are in session at the time the student transfers and any other varsity/OSSAA athletic competition for one (1) calendar year beginning on the first day the student attends class at the
new school. The student will be allowed to participate in practice sessions.

4. When a transferred student, enrolled in athletics, returns to their residence area school within the same school year, the student will lose interscholastic athletic eligibility for 90 school days. The 90 school days begin the first day the student attends class at their school of residence. The student will be allowed to participate in practice sessions.

5. Request for transfer renewals are required yearly and must be submitted to the Director of Student Services by April 15th.

6. If the transfer is granted, transportation shall be the responsibility of the parent.

7. An in-district transfer is subject to revocation by the principal of the school to which the child has been transferred if the student’s grades, attendance (absences and/or tardies), transportation arrangements, or behavior reach an unacceptable level. In the event of revocation, the student shall return to his/her home school. The student shall be ineligible for all levels of athletic competition for one (1) calendar year. The student will be allowed to participate in practice sessions.

8. The Superintendent or designee may waive the eligibility requirements of this policy for extenuating circumstances.

9. The following definitions shall be used for transfers: (a) eligibility is generally established or determined by the residence of the student’s parents (custodian). A transfer does not guarantee immediate eligibility. (b) transfer – when a student attends a Norman Public School outside the residential area in which the student’s parents (custodian) are bona fide residents, (c) renewal – The annual request to continue attending the school to which the student has transferred.

10. When a transferred student returns to their home school it is treated as a second transfer and the student is ineligible for one calendar year. If a student returns to their residential area school in the same school year as the initial transfer, a student will be ineligible for ninety (90) school days. This does not apply to a student who returns to their residential area school during a renewal year.

X. Request to Transfer Out of District

A student and/or a parent/guardian who has a legal residence in the District and who wishes to request a transfer to attend a school out of the District shall discuss the request
with the Director of Student Services. The Superintendent or his/her designee will make the final decision.

XI. Students New to the District

A. Accredited Schools

A student who enrolls in the Norman Public Schools from an elementary or secondary school which is accredited by the Oklahoma State Department of Education or the comparable governmental agency in another state will be admitted, given credits, and placed at the appropriate grade level as indicated by the records forwarded from the school previously attended.

B. Non-Accredited Schools

1. Students who enroll in the Norman Public Schools from an elementary or middle/junior high school which is not accredited shall be placed at the age appropriate grade level. Assessments will be given to assist with enrollment.

Students with disabilities shall be placed on the basis of the recommendation following a review by the IEP placement team and current educational records.

2. Students entering the Norman Public Schools from a school not accredited shall be required to take comprehensive written examinations in the subject areas where credit is sought. Results of the examinations will be used to determine the academic units for which a student is to receive transcript credit. All examinations shall be administered by the receiving school; copies of the exams given and the results shall be kept on file for one (1) year.

Students may be required to take comprehensive written examinations in those subject areas. The IEP placement team will decide if the test is appropriate for each student; what modifications, if any, need to be made for each student; or, if the test is inappropriate, whether credit should be awarded.

3. A student must score at least 60% on a comprehensive examination to earn credit for a transciripted course. A grade commensurate to the resulting examination score, shall be recorded on Norman Public Schools transcripts for credits earned through comprehensive examinations. A score of 60-69% shall result in a “D”, 70-79% a “C”, 80-89% a “B”, and 90-100% an “A”. 
4. Grade point averages will be generated only for those students who have attended high school in the District for a minimum of four (4) semesters. The transcript from the non-accredited school shall be attached to the transcript from Norman Public Schools.

C. Schools Outside of the United States
The Director of Student Services and the site principal shall review the transcript of a student who enrolls from a school outside the United States, which is not operated by the Department of Defense Office of Dependent Schools. The number of credits and appropriate placement of the student will be decided as a result of the review.

XII. Transfers for Nonresident Students

A. In compliance with O.S.70 § 8-101.1 et seq., Norman Public Schools will accept or deny the transfer of a nonresident student in accordance with the following criteria:

1. Criteria for Denial
   a. Availability of programs, staff and space--
      i. Students requiring special programs (special education, staff with specialized training, alternative education classes, classes offered as singletons or requiring restricted enrollment) will be denied a transfer if the program, staff or class is projected at 80% or more of capacity.
      ii. If a grade is projected to be at 80% capacity or more, a transfer in that grade will be denied.
      iii. If a grade at a school is projected to be at less than 80% capacity but the school as a whole is projected to be above 80% of capacity, a transfer will be denied.
   b. Suspension --If a student is under suspension from the sending school for any reason, a transfer will be denied.
   c. Attendance Record--If the attendance record of the student is less than 90% in both the year preceding and the year of the application for transfer, a transfer will be denied.
   d. Previous Transfer--A student will be granted only one (1) transfer per year.

2. Guidelines for Approval of Open Transfers
   a. Applications for Open Transfers are due prior to May 31 of each year.
   b. The student must provide his/her own transportation to the assigned school.
c. A student may request a transfer to the District only. A student may not request a specific teacher or school.
d. Applications shall be considered on a first-come, first-served basis.
e. A transfer is approved on a student-by-student basis. Siblings must each apply individually.
f. A transfer is valid for one (1) year only.
g. Participation in extramural events by transferring students will be governed by the rules of the Oklahoma Secondary Schools Activities Association and state statute 70 § 8-103.2.
h. A transfer may be cancelled upon suspension from the receiving school.
i. A transfer may be cancelled if the student’s attendance record falls below 90%.
j. The receiving school district of a student transferred pursuant to provisions of the Education Open Transfer Act, shall notify the resident school district and parents of the student of a cancellation, approval or denial of the transfer. Such notice shall be made by July 15, prior to the school year for which the cancellation, approval or denial is applicable.

B. Transfer requests for students who are dependent children of active uniformed military services members on full-time active duty or under reserve active duty orders and for whom Oklahoma is the home of record shall be granted so long as the following conditions are met:

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

C. Foreign Students
Nonimmigrant foreign students desiring to study at a school within the District shall be subject to the following guidelines:

1. The District will not accept tuition nor issue an I-20 to any foreign student seeking to obtain lawful status to attend a public school or, a public funded adult education program.
2. For J-1 Visa students, the school district will accept exchange students who are certified by their country to participate in an exchange program recognized by the board of education and the Department of Homeland Security.

   a. In order to attend a district school, an exchange student must reside with an American host family (guardian) living within the district.
   b. The person responsible for the care and custody of the international student shall be the contact for all academic, attendance, and discipline needs. Students who do not maintain residence with the approved sponsor and/or host family shall be withdrawn from Norman Public Schools.

3. The school district will also accept F-2 students who are dependents of F-1 students, or foreign students whose parents are here as diplomats, researchers or foreign workers.

4. Immigrant students who are residing in the District will not be denied access to a basic education as determined by the United States Supreme Court in Plyer v. Doe (U.S. 202 1982).

XIII. Class Placement

The following guidelines will be used to determine graduating class placement:

A. The graduating class is determined by the year in which a student is first enrolled as a freshman;

B. A student must have continuous enrollment in an accredited school and must have completed each semester to be placed in a class’ ranking;

C. A student whose education is interrupted (i.e., has breaks in school attendance) will be subject to the requirements of the graduating class into which he/she is placed upon re-enrollment;

D. A student enrolling in the District who previously attended a non-accredited private school or who was home-schooled shall be subject to the requirements of the graduating class into which he/she is placed upon enrollment.
I, ___________________________________, the undersigned person, being of lawful age, being first duly sworn on oath, state that I have assumed the permanent care and custody of ___________________________________ and that I contribute the major degree of support to this student. I further state that I am a bona fide resident of the Norman Public School District and desire that the above-mentioned student be enrolled on the basis of my affidavit. I understand that I am assuming responsibility for his/her behavior and actions and if at any time he/she does not comply with the rules and regulations of Norman Public Schools, this custody affidavit will be revoked. I agree to notify Norman Public Schools if I cease to have custody of this student or if he/she ceases to live in my home. I recognize that Norman Public Schools is not legally required to accept this affidavit and any approval of such shall be made in good faith. I acknowledge that willful misstatement in this affidavit, known by me to be false, shall be a misdemeanor under state law (70 O.S. §1-113) and punishable by imprisonment not to exceed one (1) year or a fine not to exceed five hundred dollars ($500) or both fine and imprisonment.

Student Residency and Custody Affidavit
STATE OF OKLAHOMA
COUNTY OF CLEVELAND

Student Name ___________________________ SS# ____________ DOB ________ Grade ____
School Previously Attended _____________________ City _______________ State _______
School the student will attend, if approved _____________________________

Full, legal name (print) _____________________________________________________________
Norman Address ___________________________________________________________________
Relationship to student _____________________ Home/Work phone # ______________________
Reason this student is in your custody ________________________________________________

Signature _________________________________

Subscribed and sworn to Me on this ________ Day of ______________ 20 _______
My Commission Expires __________________
Notary _____________________________________

Person Relinquishing Custody (Parent or Guardian)

Full, legal name (print) _____________________________________________________________
Norman Address _________________________________________________________________
(#) (street) (state) (zip)
Relationship to student _____________________ Home/Work phone # ______________________

Signature _________________________________

Subscribed and sworn to Me on this ________ Day of ______________ 20 _______
My Commission Expires __________________
Notary _____________________________________

SEAL
Regulation 4004-1 (8/12/13, 1/13/14, 10/14/14)
Open Transfers for Non-Resident Students

Any student residing in a school district that does not offer the grade which the student is entitled to pursue shall be allowed to transfer to a school district inside or outside of the transportation area in which the student resides which offers the grade the student is entitled to pursue. A student shall be limited to one transfer pursuant to O.S 70 §6-101. Procedures for implementing transfers for nonresident students will be in accordance with O.S.70 §8-103 et seq.

I. Procedures

A. Prior to May 31 of each year, an application form must be completed by the parents/guardian/custodian of the student. The application form shall be obtained from and filed with the Superintendent of the receiving school district (SDE Form F-56).

B. By May 31 of each year, the District shall notify the resident school district that an application has been filed by a student from that resident district.

C. By July 15 of each year, the Board of Education shall approve or deny the application for transfer and shall notify the parents of the student of the decision.

D. By August 1 of each year, the parents of the student shall notify the receiving school district that the student will be enrolling in that school district. Failure of parents to notify the district as required may result in loss of the student’s right to enroll in the district for that year.

E. By September 1 each year, the Superintendent shall file with the State Board of Education and each resident school district a statement showing the names of the students granted transfers to this District, the resident district of the transferred students and their respective grade level (SDE Form F-32 and SDE Form F-32A). (O.S. 70 1999 §8-103)

II. Emergency Transfers

A. A written application designating the district to which the transfer is desired shall be made by the parent/guardian/custodian and filed with the superintendent of the receiving district (SDE Form F-61).

B. On adequate showing of an emergency, the superintendent of the receiving district may grant a transfer, subject to approval of the State Board of Education.

C. Reasons for an emergency shall include only:

1. The destruction or partial destruction of a school building;
2. The inability to offer the subject a student desires to pursue, if the student becomes a legal resident of a school district after February 1 of the school year immediately prior to the school year for which the student is seeking transfer;

3. A catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, disorder or injury which has a permanently detrimental effect on the body’s system or renders the risk unusually hazardous;

4. The total failure of transportation facilities;

5. The concurrence of both the sending and receiving school districts (Reference: 70 O.S. 1999 §8-104);

6. The unavailability of remote or on-site Internet-based instruction by course title in the district of residence for a student identified as in need of drop-out recovery or alternative education services, provided such student was enrolled at any time in a public school in this state during the previous three (3) school years;

7. The unavailability of a specialized deaf education program for a student who is deaf or hearing impaired; or

8. When the student has been the victim of harassment, intimidation and bullying as defined in 70 O.S. §24-100.3 and upon verification that the student has been the victim of harassment, intimidation or bullying and that the sending school district was notified of the incident or incidents prior to the filing of the application for transfer.
Regulation 4004-2
Birth Certification

Each student to be enrolled for the first time in Norman Public Schools must provide a birth certificate or other legal birth certification.

In cases where the parent/guardian cannot meet the above requirement, the principal shall enroll the child temporarily for 30 days to allow the parent time to present the required birth certificate or other legal proof of birth date.

If a certified copy of the student's birth certificate cannot be obtained, the person so enrolling the student shall submit an affidavit giving the student's age and explaining the inability to present a birth certificate.

The person enrolling the student must provide other proof of birth certification (attending physician’s certificate, permanent school record, family Bible, parent statement, last year’s attendance register) to be used as documentation in support of the affidavit. Copies should be attached to affidavit.

The student to be enrolled must be accompanied by the parent, court-appointed guardian, or legal custodian. The accompanying adult may be required to present a photo identification card.
POLICY 4005
STUDENT ACTIVITIES

The District will offer a variety of activities to meet the diverse interests and needs of students. Programs will be planned through the cooperative efforts of teachers and students; they will be organized and administered so as to contribute to the school’s educational objectives or the objectives of the community.

I. Student Groups
Activities will be organized as curriculum-related and non-curriculum related student groups sponsored by the school and non-curriculum related groups which are not sponsored by the school. The name, mission or purpose, and faculty sponsor of all school sponsored groups will be provided to parents/guardians annually.

A. School Sponsored Curriculum Related Student Group
A curriculum-related student group is one in which the subject matter has an academic focus or goal; participation in the group often results in academic credit.

B. School Sponsored Non-Curriculum Related Student Group
A non-curriculum related student group is one in which the subject matter of the group does not directly relate to the body of courses offered by the school and the group has a constitution and a sponsor approved by the principal.

C. Non-school Sponsored Group
A non-curriculum related student group not sponsored by the school is one in which the subject matter of the group does not directly relate to the body of courses offered by the school and the group does not have a constitution and a sponsor approved by the principal.

Each of the three types of student groups may request space to meet at the school during non-instructional time.

II. Guidelines for Student Groups
A. Student newspapers which are distributed on any school campus must be approved by the building principal of that site.

B. All monies collected, handled or disbursed shall be deposited with the principal or the designated financial secretary and in accordance with state law and the requirements of the State Board of Education. (Reference: 70 O.S. §5-129)

C. School fraternities, sororities or secret societies are not permissible in the District. (Reference: 70 O.S. 24-105)

III. Eligibility Requirements
A. Academic Requirements (Grades 7-12)
These requirements shall apply to those students who desire to participate in any activity which is sanctioned by the Oklahoma Secondary School Activities Association.

1. Semester Grades
   A student must receive a passing grade (A, B,C,D,S) in all subjects in which he/she was enrolled fifteen (15) or more days during the last semester. If a student does not pass each course, he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
   A student who does not meet the minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects at the end of a six-week period.

   Students enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding semester should be obtained from the records in the school last attended.
   NOTE: The Board of Directors of the Oklahoma Secondary Schools Activities Association may make exceptions to non-traditional block structures.

2. Student Eligibility During a Semester
   Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter. If a student is not passing all subjects in which he/she is enrolled at the end of a week, he/she will be placed on probation during the next one-week period.

   A student who has been placed on one-week probation must be passing all subjects at the end of the probationary week in order to retain eligibility. If, after a one-week probationary period, a student is not passing, he/she will be ineligible to participate during the next one-week period. The ineligibility period will begin on Monday and end on Sunday.

   A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility with the first class of the new one-week period (Monday through Sunday).

   a. A student must attend school fulltime to maintain eligibility. A junior or senior student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility.
b. An ineligible student who moves into the District during a semester will not be eligible for a minimum period of three weeks. A student may regain his/her eligibility by achieving passing grades in all classes by the end of a three week period. (Any part of a week is considered a full week).

c. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. Examples of such hardships would be illness, injury, death in family and natural disaster. A maximum of two (2) weeks is allowed for make-up work at the end of a semester.

d. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used towards meeting the requirements of eligibility.

e. Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

f. Students who are enrolled in special education classes, have an Individual Educational Plan and have been certified by the principal as doing a quality of work may, with the approval of the Board of Directors of the Oklahoma Secondary Schools Activities Association, be accepted as eligible under this rule.

B. Implementation

New students failing to meet this standard may regain their eligibility at the end of six weeks by passing all classes they are enrolled in during the fall semester. Summer school credit earned during June or July sessions may be used to meet the end of semester requirements.

IV. Activities Away from School

Any activity conducted away from the school premises must have prior approval of the school principal in order to be considered a school sponsored activity. Non-school sponsored activities shall not be chaperoned by any member of the school staff acting in an official capacity.
Norman Public Schools
Board Policies and
Administrative Regulations

Regulation 4005-1
Academic Eligibility

Students declared ineligible may not participate in any competitive event sanctioned by the Oklahoma Secondary School Activities Association.

Academic eligibility is not required for activities which are not sanctioned by the Oklahoma Secondary School Activities Association.

Students who are not allowed to participate in any activity, event, or performance as a result of ineligibility shall not be penalized by loss of grades in an activity type class. Alternate assignments may be required in lieu of a performance grade.
Regulation 4005-2
Attendance Requirements for Activities

The following guidelines will be used to when considering absences for activities:
• Activity absences will be coded ACT.

• The list of ACT absences for each student will be published by the attendance office as needed.

• Each activity sponsor will submit a list to the attendance office of students who are eligible for the activity absence three (3) school days prior to the absence.

• The principal/assistant principal must approve the activity absence list.

• The attendance office will publish a list of students who have accumulated seven (7) activity absences in any class period.

• Teachers may deny requests for additional activity absences beyond the first ten days if a student does not have a “C” average in the class on the date of the request.
POLICY 4006
STUDENT HEALTH

I. Immunizations

No child shall be admitted to the Norman Public Schools unless and until certification is presented from a licensed physician or authorized representative of the State Department of Public Health that such child has received or is in the process of receiving required immunizations. Required immunizations in grades K-12 include diphtheria, pertussis, tetanus, measles (rubeola), rubella, poliomyelitis, mumps, hepatitis A, hepatitis B, and chickenpox (varicella). A physician may certify that a child is likely to be immune as a result of the disease (Reference: 70 O.S. § 1210.191 and OSBH Regulations).

II. Contagious Diseases

Any child afflicted with a contagious disease or head lice may be prohibited from attending a public school until such time as he/she is free from the contagious disease.

Any child prohibited from attending school due to head lice may return to school when: (a) proof of treatment is supplied to the school staff, (b) the student is found to be free of live lice and significant progress has been made to reduce the number of nits, and (c) an adult accompanies the student to the school office so that the student can be cleared to return to class.

A student who has been sent home with lice for a second time will have his/her head checked daily by a health care professional at the school. If progress is not being made to remove the lice, the parent or guardian will be asked to come to school to visit with a health care professional. A student who is sent home (3) or more times with lice must be cleared by the Cleveland County Health Department or a private physician in order to return to school that said child is no longer afflicted with head lice (Reference: 70 O.S. §1210.194).

Exclusion from school for communicable disease may be required as deemed necessary according to public health department recommendations and as necessary to promote the well being of the student, employees and the community in general.

The decision to exclude a student from school will be made using the following criteria: (a) medical confirmation of the disease; (b) the life threatening potential of the disease; (c) the communicability of the disease; and (d) the recommendations and/or requirements about the disease from public health officials.

Students whose parents, guardians, or custodians have signed a Certificate of Exemption may be excluded from school for the duration of any outbreak of a vaccine-preventable disease included on the immunization list for their own health and for the health of the
other students in school (Reference: Oklahoma State Department of Health Regulations: OSDH Form 216-A).

III. Administering Medication

Medication, including acetaminophen and aspirin, may not be administered by school personnel unless the Request and Release form necessary for administration of medication is signed by the parent, guardian or custodian on an annual basis. In the case of prescribed medication, the Request and Release form must be signed by both the parent/guardian/custodian and the physician.

The Request and Release form shall be kept at the school for one (1) year after the student was last enrolled. Each school shall keep a written record of medication that includes the name of the student, the date the medicine was administered, the name of the person who administered the medicine and the type or name of the medicine administered (Reference: 10 O.S. §170.1).

IV. Medical Marijuana and Cannabidiol (CBD)

Students whose medical condition requires the use of medical marijuana or CBD are allowed to access and utilize these substances in accordance with state law and district policy 2013.
Regulation 4006-1
Communicable Diseases

I. Procedures for Addressing Communicable Diseases

A. Any person with the knowledge of suspected or confirmed communicable disease has the responsibility to report this information to the appropriate school personnel.

B. Any decision regarding a potentially life-threatening communicable disease of a student or an employee will be made by a team consisting of the following:

1. Public health official, a specialist in the area of concern, selected by the District;

2. Student’s or employee’s physician;

3. The Coordinator of Health Services;

4. The Superintendent or designee; and

5. The student’s parents or guardian or the employee and/or his/her representative.

C. The information regarding a student’s or staff member’s communicable condition will be treated as confidential information. The number of personnel who need to be aware of the child’s or employee’s condition must be kept at a minimum and will be decided upon by the above team in the potentially life-threatening communicable situations.

II. Placement

The placement of students within the school system who are infected with the Human Immunodeficiency Virus (HIV) or who have contracted Acquired Immune Deficiency Syndrome (AIDS) will depend upon the student’s needs and the school’s capabilities.
Regulation 4006-2
Physical Examinations

I. Physical Examination of Kindergarten Children

Each child is given a vision screening test and a hearing screening test during the fall semester after enrollment. If any deficiencies are noted, the child is referred for further examination and care to specialists selected by the parents.

II. Periodic Physical Examinations

Each child is encouraged to have regular physical examinations at intervals prescribed by the family physician.

III. Physical Examination and Parental Consent for Students in Interscholastic Athletics

Before a student may participate in interscholastic athletics, the student must have a physical examination prior to participation in any practice. This examination must be taken sometime after July 1 for the following school year in which the student will participate.

IV. Basic Physical Testing of Students

Basic vision and hearing testing of students is provided without charge in the Norman Public Schools. Basic scoliosis testing is also provided without charge to students in grades five through eight in the Norman Public Schools. The Director of Special Services is authorized to establish the necessary procedures to implement this regulation.


Regulation 4006-3
Immunizations

The principal of each school is responsible for enforcing the Oklahoma State Immunization Law and for follow-up of incomplete immunizations.

I. PROCEDURE

A. The principal shall require that each student entering a school shall, prior to admission to and attendance in the schools, present certification from a licensed physician or health department that such student has received, or is in the process of receiving and will have completed within one hundred twenty (120) days after admission to school, such immunizations as are required by state law.

B. As an alternative to the Certification of Immunization required, a pupil shall present:
   1. Certification from a licensed physician stating the physical condition of the child is such that the immunizations would endanger the life or health of such child, or
   2. A written statement signed by one parent, guardian or person having legal custody of the child objecting to such immunizations, or
   3. A written statement signed by one parent, guardian or person having legal custody claiming an exemption from the immunizations on religious or personal grounds.

C. Lost or unobtainable immunization records are not grounds for personal exemptions.

D. The parent, guardian or person having legal custody of such pupils who have not received complete immunization against the listed diseases shall be informed of the requirement to complete immunizations as required by the Oklahoma School Immunization Law. If such requirements are not met, the parent, guardian or person having legal custody shall be informed by letter that the pupil may not attend school until the requirements have been met.

E. Students whose parents have signed a Certificate of Exemption may have to be excluded from school for the duration of an outbreak of a communicable disease on the immunization list for their own health and for the health of the other students in the school.

Parents should be informed of this possibility before they sign the Certificate of Exemption.
Regulation 4006-4
Vision Screening

The Coordinator of Health Services will plan with the building principals for vision screening early in the school year.

The Coordinator will consult building principals for scheduling of screenings, establishing a date, time and place for vision screening. Written permission for testing must be obtained from the parent, guardian or person having legal custody.

The screening test will evaluate: distance visual acuity, near vision acuity, depth perception, and phoria-proper focusing.

Parents/guardians of students who are recommended for visual re-checks will be notified. Summary lists will be provided to the site administrator.
Regulation 4006-5
Administering Medication

I. Guidelines

When it is deemed necessary by a licensed physician for medication to be administered to a student during the school day, the parent or other person or guardian having legal custody is responsible for submitting the completed Request and Release Form to the school.

Medication may be given at the school only when the Request and Release Form is on file in the office and has the signature of the parent or other person having legal custody. In the case of prescribed medication, the Request and Release Form must have the signatures of both the parent or legal custodian and the physician. Medication may be administered by the person(s) designated to supervise the student’s taking of the medication (Reference: 10 O.S. §170). A student may self-administer prescribed asthmatic, diabetic, or anaphylaxis medication, if the self-carry/self-administration section on the Medication Request and Release Form has been completed by parent/guardian and the physician.

II. Procedures

When medication is to be administered by school personnel:

The parent or other person or guardian having legal custody shall notify the principal of student’s need to take prescribed medication at school.

The parent or other person or guardian having legal custody is responsible for obtaining the medication which has been prescribed by a licensed physician who has established the need of the student to take such medication during school.

The prescribed medication must be delivered in and dispersed from a container properly labeled with name and strength of medication, name of patient, name of physician, the date of the original prescription and directions for use. Proper storage of the medication must be available.

Such prescribed medication shall be placed in the possession of the principal or the principal’s designee who is responsible for its safekeeping. Medication must be stored away from access by students.

The principal or the principal’s designee is responsible for obtaining the completed Request and Release Form from the parent or guardian having legal custody before such medication may be given at school by school personnel. The form should be kept on file in the school health office. It will be reviewed on an annual basis. The medication Request and Release form will be valid for the current school year.
The parent or guardian having legal custody shall talk with the principal or principal’s designee and student. During this conference the following items will be discussed and mutual agreement with regard to these items will be reached: (a) administration of said prescribed medicine; (b) establishment of a secure holding place for the medicine; and (c) designation of the person responsible to supervise the student taking said medicine.
Regulation 4006-6 Homebound (revised 8/4/14, 7/25/16)

Homebound instruction is an emergency alternative to other instructional options. It is offered in Norman Public Schools when a disabling condition, an illness, or a pregnancy causes a student to miss more than two weeks of school. Homebound instruction is not designed to replace regular classroom instruction. Homebound services are transition services that are put in place to cover core subjects while a student’s disabling condition persists.

A parent or student may contact the school counselor about the possibility of receiving homebound instruction, or the school may initiate the contact with the student or parent. Once contact is made, the student’s absences are reviewed in conjunction with the district attendance policy. The parents/student will be notified of the student’s status at the time of the initial conversation concerning homebound instruction. If homebound is considered a viable option, the parent/student will complete three State Department of Education forms in order to initiate the homebound process: Form 11, Form 12, and Cover Letter to Form 12.

Upon submission of all forms to the school, a school team, including parents/guardians, will meet to determine the appropriate course of action. The team will, if appropriate, create a 504 Accommodation Plan, create a Health Plan, or revise the student’s existing IEP or 504 Plan in order to specify the plans for the homebound student. If homebound services are approved, only core subjects will be served utilizing appropriate accommodations.

The Plan and completed forms will be submitted to the Director of Counseling and Student Advocacy for approval. The director will approve or deny the application and will notify both the school site and the parents/student of the status of their request.

Procedures for Homebound

The District will provide a homebound teacher for three (3) hours per week. The teacher will be compensated at the District’s extra duty rate of pay. Services provided will follow the district calendar in regards to regular workdays and off-periods (i.e. summer, winter and spring breaks).

The Director of Counseling and Student Advocacy will assign the homebound teacher, in consultation with the student’s principal and school site homebound coordinator.

The homebound teacher and the student will schedule meeting times. If a student misses three (3) tutoring sessions within a school year without prior notification to the Director of Counseling and Student Advocacy, the student may be required to provide an updated doctor’s statement that the student is still under care before homebound services may continue.

Homebound instruction will remain in place until the “projected date of school reentry” as indicated by the student’s physician. If homebound instruction is required for more than six (6) weeks, before the last day of the sixth (6th) week, an updated doctor’s statement that the student is still under care may be required before homebound services may be continued. If homebound instruction is extended beyond nine (9) weeks, an updated doctor’s statement that the student is still under care may be required every three (3) weeks until homebound instruction is
concluded. If homebound instruction extends beyond eighteen (18) weeks, alternative instructional options should be considered. As a general guideline, pregnant students will receive six weeks of homebound instruction after a baby’s birth.

Completed work will be given to the student’s teacher/s at his/her home school. Homebound students remain on their school’s class rosters. When applicable, a plan will be created to transition the student back into the regular classroom. Students will be provided with reasonable time to complete assignments. Assigned work will be due to the student’s identified school site homebound coordinator on the established date. Extensions of due dates may be afforded students due to emergency or poor health but require the approval of the Director of Student Services.

Students will receive the grade that they earn for completed coursework. In certain situations, a grade of “S” or “NC” may be awarded but only through consultation with the student and parents/guardians and with the approval of the Director of Student Services, in accordance with Regulation 5001-1. Students will be afforded two weeks after the end of a semester in order to satisfy course requirements when they receive a grade of “Incomplete” in a course. This period may be extended at the discretion of the Director of Student Services in the event of extenuating circumstances due to emergency or poor health.
Homebound Flow Chart

Parent or student contacts school counselor about homebound services

Counselor contacts parent/student about homebound services

Counselor reviews student absences and NPS Attendance Policy

Counselor provides parent with Release Form 11, Medical Report Form 12, and Physician Letter

Family returns completed forms and physician Letter to Counselor

School team meets, determines recommendations and, if appropriate, develops 504 Accommodation Plan, Health Plan, or Revises existing IEP or 504 Plan. School team completes Homebound Placement Form.

All paperwork submitted to Director of Counseling and Student Advocacy

Qualification by Director of Counseling and Student Advocacy

Approval/Denial Sent to School and Parents

Student remains on teacher’s roll. Teacher will provide student’s core subject work to homebound teacher, awards grades, records absences, and reports progress to parents on a regular basis.

The district will provide a homebound teacher for three hours per week to assist in core classes.
Regulation 4006-7
Concussion, Head Injuries, and Sudden Cardiac Arrest for Student Athletes (created 10/11/10, revised 8/3/15, 9/26/16)

Concussions and/or head injuries resulting from contact sports can have serious consequences if not properly evaluated and treated. Likewise, sudden cardiac arrest, although not necessarily from a contact sport, can also have life threatening consequences.

In conjunction with state statute (70 O.S. § 24-155, 156), the District will educate student athletes and parents/guardians about the nature and risk of concussions, head injuries, and sudden cardiac arrest. On an annual basis, prior to a student’s participation in any athletic practices or competitions, a concussion and head injury and sudden cardiac arrest information sheets and acknowledgement forms will be distributed. Students will not be allowed to practice or compete without the acknowledgement forms being completed and returned to the school.

To be eligible to coach or officiate, coaches and game officials will complete Sudden Cardiac Arrest and concussion/ head injury training courses offered by an approved Oklahoma State Department of Health provider. Such training will be completed once each year, prior to coaching or officiating for the year. A record of completion of the training course shall be readily available upon request.

If the District’s coaching personnel or game official becomes aware of or suspects that a student athlete has sustained a concussion or head injury or has collapsed or fainted without sustaining a head injury during a practice or game, the student will immediately be removed from participation in practices and athletic events. The athlete shall not be permitted to return to practice or competition on the same day that the athlete is removed.

A concussion protocols checklist shall be followed, signed by the coach and/or trainer, and provided to the site athletic director for each incident.

The student must provide a written release from a health care provider prior to returning to practice and competition. Coaches must provide copies of the release form to the principal and the Director of Athletics.
POLICY 4007
CAMPUS SAFETY AND OPERATIONS

I. Closed and Open Campuses

A. Elementary and Middle School Campuses
   Students enrolled in elementary and middle schools will be permitted to leave campus during school hours when their parent, guardian, or legal custodian comes in person to the school’s office to check the student out. The parent, guardian, or legal custodian must give the site administrator written permission for the student to be checked by any other relative or adult.

   All middle school students will remain on campus during lunch unless one of the following criteria are met: (a) the parent, guardian, or legal custodian checks out his/her student for lunch; (b) the parent, guardian or legal custodian gives the site administrator written permission for another relative or adult to check the student out for lunch.

B. High School Campuses

   High school students may check out of school with permission of their parents, guardians, or legal custodians.

   Students in their first year of high school will remain on campus during lunch unless one of the following criteria are met: (a) the student’s parent, guardian, or legal custodian checks the student out for lunch, (b) the parent, guardian, or legal custodian gives the site administrator written permission for another relative or adult to check the student out for lunch.

   Students who are beyond the first year of high school may leave campus during lunch unless their parent, guardian, or custodian has requested in writing that the student remain on campus. Certain disciplinary actions also may revoke a student’s right to open campus lunch privileges.

II. School Property

A. Search and Access
   As specified in state statute 70 O.S. §24-102, school personnel will have access to school property in order to ensure the welfare of students. Schools shall inform pupils in the student handbook that they have no privacy rights in relationship to school lockers, desks or other school property.

B. Vehicles on Campus

   Riding of bicycles, motor scooters, motorcycles and other small vehicles shall not be permitted on school property except for the purpose of riding to and from
school. (Reference: City Ordinance No. 2372). When used for the purpose of riding to and from school, all vehicles shall be parked immediately upon arrival in the space provided at the school. Vehicles must use the designated paths to the parking spaces. Failure to abide by these policies may result in loss of the privilege of riding such small vehicles to the school.

III. Dress Code

A student shares with his/her parents, guardian, or custodian the right to dress according to personal preference except where such dress is dangerous to the student’s health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and teaching process. Students are required to wear shoes. Grooming and neatness are also the primary responsibility of students and their parents, guardian or custodian. Standards of grooming and dress may be prescribed for participation in extracurricular activities including commencement exercises.

Each school may develop recommended guidelines for student dress.
POLICY 4008
SECLUSION OF STUDENTS WITH DISABILITIES (created 1/24/11)

District personnel may only use seclusion for students with disabilities based on Oklahoma State Department of Education Guidelines for Minimizing the Use of Seclusion for Students with Disabilities in Oklahoma.

For purposes of this policy, the term “seclusion” means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. This includes situations where a door is locked as well as where the door is blocked by other objects or held by staff. Any time a student is involuntarily alone in a room and prevented from leaving should be considered seclusion regardless of the intended purpose of the name applied to this procedure or the name of the place where the student is secluded.

School personnel may use seclusion for students with disabilities only under the emergency circumstances identified in the Seclusion Guidelines and only if the elements identified by the Seclusion Guidelines exist.

The use of seclusion for students with disabilities shall also be subject to any additional requirements identified in the District’s Special Education Procedures Manual.
Regulation 4008-1
Guidelines for Minimizing the Use of Seclusion for Students with Disabilities (created 1/27/11)

I. The Use of Seclusion

The seclusion of students with disabilities may occur only under the following emergency circumstance and only if these elements exist:

A. A student’s actions pose an imminent risk to the student or to others,

B. Positive behavior intervention strategies and less restrictive measures appropriate to the behavior exhibited by the student and specified in the student’s Individualized Education Program or Behavior Intervention Plan, have been implemented but are not de-escalating the risk of injury, and

C. The seclusion lasts only as long as necessary to resolve the risk of danger or harm or while waiting for the arrival of law enforcement or crisis intervention personnel such as when the student has possessed a weapon or committed a crime.

II. Limitations

Seclusion shall not be used for the purpose of discipline or a punishment, to force compliance, manage behavior, or as a convenience for staff.

School personnel may only use seclusion procedures if they have participated in the training, including training in conflict de-escalation, the crisis cycle and interventions at each stage, possible effects of seclusion, appropriate use of seclusion rooms, including escorting a student to a seclusion room, placing a student in a seclusion room, and supervising a student while in seclusion. The training should be recurrent with annual updates and result in some form of certification or credential, and shall be consistent with nationally recognized training programs.

III. Monitoring

A student who is in seclusion must be continuously monitored both visually and aurally by school employee. The student must be allowed to go to the restroom upon request and be permitted water to drink upon request. Immediate action must be taken if the student displays any signs of medical distress.
V. Procedures for Documenting Seclusion

Parents must be informed immediately following each seclusion incident and be provided copies of all documentation related to the seclusion.

A building administrator should be informed immediately of any incident of seclusion and if unavailable, must be informed as soon as possible following each incident.

At least one witness who is not involved in the seclusion incident should be available.

Each incident of seclusion must be documented using forms provided by the State Department of Education. Documentation should include the following: (a) the name of student, (b) the name of involved school personnel involved in the seclusion incident, (c) the date of the incident, (d) the start and stop time of the seclusion, (e) the location of the seclusion room, (f) a description of the student’s behavior and activity immediately preceding the behavior that prompted the use of seclusion, and (g) a description of the seclusion incident. In addition, documentation should describe all efforts by school personnel to de-escalate the situation and alternatives to seclusion that were attempted. The notifications of parents and direct supervisors should be recorded as part of the documentation. Copies of all documentation should be placed in the student’s confidential file at the school site and sent to the Director of Special Services. A copy also must be provided to the student’s parents/guardian.

VI. Debriefing

A documented debriefing shall occur within two school days after each seclusion incident and prior to any extended breaks from school. The debriefing meeting should include all individuals involved in the seclusion incident, a building administrator, the parents or guardians of the student, the student (if the student is able to participate), and the witness who was not involved in the seclusion procedure.

The debriefing should follow the guidelines provided by the Oklahoma State Department of Education. The purpose of the debriefing is to ensure that seclusion is not an ongoing procedure for addressing a student’s behavioral crisis. It should focus on alternatives to seclusion and how to avoid future use of seclusion, including discussion of antecedent events (what happened before the seclusion) that led to the use of seclusion.
VII. Definitions

A. Seclusion: involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. This includes situations where a door is locked as well as where the door is blocked by other objects or held by staff. Any time a student is involuntarily alone in a room and prevented from leaving should be considered seclusion regardless of the intended purpose or the name applied to this procedure or the name of the place where the student is secluded.

B. Imminent risk of harm: an immediate and impending threat of a person causing serious bodily injury to self or others.

C. Seclusion room: a room or other confined area in which a student with a disability is placed in isolation from other persons from which the student is prevented from leaving.

VIII. Seclusion Room

A seclusion room must meet the following criteria: (a) it must be of adequate size for a student to sit or lie down, (b) it must have comparable heating, cooling, lighting, and ventilation to other rooms in the building, (c) it must be free of objects that pose a potential risk of harm to the student, (d) it must allow for continuous visual and auditory monitoring of the student. The door to the seclusion room can only be locked if it is equipped with a door that automatically unlocks in the case of an emergency, such as a fire or severe weather.

It is possible that a classroom or other area in a school building may be used for seclusion under the circumstances set forth in the Seclusion Guidelines. However, Norman Public Schools does not maintain any rooms that are intended to serve primarily as seclusion rooms, nor does the District intend to build or establish a seclusion room in any of its buildings.
POLICY 4009
PHYSICAL RESTRAINT OF STUDENTS WITH DISABILITIES (created 1/24/11)

District personnel may only use physical restraint for students with disabilities based on the Oklahoma State Department of Education Guidelines for Minimizing the Use of Physical Restraint for Students with Disabilities in Oklahoma.

For purposes of this policy, the term “physical restraint” means any method of one or more persons limiting or restricting another person’s freedom of movement, physical activity, or normal access to that person’s body. It is a means for managing that person’s movement, reconstituting behavioral management, and establishing and maintaining safety of the student, other students and staff.

School personnel may use physical restraint for students with disabilities only under the emergency circumstances identified in the Physical Restraint Guidelines and only if the elements identified by the Physical Restraint Guidelines exist.

The use of physical restraint for students with disabilities shall also be subject to any additional requirements identified in the District’s Special Education Procedures Manual.
Regulation 4009-1
Minimizing Physical Restraint (revised 10/7/13)

I. The Use of Physical Restraint

Physical restraint shall not be used for the purposes of discipline or as a punishment, to force compliance, as a convenience for staff or to prevent property damage. The use of physical restraint on students with disabilities to manage behavior shall occur only under the following emergency circumstances and only if these elements exist:

A. If a student’s actions pose an imminent risk of harm to himself/herself or to others, and if less restrictive measures appropriate to the behavior exhibited by the child have not effectively de-escalated the risk of injury.

B. Physical restraint may only last as long as necessary to resolve the risk of danger or harm.

C. The degree of limitation or restriction of another person’s freedom of movement that is applied may not exceed what is necessary to protect the student or other persons from imminent bodily injury.

II. Training

School personnel who use physical restraint must be trained in: (a) conflict de-escalation, (b) the crisis cycle and appropriate interventions at each stage, (c) the possible impact of physical restraint, (d) first aid, and (e) cardiopulmonary resuscitation (CPR). Training shall result in some form of certification or credential, be recurrent with annual updates, and be consistent with nationally recognized training programs. The trainings must also include methods for monitoring a student’s well being during and following a restraint.

III. Restraint Restrictions

The use of chemical and/or mechanical restraint is prohibited. Prone restraints (restraints that position a student face down on his or her stomach or face up on the back) or any maneuver that places pressure or weight on the chest, sternum, lungs, diaphragm, neck, throat, or back may not be used. No restraint that prevents a student from speaking or breathing is allowed.

IV. Procedures for Documenting Physical Restraint

Physical restraint must be documented using the form provided by the Oklahoma State Department of Education. A copy of the documentation must be placed in the student file and provided to the parents. Parents should be informed immediately, but must be informed within two (2) school days and prior to any extended breaks from school, after
each incident of physical restraint. An IEP meeting may be convened to review the student’s BIP and placement for any changes to placement or services.

A building administrator should be informed immediately of any incident of physical restraint and if unavailable, must be informed as soon as possible following each incident.

At least one witness who is not involved in the physical restraint should be present.

V. Definitions

A. Physical restraint is defined as a restriction that immobilizes or reduces the ability of a student to move his/her torso, arms, legs or head freely. The term physical restraint does not include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location.

B. Imminent risk of harm is defined as the immediate and impending threat of a person causing serious bodily injury to self or others.

C. Chemical Restraint is defined as a drug or medication used to control behavior or restrict freedom of movement that is not prescribed by a licensed physician for standard treatment of the student’s medical condition and administered for that purpose as prescribed (Public Health Service Act).

D. Mechanical Restraint is defined as the use of devices as a means of restricting a student’s freedom of movement (Public Health Service Act).
POLICY 4010
BULLYING BEHAVIOR (created 5/16/11; revised 3/10/14, 10/20/14)

Bullying is prohibited by Norman Public Schools. It is an anti-social behavior that distracts both the target (i.e., victim) and the perpetrator (i.e., the person bullying another). Bullying a student based on his/her race, color, creed, disability, sex, sexual orientation, age, religion or any other personal characteristic is grounds for disciplinary action (O.S. 70 §24-100.2).

Bullying is defined as any pattern of harassment, intimidation, threatening behavior, physical acts or communication (verbal or electronic) that is directed toward a student or group of students. Bullying is performed with the intent, or reasonably perceived intent, of causing negative educational or physical consequences for the targeted student or group. Bullying is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. (O.S. 70 §24-100.3)

Threatening behavior is any pattern of behavior or action that would cause a reasonable person to believe that there is potential for future harm to students, school personnel or school property. (O.S. 70 §24-100.3)

Electronic communication is the communication of any written, verbal, pictorial information or video content by means of an electronic device. (O.S. 70 §24-100.3)

Bullying is prohibited at school and school sponsored events. It also is prohibited: (a) while traveling to and from school; (b) while off-campus during lunch or before and after school; or, (c) at any other time outside of the normal school day where such behavior has a negative or adverse effect on the discipline or educational process of the school. (O.S. 70 §24-100.3)

Examples of bullying include but are not limited to: (a) unwanted teasing, (b) comments that are threatening or intimidating, (c) stalking or cyberstalking, (d) publicly humiliating another, (e) behaving in a way that physically harms or is physically aggressive towards another, (f) stealing or destroying property, (g) spreading rumors, digital images, or falsehoods, and (h) socially excluding another.

In accordance with Board Policy on Student Behavior, any violations for bullying could be subject to disciplinary action, up to and including long-term suspension.

I. Enforcement and Data Collection
   It shall be the responsibility of the Chief Operating Officer to enforce this policy. The Director of Counseling and Student Advocacy shall be responsible for the yearly collection, maintenance and reporting of data pertaining to the number, severity and potential for future violence regarding bullying incidents for the district.

II. Reporting Incidents
   When a student believes he/she is being bullied, or when a staff member witnesses a possible incident of bullying, the student and/or staff member should report the incident
to a school administrator or law enforcement agency. Anonymous reporting of bullying incidents is allowed; however, no formal disciplinary action will be taken solely on the basis of an anonymous report. Any person who knowingly makes a false accusation of bullying will face the same potential disciplinary action as if they themselves committed an act of bullying. The principal or his/her designee will conduct an investigation to determine whether bullying occurred.

III. Publicity Efforts and Training
An annual written notice of this policy shall be provided to parents, guardians, staff, volunteers and students. The policy shall be included in all student and employee handbooks, placed upon district websites, and posted in various locations within each physical school site.

Relevant annual training for all district employees shall be required, as developed and provided by the State Department of Education related to preventing, identifying responding to and reporting incidents of bullying.

The district shall provide to parents and students a State Department of Education approved educational program created through consultation with the Office of Juvenile Affairs related to preventing, identifying responding to and reporting incidents of bullying.

IV. Investigating Alleged Bullying Incidents
An investigation will be initiated by the principal or his/her designee immediately following a report of alleged bullying. All information collected during the investigation will be recorded in writing and maintained by the principal. The following actions will be included in the investigation:

A. Contact the parent/guardian of both the victim and the accused to inform them of the situation and that an investigation will take place.

B. Conduct interviews of the victim, the accused perpetrator, and any witnesses to the behavior in order to collect descriptions of the incident/s.

C. Analyze the information collected during the investigation, considering the following questions:
   i. Did the behavior/action result in fear, harm, injury, or damage?
   ii. Did the behavior/action create a hostile environment for the victim?
   iii. Did the behavior/action infringe on the student’s rights at school?
   iv. Did the behavior disrupt the educational process?
v. Is the behavior criminal?

D. Create a summary report that describes the situation, the findings, and any disciplinary action being taken. Disciplinary actions may include verbal warning, admonishment, short-term suspension, or long-term suspension. The summary report shall include in the details the severity of the incident and the potential for future violence.

E. Contact the parents of both the victim and the accused, providing them with the outcome of the investigation of documented and verified bullying incidents upon completion of the investigation.

F. Upon completion of the investigation, the Principal or his/her designee, may recommend necessary mental health care, substance abuse or other counseling as considered appropriate to the circumstances. The Principal or his/her designee may also refer the student to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.

G. Report to law enforcement all documented and verified acts of bullying which may constitute criminal activity or reasonably have the potential to endanger school safety.

H. If an explicit threat to school safety is found to be a part of the incident, the investigating Principal or his/her designee may make inquiry into any mental health, substance abuse or other care issues relevant to the investigation by the parties involved pursuant to Oklahoma Statutes [70 O.S. §24-100.4(A)(14), 12 O.S §1376, 59 O.S. §1376], the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information in order to allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

V. Depending on the severity and/or the pattern of repeated bullying behavior, a long-term suspension may result. In the event of a long-term suspension, an intervention plan is recommended.

A. Students on IEPs
Prior to suspension of a special education student the administrator should refer to the student’s IEP and to Policies and Procedures for Special Education in Oklahoma the Oklahoma State Department of Education Special Education Handbook.
B. Procedures for Intervention for First Time Suspension
   i. The site administrator will notify the student and parent/guardian of the availability of the Alternative Suspension Program (ASP) offered by Norman Public Schools.
   ii. The parent/guardian will contact the Director of Counseling and Student Advocacy for referral information.
   iii. Student receiving a long-term suspension may be given the opportunity to reduce it to ten days by participating in intervention counseling recommended by the District.

VI. The Safe School Committee
Each Safe School Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect school safety.

With respect to student bullying, each Committee shall assist the board in promoting a positive school climate. The Committee will study the district’s policy and currently accepted bullying prevention programs (available on the state department website) to make recommendations regarding bullying. These recommendations must be submitted to the principal and cover: (i) needed staff development, including how to recognize and avoid bullying; (ii) increasing student and community involvement in addressing bullying, (iii) improving individual student-staff communication, (iv) implementing problem solving teams which include counselors and/or school psychologists, and (v) utilizing behavioral health resources.

VII. Emergency Transfers
Students who are victims of bullying, and who report the incident(s) to school administrators, may choose to transfer to another school district. Any application for transfer must be made in accordance with the receiving school district’s transfer policy.
POLICY 4011  
DRUG TESTING PROGRAM FOR ACTIVITY STUDENTS (created 7/16/18, revised 8/5/19)

It is the responsibility of the Board of Education to safeguard the health and safety of the students in its schools. The district, therefore, maintains that the unlawful use and possession of drugs and alcohol by students is harmful and should be deterred. The Board of Education recognizes that the problem of illegal drug and alcohol use presents a continuing challenge in schools and a clear danger to students. The district’s commitment to maintaining athletics, extra-curricular programs, and secure educational environments requires a clear policy and supportive programs related to the detection and prevention of substance abuse by students and the encouragement of rehabilitation of identified users.

Consistent with the U.S. Supreme Court ruling in Board of Education of Independent School District No. 92 of Pottawatomie County et al v. Earls et al, 536 U.S. 822 (2002) and other court decisions, the Norman Public Schools Board of Education directs the Superintendent of Schools to implement and conduct a program of random drug testing of students participating in interscholastic competition or extra-curricular activities requiring registration with the Oklahoma Secondary Schools Athletic Association (OSSAA). Participation in athletics and extra-curricular activities is a privilege and student participants, by virtue of their voluntary decision to participate, and because of their position as school leaders and role models in the school community, have a heightened responsibility to be drug and alcohol free.

Though the purpose of this policy is limited to extra-curricular activities, the district recognizes that there are parents in the school community who may wish their child to participate in the program regardless of whether their child is involved in an extra-curricular activity. For this reason, the district will allow the participation of non-activity students (under the age of 18), at parent written request, even though such participation is outside the original scope of this policy.

The principal and their designee will oversee the enforcement of this policy and related regulations at each school site. The District Athletic Director will oversee districtwide program direction. The district is committed to being proactive in ensuring the safety of all students and sees this as an important component of safety efforts.

The primary emphasis in administering this program will be deterrence and remediation rather than the punishment of pupils who test positive for non-prescribed medications, illegal drugs, or their metabolites. This emphasis does not preclude application of existing policies concerning alcohol and drugs if a student is found to be in possession, engaged in distribution, or under the influence of alcohol or drugs. Consequences for a pupil who tests positive for these substances will be administered according to Board policy. This policy is NOT intended to be disciplinary or punitive in nature as it relates to loss of instructional time. No student will be suspended from school as a sole result of any confirmed positive test conducted by the school district under this random drug testing program.
This policy and its implementing regulations will be made available to all staff, students, and parents/guardians on an annual basis. Copies will be available in each high school building and notification of its availability will appear annually in student handbooks at the high school and middle school level. Student consent is required for parent notification regarding results of testing once a student reaches their eighteenth (18th) birthday, even if it was the parent who originally requested testing. Students aged eighteen (18) and over may request to be withdrawn from this program at any time without parent consent; however, students who do so and who are activity students will not be allowed to participate or enroll in any athletic or other extracurricular activity unless a new “Student Drug Testing Consent Form” is signed by the adult student.
I. Definitions

a. “Participant” includes any high school student that represents Norman Schools in any extra-curricular activity and any student, under 18, not involved in extra-curricular activities whose parent or guardian submits a completed “Student Drug Testing Consent Form.”

b. “Drug use test” means a scientifically substantiated method to test for the presence of illegal drugs or their metabolites.

c. “Extra-Curricular Activity” means (1) an athletic program sponsored by Norman Public Schools, (2) an organization that participates in inter-scholastic competition and is sponsored by Norman Public Schools, or (3) an organization that requires registration with the OSSAA. In the case an elective class requires participation in extra-curricular activities as a part of its curriculum, the consequences of a positive result under this policy are only intended to affect the portion of the extra-curricular activity that happens outside of scheduled class time. Such an elective class may pre-condition enrollment upon consenting to drug testing under this policy and regulation.

d. “Random selection method” means a basis for selecting student participants for drug testing that: (1) results in an equal probability that any participant from a group of participants subject to the selection mechanism will be selected and (2) does not give the school district discretion to waive the selection of any participant selected under the mechanism.

e. “Illegal drugs,” means any substance, which an individual may not sell, possess, use, distribute, or purchase under either federal or Oklahoma law. “Illegal drugs” includes, but is not limited to, all scheduled drugs as defined by law, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. “Illegal drugs” will also include alcohol (ethyl alcohol, ethanol, other alcoholic beverages and “low point” beer).

f. “Positive” when referring to a drug use test administered under this policy means a toxicological test result, which is considered to demonstrate the presence of an illegal drug or its metabolites using the standards customarily established by the testing laboratory administering the drug use test.

g. “Medical Review Officer” (MRO) means a physician with specialized training and certification in the evaluation of drug test results.

h. “Testing schedule” refers to school official’s determination of timing of the random selection of students from the pool for individual testing.
II. Procedures

a. Each participant will be provided with a copy of the “Student Drug Testing Consent Form” which will be read, signed, and dated by the student, parent or custodial guardian, and before each participant will be eligible to participate in any extra-curricular activities. The consent requires these students to provide an appropriate sample when the participant is selected by the random selection method to provide a sample.

No student will be allowed to practice, participate or enroll in any extra-curricular activities unless the student has returned the properly signed “Student Drug Testing Consent Form.” If a student fails to return a properly signed “Student Drug Testing Consent Form,” within the first week of participating in an elective class that involves participation in extra-curricular activities, a schedule change—dropping the elective class—may be required. Provided, however, no student will be required to change their schedule under this policy if it will make them ineligible to receive full academic credit for any course.

b. Prior to the commencement of drug testing each year, an orientation will be held to educate students regarding the sample collection process, privacy arrangements, drug testing procedures, and other areas that may help to reassure students and help avoid embarrassment or uncomfortable feelings about the drug testing process. This information will be available in high school student handbooks and orientation scripts.

c. Each participant will have access to a copy of the Student Drug Testing Policy and the Policy and implementing regulations in the Student Parent Policy Guide.

d. Participants will be chosen for monthly drug testing on a random selection basis from a pool of all participants. Students involved in extra-curricular activities will be eligible for testing regardless of whether their activity is in or out-of-season. The Norman Public School District will determine a monthly number of student names to be drawn, at random, to provide a sample for drug use testing for illegal drugs only.

e. Any drug use test will be administered by or at the direction of a professional laboratory chosen by the Norman Public School District. The professional laboratory will be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.
f. All aspects of the drug testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student while still maintaining the validity of the test. The test specimen will be obtained in a manner designed to minimize intrusiveness.

g. If an initial drug use test is positive, it will be subject to laboratory confirmation by a second and different test of the same specimen. No specimen will be reported as positive unless the laboratory’s confirmation test is also positive. The MRO will report positive tests to the parent/guardian or adult student. During this report, the MRO will be tasked with verification of any prescription or licensed medications the student may be taking and seeking a legitimate explanation for positive result.

h. The MRO will make a final determination of the result status based on his or her review and/or the confirmation test results prior to test results being reported to the designated contact at Norman Public Schools, who will then alert the student’s principal, if necessary. The district will rely on its lab’s opinion as to whether a positive test was caused by something other than a prohibited substance.

i. The principal will set up a conference with the student, parent/guardian, site athletics and activities coordinator, and the principal or his/her designee concerning the positive drug test or the student’s refusal to submit to a drug test. During this conference, the principal will explain to the parents the consequences of the positive result or test refusal.

j. During or prior to this conference, a parent/guardian, or student (if 18 years of age or older), may request a second confirmation test, of the laboratory-based confirmed positive sample. The student or student’s parent or guardian may choose from a list of approved independent federally certified laboratories, provided by the MRO. The cost of the second confirmation test shall be the sole responsibility of the student or student’s parent or guardian. However, the district will reimburse the student or student’s parent or guardian if the second confirmation test results are found to be negative.

k. Any necessary interpretation or application of this regulation will be in the sole and exclusive judgment and discretion of the Superintendent or his/her designee, which will be final and non-appealable.
I. All documents created pursuant to this policy with regard to any student will be kept in a confidential folder and will never be made a part of the student’s cumulative folder. These documents will not become a part of a student’s disciplinary record.

III. Consequences
All consequences, restrictions and requirements will begin immediately following the conference and be consecutive in nature. Any participant who tests positive in a drug test or refuses a test under this regulation will be subject to the following restrictions:

a. For the First Positive Result (in the same school year):
In order to continue participation in the activity the student and parent/guardian must, within five (5) school days of the conference, obtain from a licensed alcohol/drug counselor, agency, treatment center, or hospital, an alcohol/drug use assessment which may recommend counseling, education, and/or treatment. The cost of any assessment or recommended counseling, education, treatment, etc., will be the sole responsibility of the student or student's parent or guardian.

If parent/guardian and student agree to these provisions during the conference, the student will continue to participate in the activity. Should the parent/guardian/student not agree to these provisions or fail to provide the assessment within five (5) days, the consequences listed in this regulation for the second positive result will be imposed immediately.

b. For the Second Positive Result (in the same school year):
Suspension from participation in all activities covered under this regulation for fourteen (14) calendar days, and proof of successful completion of a minimum of four (4) hours of substance abuse education/counseling from a licensed alcohol/drug counselor, agency, treatment center, or hospital. The cost of the counseling, education, treatment, etc., will be the sole responsibility of the student or student's parent or guardian. The student may not participate in any meetings, practices, scrimmages, games, or competitions until the proof of successful completion is presented to the student’s principal and the suspension period has elapsed. The student will be drug tested monthly for the remainder of the school year. The time and date of the drug tests will be unknown to the student and determined by the principal/or designee in accordance with the testing schedule and provisions of this regulation.

c. For the Third Positive Result (in the same school year):
Suspension from participation in all activities covered under this regulation for the remainder of the school year, or one school semester, whichever is longer. Though
the disbarment of participation in activities will not be reduced, students are encouraged to complete a counseling program from a licensed alcohol/drug counselor, agency, treatment center, or hospital. The cost of the counseling, education, treatment, etc., will be the sole responsibility of the student or student's parent or guardian.

d. Self-Referrals
Provided, however, a student who on his or her own volition informs (self-refers) the administrator, activities coordinator or coach/sponsor of usage before being notified to submit to a drug use test will be allowed to remain active in all activities covered under this regulation. Such student will however, be considered to have committed his/her first positive test result under the policy.

e. Refusal to Submit to Drug Use Test
A participating student, who refuses to submit to a drug test authorized under this regulation, will be treated as a student with a positive test result. This includes students who are selected to test but who refuse or fail to report to the test after being randomly selected.

IV. Assurances Provided to Participants
a. Results of student drug tests will not be disclosed to law enforcement, except pursuant to a subpoena or other lawful process.

b. Results of student drug tests will be destroyed when the student graduates or otherwise leaves the Norman School District.

c. Legal counsel for the Norman School District has reviewed and approved this policy.

d. Activities described herein will be carried out in accordance with requirements of the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA).

e. There will be no academic consequences resulting from testing under this policy.

f. Parents/guardians/students economically unable to meet financial obligations resulting from this Policy will be referred for financial assistance.
POLICY 5001
ACADEMIC ACHIEVEMENT (revised 2/10/14; 4/14/14; 2/9/15)

It is the intent of the District to establish practices and procedures which encourage the academic success of all students. The District recognizes that measures of student achievement are valued by students, parents, and other patrons and should be consistently and fairly employed as methods for evaluating student progress and informing student instruction.

I. Required Assessments
   Student achievement is an important component of the educational process, serving as a primary source of information for determining the learning progress of individual students as well as the overall effectiveness of instructional programs.

   Ongoing assessment of student achievement shall be conducted by the District in compliance with state law.

A. Purpose of Grades

   The purpose of grading is to communicate as concisely as possible a student’s academic progress. Grades should reflect a student’s mastery of a given set of concepts and skills specified by the curriculum. Issuing regular grades provides a means of continuous evaluation of student performance and informs the student and parents/guardians of growth. Grades also provide a basis for bringing about change in student performance if such change seems necessary.

   Each teacher is expected to communicate to students and parents/guardians the criteria and procedure for assigning grades.

   The administrative staff, principals, and teachers shall continuously review and improve the methods of evaluating student progress.

B. Grading Period

   1. Elementary School
      A student must be enrolled a minimum of twenty (20) days in a quarter in order to receive a grade from the Norman Public Schools for that quarter.

   2. Middle School
      A student must be enrolled a minimum of twenty (20) days during a quarter in order to receive a grade from the Norman Public Schools for that quarter.

   3. High School and Courses for High School Credit
      A student must be enrolled 90% of the semester in a class in order to receive credit for that class.
C. Recording Grades

In accordance with 70 O.S. §24-114, two types of permanent scholastic records shall be kept for each student: (a) Cumulative Permanent Scholastic Records, and (b) Daily Attendance and Grade Records.

II. Student Records

A confidential, permanent record for each student in the District shall be maintained in accordance with state and federal laws and regulations and information from that record shall be released only in accordance with state and federal laws and regulations.

III. Commencement Participation

Students must complete 22 of the 23 units required for graduation in order to participate in commencement ceremonies.

IV. Proficiency Promotion

In compliance with 70 O.S. §11-103.6, the District shall provide a proficiency-based promotion system. This system shall be based on the attainment by students of specified levels of competencies in each area of the core curriculum as identified in 70 O.S. §11-103.6: social studies, language arts, the arts, languages, mathematics and science.

The Superintendent or his/her designee shall be responsible for developing regulations to ensure such a proficiency-based promotion system.

If students demonstrate proficiency through an assessment process, appropriate notation will be entered on the high school transcript and credit will be given.

V. Promotion and Retention

In grades K – 8 no student shall be advanced to a higher-grade level after a recommendation of a teacher that the child should be retained in the child’s present grade level unless a written request for such advancement is signed by a parent or guardian. A copy of the request shall be included in the permanent record of the student. In grades 9 – 12 students are promoted or retained according to the number of credits earned.

A third-grade student who meets the criteria for retention may be promoted upon the recommendation of the Superintendent if the student qualifies for one of the good-cause exemptions provided for through the state’s Reading Sufficiency Act. Midyear promotion will be available to eligible students pursuant to guidelines in state law (§70-1210.508).

VI. Concurrent Enrollment

In compliance with 70 O.S. §628.13, students in the District may concurrently enroll in an Oklahoma college or university as a special student if he/she has met all the enrollment
criteria. Tuition waivers are available for qualifying seniors as determined by the participating institution of higher learning.

College or university courses may be counted as credit toward high school graduation requirements. If a student desires such credit, the student must submit grades to the site registrar. If submitted, the grade(s) received in the college or university course(s) will be recorded on the high school transcript when the registrar receives the grade(s) in writing from the College/University registrar. The grades will be used in the calculation of the student’s GPA.
Regulation 5001-1 (Revised 6/1/10; 7/9/12; 1/28/13; 4/14/14; 3/30/20)

Grading

The symbols used for grading will be based on grade level and student need.

I. Elementary Grading

A. Kindergarten
   Grading symbols for kindergarten in all areas will be:
   - E (Exceeds Standards)
   - S (Secure)
   - D (Developing)
   - B (Beginning)

B. Grades One and Two
   Grading symbols for grades one and two in language, reading, math, social studies, and spelling will be:
   - E (Excellent)
   - VG (Very Good)
   - S (Satisfactory)
   - I (Insufficient Progress)
   - NG (No Grade due to excessive absences)

   In the areas of reading and mathematics, grade level equivalencies will be identified. Levels include:
   (a) Level 1 (student is working below grade level),
   (b) Level 2 (student is working on grade level), and
   (c) Level 3 (student is working above grade level).

   Grading symbols for science will be:
   - ES (Exceeds Standards)
   - SS (Secure Standards)
   - DS (Developing Standards)
   - BEG (Beginning)
   - NG (No Grade)
   - NT (Not Taught/Assessed this grading period)

   Ratings used in other content areas will be S (satisfactory), I (insufficient progress), and U (unsatisfactory); a plus (+) or minus (-) sign may be used to show degree.
   Ratings used in Work Habits and Social Attitudes will be S (satisfactory) and NI (needs improvement); a plus (+) or minus (-) sign may be used to show degree.

C. Grades Three, Four and Five
   Grading symbols for grades three, four and five in reading, math, language, spelling and social studies will be:
   - A+(98-100)
Levels used in the areas of reading and mathematics will be: (a) Level 1 (student is working below grade level), (b) Level 2 (student is working on grade level), and (c) Level 3 (student is working above grade level).

Grading symbols for science will be:
- ES (Exceeds Standards)
- SS (Secure Standards)
- DS (Developing Standards)
- BEG (Beginning)
- NG (No Grade)
- NT (Not Taught/assessed this grading period)

Ratings used in other content areas will be S (satisfactory), I (insufficient progress) and U (unsatisfactory); a plus (+) or minus (-) sign may be used to show degree. Ratings used in Work Habits and Social Attitudes will be S (satisfactory), and NI (needs improvement); a plus (+) or minus (-) sign may be used to show degree.

II. Secondary Grading

Grades Six through Twelve
Report card and transcripted grades for courses at the middle school (grades 6 - 8) and high school (grades 9-12) levels will be letter grades. Grades will be awarded based on the following scale:
- A (90-100)
- B (80-89)
- C (70-79)
- D (60-69)
- F (below 60)
- I (Incomplete)
- S (Satisfactory)
- U (Unsatisfactory)
• NC (No Credit)
• P (Pass)*
• NP (No Pass)*

*Pass and No Pass grades are to be assigned, as appropriate, for the 2019-2020 school year in response to the COVID-19 pandemic. Both grades will not be counted toward a student's GPA. A “P” grade will award high school credit for a course.

A. Most courses use a four point (4.0) grading scale. The grading scale for online courses will parallel the scale for traditional classes.

B. Grades for Advanced Placement and AEGIS classes will be calculated using a five point (5.0) grading scale. High School transcripts will show both the un-weighted (4.0) and weighted (5.0) grade point average. The un-weighted grade point will be used for class rank.

C. If an “S” is awarded in a high school course, the student receives credit but the “S” is not counted in the grade point average (GPA). If a “U” is awarded, no credit is received and it is not counted in the GPA. Students and parents should be made aware than an “S” in high school may impact a student’s opportunity for college scholarships.

D. There are multiple purposes for a grade of NC (No Credit):
   1. For students who have earned a passing grade in the course but due to not meeting the attendance requirement, no credit can be awarded;
   2. For students who enrolled in concurrent enrollment and did not submit a transcript to the registrar; or
   3. For students with extenuating circumstances such as homebound placement.

III. Awarding Grades to ELL Students

A. ELL students should receive the grade earned in a content area, provided that the regular classroom teacher makes appropriate and necessary accommodations to ensure that the ELL student has equal access to essential content and is able to demonstrate mastery of the subject matter.

If it has been determined that a student’s level of English proficiency diminishes her/his ability to earn letter grades, the student will be placed on an alternative grading system.

B. In order for a student to be placed on the alternative grading system, an Intervention Team must be convened which at a minimum must be comprised of a school administrator, the student’s regular classroom teacher for the class in question and the ELL teacher assigned to the school. The resulting decision of the Intervention team to utilize the alternate grading system or not will be documented on the district ELL Student Summary form and maintained in the student’s ELL File at the school site.
Continued placement on the alternative grading system will be monitored by the site ELL teacher. The student’s regular classroom teacher will be notified of any changes in this regard.

C. The alternative system will include the assignment of S, N/A, or U
   1. S – Assign an S when the student is progressing.
   2. N/A – Assign an N/A if the student speaks such limited English that he/she cannot communicate in class.
   3. U - Assign a U if the student is not attempting to work.

D. The policy for awarding grades shall apply to daily grades as well as grades assigned at the nine weeks and semester.

E. The parents of all 8th graders and the parents of new high school students will receive written notification stating that receiving an S in high school can impact a student’s opportunity for scholarships for college.
Regulation 5001-2  
Proficiency-Based Promotion (revised 4/14/14, 8/3/15, 7/18/16, 6/12/17, 4/30/19)

In accordance with state statutes and accreditation guidelines, a student will be given the opportunity to demonstrate proficiency through testing in the core content areas identified in state law (70 O.S. §1l-103.6). Testing will be offered at least two times per year. Written criteria for demonstration of proficiency is available to the student or the student’s parent or legal guardian upon request.

Identification as a “Gifted and Talented” student or enrollment in or completion of a particular course or courses are not prerequisites for requesting an assessment to obtain credit by examination.

The student and parent(s) or guardian(s) will make application for Proficiency Based Promotion on forms available at each school office or at the office of the Director of Gifted and AP Programs; the application form must be completed and returned to the Director.

I. Kindergarten Proficiency Testing
   Students are required to demonstrate mastery of the Kindergarten curriculum and will be assessed using the School Readiness Test, a norm-referenced assessment, and the Developmental Reading Assessment. Parents and school site staff will be notified of testing results.

II. Grades 1-8 Proficiency Testing
   The student will complete a comprehensive exam that covers various content areas. The student, and their parents/guardians will be notified of the results. If the student scores 90% or higher, school site staff will be notified of the results and the student will be promoted to the next grade level.

III. Proficiency Testing for Grades 9-12 and High School Credit
   Students may complete available High School Proficiency Exams for original or repeat credit. Once the student completes the exam, parents/guardians will be notified of the results. If the student scores 90% or higher, the school site will be notified of the results and credit will be awarded; Credit by Exam (CBE) will be posted on the transcript. If the exam was taken for repeat credit to improve a grade to a 90% or higher, the new grade will be placed on the student’s transcript and used to calculate the student’s GPA. The previous course will remain on the student’s transcript but will not be calculated into the student’s GPA.

The areas of required curriculum in which opportunities for credit or credit recovery by examination may be attempted include:

- Social studies, history, or citizenship skills;
- Language arts or English;
- Visual arts, fine arts, performing arts, or speech/communication;
- Non-English languages;
• Mathematics; and
• Science

All laboratory science courses include demonstration of the student’s ability to perform relevant laboratory techniques.

Proficiency for visual arts, fine arts, performing arts, or speech/communication credit or credit recovery shall be determined through assessment of one or more of the following:
• A portfolio of student work;
• A criterion-referenced assessment;
• A student thesis;
• A student project;
• A student performance or recital.

IV. Results
Students who do not successfully demonstrate proficiency by evaluation or assessment may apply to attempt the assessment at the next available proficiency evaluation period. Failure to demonstrate proficiency will not be noted on the student’s transcript.

The decision for placement or promotion must follow a conference with parents regarding the social, emotional, and intellectual needs of the student and how these factors may be impacted by their decisions.

If a student successfully demonstrates proficiency and a parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement which shall be included in the permanent record of the student.

Options for accommodating a student’s needs for advancement after a student has demonstrated proficiency may include, but are not limited to, the following:
• Individualized instruction
• Independent study
• Concurrent enrollment
• Cross-grade grouping
• Grade/course skipping
• Individualized education programs
• Supplemental online courses
Regulation 5001-3 (Revised 7/9/12, 8/5/13, 2/10/14)
Retention of Students

I. Elementary Guidelines

At the elementary level, multiple indicators are used to determine student retention. Data is collected throughout the school year. Conferences with parents/guardians are conducted to discuss the student’s progress. At the end of the fourth nine weeks, if the criteria for retention are met, an intervention team meeting (i.e., staffing) is held and the teachers of the student and an administrator make a final recommendation for retention.

Except when Third Grade Retention applies under state law, §70-1210.508, the following information is considered when determining retention: (a) performance in all classes, (b) assessment results, (c) age, (d) social/emotional maturity, (e) previous placements, (f) enrollment in Special Education Programs and (g) other criteria. If recommendation for retention is made, parents will be informed in writing of the team’s decision and the parent’s options.

If parents/guardians disagree with the team’s recommendation for retention their request for placement at the next grade level must be submitted in writing. A copy of the request and the school recommendation shall be included in the permanent record of the student.

By the end of the first week of June, a retention list shall be submitted to the Director of Student Services by each elementary principal. This list shall include students who are being retained and students who are being promoted based on parent-requested placement.

II. Secondary Guidelines

A. Middle School

At the middle school level, one criterion considered when determining the retention of a student is failing grades (F’s) for any two nine-week periods in two or more core classes. Other information used to determine retention includes: (a) performance in all classes, (b) assessment results, (c) age, (d) social/emotional maturity, (e) previous placements, (f) enrollment in Special Education Programs, and (g) other relevant information provided by the principal or his/her designee.

At the end of the first, second, and third nine weeks, letters will be sent to the parents/guardians of students who are being considered for retention. Conferences with parents may be conducted to discuss the student’s progress. At the end of the fourth nine weeks, the school staff will make a recommendation about retention. Parents will be informed in writing of the team’s recommendation and the parent’s options.
If parents disagree with the team’s recommendation, their request for placement must be submitted in writing. A copy of the request and the school recommendation shall be included in the permanent record of the student.

By the end of the first week of June, a retention list shall be submitted to the Director of Student Services by each middle school principal. This list shall include students who are being retained and students who are being promoted based on parent-requested placement.

B. High School

In order to be promoted to the next grade level students must have acquired credits as follows:

1. GRADE 9 to 10 - five (5) credits
2. GRADE 10 to 11 - eleven (11) credits
3. GRADE 11 to 12 - seventeen (17) credits
4. GRADE 12 - to be classified as a senior the student must have academic standing that would qualify them to graduate during the current school year.

III. Counselors or advisors of students in grades 9, 10, and 11 will notify students of their classification status at the time of registration. Parents/guardians of students who are not promoted to the next grade level will be notified in writing.

At the end of the first semester, parents of seniors who currently do not meet graduation requirements for May graduation will be notified in writing by a high school administrator.
Regulation 5001-4
Student Records

This regulation satisfies the requirements of the Family Educational Rights and Privacy Act (FERPA) and Oklahoma law in relationship to student educational records.

Any record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche or other method of recording information) directly related to a student and maintained by the District or a party acting for the District is considered an education record except those exceptions described below.

I. Exceptions

Records that are exceptions to education records include:

A. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;

B. Records of the law enforcement unit of the District, but only if education records maintained by the District are not disclosed to the unit, and the law enforcement records are maintained separately from education records; maintained solely for law enforcement purposes; and disclosed only to law enforcement officials of the same jurisdiction;

C. An employment record made and maintained in the normal course of business that is not available for use for any other purpose and that relates exclusively to a student in his or her capacity as a District employee. (This provision does not include employment activities for which a student receives a grade or credit in a course.)

D. Records on an eligible student that are:

1. Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in a professional capacity or assisting in a paraprofessional capacity;

2. Made, maintained or used only in connection with treatment of the student (treatment does not include remedial educational activities or activities that are part of the program of school instruction); and

3. Disclosed only to individuals providing the treatment.

E. Alumni records that relate to the student after he or she no longer attends classes provided by the District that are not directly related to the individual as a student.
II. Annual Notice

The District will notify parents and eligible students annually of their rights under FERPA by means of a District newsletter, newspaper notice, school handbook or individual notice. The notice will inform parents and eligible students that they have the right to:

A. Inspect and review the student's education records. The notice will also identify the procedure for exercising this right.

B. Seek amendment of the student’s education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student’s privacy rights. The notice will also identify the procedure for requesting amendment.

C. Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. The District will also include in the notice its policy for disclosing education records to schools in which the student subsequently seeks or intends to enroll, its criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

D. File a complaint with the U.S. Department of Education concerning the District’s alleged failure to comply with FERPA.

The District will arrange to provide translations of its annual notice to non-English speaking parents in their native language and to effectively notify parents or eligible students who are disabled.

III. Right to Inspect

Parents of students and eligible students may inspect and review the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. The parent or eligible student may also provide consent to have a representative inspect and review the records. Access will be provided during school hours and within no more than 45 days of the request.

Access to a child’s confidential records will be provided upon request before any IEP meeting or hearing relating to the identification, evaluation or educational placement of a child or the provision of a free and appropriate education to the child and in all cases within no more than 45 days of a request.

The District will not withhold a parent’s or eligible student’s right to inspect and review student records because of debts owed the District.

The right to inspect education records also includes the right to an explanation and interpretation of the records by school officials.
Parents or eligible students should submit to the student's school principal a written request that identifies as precisely as possible the records he or she wishes to inspect. Since a student's records may be maintained in several locations, the school principals should offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if parents and eligible students wish to inspect records where they are maintained, school principals will make every effort to accommodate their wishes. The principal (or other custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

The District is not required to give an eligible student access to treatment records (as defined by the term "education records" in the Definitions section of this policy), but the student may have those records reviewed by a physician or other appropriate professional of the student's choice.

IV. Copies of Records

The District will provide the parent with a copy of the student’s education records under the following circumstances:

A. If mutually agreed by both the parent or eligible student and the District.

B. If failure to provide copies would effectively prevent the parent or eligible student from exercising the right to inspect and review the records. This may arise when a valid reason, such as working hours, the distance between record location sites or health, prevents a parent or eligible student from personally inspecting and reviewing a student's education record.

C. At the request of the parent or eligible student when the District has provided the records to third parties by the prior consent of the parent or eligible student.

D. At the request of the parent or eligible student when the District has forwarded the records to another school where the student seeks or intends to enroll.

The District will charge a fee for copies of education records. When a fee represents an unusual hardship, the record custodian may waive it in part or entirely. However, the District reserves the right to make a charge for copies such as transcripts it forwards to potential employers or to colleges and universities for employment or admissions purposes.

V. Directory Information
The District designates the following information contained in a student's record as directory information and will disclose that information without the prior written consent of the parent or eligible student: (a) the student's name; (b) the student's address; (c) the student's telephone listing; (d) the student's date and place of birth; (e) the student's dates of attendance; (f) the student's grade level (i.e., first grade, tenth grade, etc.); (g) the student's participation in officially recognized activities and sports; (h) the student's degrees, honors and awards received; (i) the student's weight and height, if a member of an athletic team; (j) the most recent educational agency or institution attended; (k) the student's photograph; and, (l) the student's electronic mail address.

The District will notify parents and eligible students annually of the designated items of directory information by means of a District newsletter, newspaper notice, school handbook or individual notice. Parents and eligible students have the right to exclude directory information from public access by notifying the Superintendent's office in writing of any or all of the items they refuse to permit the District to designate as directory information about that student. The student's records will be marked to indicate the items the District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

VI. Use and Disclosure of Student Education Records

District officials may release information from a student's education record if the student's parent or the eligible student gives his or her signed and dated prior written consent for the disclosure. The written consent must:

A. Specify the records that may be disclosed;

B. State the purpose of the disclosure; and

C. Identify the party or class of parties to whom the disclosure may be made.

The District will only release information from or permit access to a student's education record with a parent or eligible student's prior written consent, except in the following instances permitted by FERPA:

A. The disclosure is to other school officials, including teachers, within the District whom the District has determined to have 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. The District will use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. The District will ensure that its policy for controlling access to education records is effective and remains in compliance with the legitimate educational interest requirement of the FERPA regulations.

A contractor, consultant, volunteer or other party to whom the District has outsourced institutional services or functions may be considered a school official provided that the outside party performs an institutional service or function for which the District would otherwise use employees; is under the District’s direct control concerning the use and maintenance of education records; and is subject to the requirements of FERPA regulations governing the use and re-disclosure of personally identifiable information from education records.

B. The disclosure is to officials of another school, school system or institution of post-secondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is related to the student’s enrollment or transfer. (Parents and students have a right to obtain copies of the records disclosed under this provision).

C. The disclosure is to authorized representatives of the Comptroller General of the United States, the U.S. Secretary of Education, or State and Local Educational authorities. Military services representatives shall have access to student directory information unless the parent, legal guardian or the student age 18 or older specifically denies such access in writing. Military services representatives have the same access to secondary school students as is generally provided to post-secondary institutions or prospective employers unless denied in writing by the parent, legal guardian or student age 18 or older.

D. The disclosure is in connection with financial aid for which the student has applied or that the student has received, if necessary, to determine eligibility for the aid, the amount of the aid, the conditions for the aid, or to enforce the terms and conditions of the aid.

E. The disclosure is to organizations conducting studies for or on behalf of the District to develop, validate or administer predictive tests, administer student aid programs or improve instruction in compliance with Section 99.31(a)(6) of the FERPA regulations.

F. The disclosure is to accrediting institutions to carry out their accrediting functions.

G. The disclosure is to parents of eligible students if the parents claim the student as a dependent as defined in Section 152 of the Internal Revenue Code of 1986.
H. The disclosure is to comply with a judicial order or lawfully issued subpoena. The District will make a reasonable effort to notify the student’s parents or the eligible student before making a disclosure under this provision unless:

1. the disclosure is in compliance with a federal grand jury subpoena and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;

2. the disclosure is in compliance with any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;

3. the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation or prosecution of an offense listed in the Patriot Act or an act of domestic or international terrorism as defined by law;

4. the District initiates legal action against a parent or student, the District may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the District to proceed with the legal action as plaintiff; or

5. the parent or eligible student initiates legal action against the District, the District may disclose to the court, without a court order or subpoena, the student’s education records that are relevant for the District to defend itself.

I. The disclosure is to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making this determination the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is a significant threat, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

J. The disclosure contains only “directory information” as defined in this policy, and the parent or eligible student has not refused to allow the District to designate that item as directory information for the student.

K. The disclosure is made directly to the parent or eligible student.
L. If a state law adopted before November 19, 1974, allows certain specific items of information to be disclosed in personally identifiable form from student records to state and local officials or authorities concerning the juvenile justice system and the system's ability to effectively serve the student whose records are released or if a state law adopted after November 19, 1974, allows such information to be disclosed to state or local officials concerning the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released.

M. The District will use reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the District discloses personally identifiable information from education records.

N. Upon request, the student's parent or eligible student may obtain a copy of any records disclosed under this provision.

VII. Record of Requests for Access and Disclosures Made from Education Records

The District will maintain an accurate record of each request for access to and each disclosure of personally identifiable information from the education records of each student. The District will maintain this record with the student’s education records as long as the records are maintained.

For each request or disclosure, the record will include: the name of the party who requested or received personally identifiable information from the education records; and the party’s legitimate interests in requesting or obtaining the information.

The District will record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception in FERPA: the significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and the parties to whom the District disclosed the information.

As permitted by FERPA, the District may disclose personally identifiable information from an education record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent or eligible student. The District will inform a party to whom such disclosure is made of this nondisclosure requirement.

In the alternative, the District may disclose personally identifiable information with the understanding that the party receiving the information may make further disclosure of the information on the District’s behalf if: the disclosures meet the requirements of the Use and Disclosure of Student Education Records section of this policy; and the District makes a record of the disclosure that includes the names of the additional parties to whom the receiving party may disclose the information on the District’s behalf and the legitimate interests each additional party has in requesting or obtaining the information; and
The District maintains a record of the names of State and local educational authorities and Federal officials and agencies that may make further disclosures of personally identifiable information from the student’s education records without consent and maintains this record with the student’s education records as long as the records are maintained.

VIII. Procedures to Seek to Correct Education Records

Parents and eligible students have a right to seek to change any part of the student’s record they believe is inaccurate, misleading or in violation of student rights. The District will not use this procedure to consider a request to change the grade a teacher assigns for a course.

For purposes of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is alleged to be inaccurate, misleading or in violation of student rights. The term "correct" will be used to describe a record that is alleged to be accurate, not misleading and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the District to correct a record.

To establish an orderly process to review and correct an education record for a requester, the District may make a decision to comply with the request for a change at several levels in the procedure.

First level decision - When a parent of a student or eligible student finds an item in the student's education record that he or she believes is incorrect, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the record to the requester's satisfaction or the record does not appear to be obviously incorrect, the custodian will provide the requester a copy of the questioned record at no cost; ask the requester to initiate a written request for the change; and follow the procedure for a second level decision.

Second level decision - The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the District to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item: is inaccurate and why; is misleading and why; or violates student rights and why. The requester must sign and date the request.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (such as the person who made the record or those who may have a professional concern about the District's response to the request), make a decision to comply or decline to comply with the request and complete
the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that he or she has made the change. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of his or her findings in the matter. He or she will transmit this summary and a copy of the written request to the Superintendent.

Third level decision - The Superintendent or designee will review the material provided by the record custodian and, if necessary, discuss the matter with other officials (such as the school attorney or the Board of Education (in executive session)). He or she will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it will take longer, the Superintendent or designee will notify the requester in writing of the reasons for the delay and a date when the decision will be made.

If the Superintendent or designee decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as he or she would if the change had been made at the second level.

If the Superintendent or designee decides the record is correct, he or she will prepare a letter to the requester which will include: the District's decision that the record is correct and the basis for the decision; a notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the District will grant such a hearing; instructions for the requester to contact the Superintendent or designee to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. (The District will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes.); and advise that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

Fourth level decision - After the requester has submitted (orally or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the Superintendent or designee will, within a week, notify the requester when and where the District will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect, as shown in the requester's written request for a change in the record (second level).
Within one week after the hearing, the hearing officer will submit to the Superintendent or designee a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The Superintendent or designee will prepare the District's decision within two weeks of the hearing. That decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the District's decision will be based solely on the evidence presented at the hearing. Therefore, the Superintendent or designee may overrule the hearing officer if he or she believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the District's decision, the Superintendent or designee will take one of the following actions: if the decision is that the District will change the record, the Superintendent or designee will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision; if the decision is that the District will not change the record, the Superintendent or designee will prepare a written notice to the requester, which will include: the District's decision that the record is correct and will not be changed; a copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the District's decision; and a notice that the requester may place in the student's education record an explanatory statement that states the reasons he or she disagrees with the District's decision and/or the reasons he or she believes the record is incorrect.

Final administrative step in the procedure - When the District receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's education record as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record, and whenever the questioned part of the record is disclosed, the explanatory statement will also be disclosed.

IX. Complaints

If a parent of a student, an eligible student or a citizen of the District believes that the District is violating FERPA, that person has a right to file a complaint with the Department of Education. The contact information is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5091
Telephone: (202) 260-3887

X. Availability of Regulation

Copies of this policy will be available for parent and eligible student review in the principal's office of each school building and in the Superintendent's office.
Regulation 5001-5
Forwarding Student Records

The District will forward student records, including educational records, disciplinary records, and special education records, based on federal and state requirements (70 O.S. 1998 24 § 101.4).

I. Types of Records
   A. Educational records include name, address, telephone number, sex, date and place of birth; name of parents; attendance data; immunization records; description of student’s progress including grade level completed; school attended; academic work completed; grades; group standardized test scores including norm and criterion-referenced achievement scores; and date of graduation.

   B. Disciplinary records shall include but are not limited to factual notations and duration of short term and long-term suspensions, drug-related offenses including alcohol, all information that relates to a student assaulting others, carrying weapons, and any incident that poses a potentially dangerous threat to students or school personnel.

   C. Special education records include all specialized records of professionals who have screened, assessed and/or evaluated a student; (e.g. psychologist, psychometrist, social worker, diagnosticians, physician’s medical assessment, or any individual evaluation as it pertains to placement in a school program); specialized reports from outside agencies or specialists; (e.g. private schools, social service agencies, vocational rehabilitation, hospitals); anecdotal records; and test results, prescriptive learning plans, and eligibility information from a regional education service center to a school district other than the school district where the child was evaluated.

II. Timelines for Forwarding Records
   A. Educational records will be forwarded within three (3) business days of receipt of a request from officials of another school system in which the student is enrolled. Written consent of the parent or eligible student is not required prior to forwarding these records.

   B. Disciplinary records are to be forwarded within three (3) business days of receipt of the request from officials of another school system in which the student is enrolled. Print and forward only the list of incidents; do not print any narrative which may have been entered in the text sections concerning the incidents. Written consent of the parent or eligible student is not required prior to forwarding these records.

   C. Special education records are to be forwarded within three (3) business days of receipt of the request from officials of another school system in which the student is enrolled. Written consent of the parent or eligible student is not required prior to forwarding these records.
Regulation 5001-6
Homework Philosophy

Educational success for all students is the goal of Norman Public Schools. Collaboration among teachers, parents, and students may impact educational success. One collaborative activity is homework. Teachers may assign homework to reinforce classroom learning and to provide time for long-term projects. Homework can be an important factor in educational achievement and in fostering self-discipline and effective work habits.
I. Testing Program

The district participates in the Oklahoma School Testing Program (OSTP). The administration will provide annual information to students, parents/guardians and patrons regarding the district’s compliance with the OSTP.

The district administers state mandated criterion referenced tests pursuant to the OSTP for all 3rd – 8th graders and required 11th grade SAT and Science. US History is administered at the grade in which the student takes US History. The district also administers “try out” items, which may be embedded in the criterion referenced tests or may be separate/stand-alone tests, as required by the Oklahoma State Department of Education (OSDE).

The district is required to test a minimum of 95% of enrolled students or face sanctions from OSDE. The OSDE does not recognize the legal right of any parent/guardian or student to opt out of the district’s standardized testing program. As a result, the OSDE requires that all students be provided with appropriate tests pursuant to the district’s testing program. Any documentation of opting out or refusal to test will be kept by the district.

A. Any parent/guardian who does not want his/her student in grades 3-8 to participate in the district’s testing program must submit an opt out form to the school administration at which time they will be provided with a copy of this regulation to ensure that they understand the possible consequences to students and the district regarding their request. If an opt out form is on file with the district, the student will be placed in an alternate school area during the testing session.

B. In those situations where a parent/guardian fails or refuses to provide the opt out form and the student refuses to participate in the testing program at the time he/she is presented with a test, no force or coercion shall be used against the student to obtain compliance with the testing program. The student will be removed from the testing area to ensure that other students are not disrupted during the testing session. The district will document that the student refused to participate in the testing program and parents/guardians will be notified in writing that the student refused to test.

II. Third Grade Reading Exams

Oklahoma law requires that 3rd graders who are enrolled in the district perform at the proficient level on the reading portion of the OCCT exam in order to be promoted to 4th grade, unless the student meets one of the good cause exemptions allowed by law or has accumulated evidence of third-grade proficiency through a student portfolio.
III. Eighth Grade Reading Exams
Oklahoma law requires that any individual under eighteen years of age demonstrate satisfactory reading ability at the 8th grade level in order to obtain an Oklahoma drivers’ license. Minors may demonstrate this mastery by scoring satisfactory or above on the reading portion of a state criterion referenced test (offered to district students in 8th grade). Students who do not participate in this test but wishing to obtain a driver’s license prior to their eighteenth birthday must establish their reading proficiency in an alternative manner.

IV. High School Graduation
In order to graduate with a standard diploma, students entering the 9th grade prior to, or during, the 2016-2017 school year must have participated in one of the following assessments in addition to US History and Science content assessments:
   a. ACT, SAT, PSAT/NMSQT; or
   b. Oklahoma state assessment; or
   c. Appropriate, skills-oriented assessment; or
   d. Oklahoma Alternate Assessment Program (OAAP).

Students entering the 9th grade during or after the 2017-2018 school year will be subject to the assessment system adopted by the State Board of Education in order to graduate with a standard diploma.

Students moving to Oklahoma from another State may graduate from Norman Public Schools by completing that state’s assessments or by meeting any of the above requirements.

Failure to attempt State required assessments (SAT/ACT and US History and Science content assessments) will result in a “DNA” (did not attempt) on the student’s high school transcript.
Parent/Guardian Form for “Opting Out” of State Mandated Testing

I have reviewed a copy of the district’s policy and regulation regarding participation in state mandated testing. I understand that

- If too few students participate in the exams administered under the Oklahoma Schools Testing Program the district may face sanctions, including receiving an "F" under the school grading system.
- My child may be adversely affected on an individual basis, including being retained in 3rd grade, having difficulty obtaining a driver’s license, or being unable to receive a standard diploma.
- State law and the Oklahoma State Department of Education regulation do not recognize any right to “opt out” of standardized testing, and that the school district discourages this practice.

I request that my child not participate in the following federal and state mandated exams for the current school year:

<table>
<thead>
<tr>
<th>3rd Grade</th>
<th>4th Grade</th>
<th>5th Grade</th>
<th>6th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts</td>
<td>Language Arts</td>
<td>Language Arts</td>
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</tr>
<tr>
<td>Math</td>
<td>Math</td>
<td>Math</td>
<td>Math</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>7th Grade</th>
<th>8th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts</td>
<td>Language Arts</td>
</tr>
<tr>
<td>Math</td>
<td>Math</td>
</tr>
<tr>
<td>Science</td>
<td>Science</td>
</tr>
</tbody>
</table>

I understand the consequences of this decision for my child and the district and make this request against the advice of the district.

Student’s Legal Name (please print): ____________________________________________________________

School Site: __________________________________________________________

Student’s Grade: ___________ Student’s ID Number: ________________

Parent/Guardian Name (please print): ________________________________________________________

Parent/Guardian Signature: _______________________________ Date: ______________________

District Use Only:

Date request received: ___________ Principal Signature: ________________________________

Building Test Coordinator Signature: ________________________________________
Regulation 5001-8 (created 4/15/19)

Student Apprenticeship, Internship, and Mentorship (AIM) Programs

AIM programs are a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships provide students the opportunity to gain valuable applied experience and make connections in professional fields that are considering for career paths; and give employers the opportunity to guide and evaluate talent.

High school juniors and seniors may obtain one-half (1/2) elective credit per semester by participating in an apprenticeship, internship, or mentorship experience.

The following requirements must be met in order to participate:

A. The student must make advance arrangements with the student’s counselor and/or administrator designee. These arrangements must address, at a minimum, issues such as AIM Program learning objectives and evaluation, scheduling, and other issues, which the is deemed appropriate to the situation.

B. The student’s parent/guardian must consent, in writing, to AIM Program participation.

C. The student or his/her parent/guardian must assume responsibility for all transportation to and from the AIM Program site.

D. The student’s participation in the AIM Program must not create scheduling conflicts, excessive absences, or otherwise impede the student’s overall academic progress.

E. A maximum of two (2) high school elective hours, of the six (6) rigorous course hours required per school day, can be used for such programs. (The 2 hours include student travel to internship site.) A senior may petition with student’s counselor and/or administrator designee to extend this limit to three (3) high school elective hours.

AIM Program sites are required to agree in advance to adhere to reasonably accepted safety standards, conform to the district’s non-discrimination commitment, supervise the student in a meaningful experience, and regularly evaluate the student’s performance.

A fully completed AIM Program written plan must be on file in the counselor’s office prior to the student’s first day of participation in the AIM Program.
AIM Program Written Plan

Student Information

Name: __________________________
Grade: _______________________
School Site: ______________________
Address: ____________________________________________
Phone: ____________________________________________
Email: ____________________________________________

Academic Plan

Amount of elective credit to be earned: __________________________

Educational objectives:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Method of assessment:

________________________________________________________________________

Participation Dates: ___________________________ to ___________________________
Participation Times: ___________________________ to ___________________________
Which class period(s) will student be off campus? ___________________________

AIM Program Site

Name: ____________________________________________
Address: ____________________________________________
Phone: ____________________________________________
Email: ____________________________________________
Supervisor: ____________________________________________

Anticipated experience (duties to be performed, tasks to be observed, etc.)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
AIM Program Site agrees to participate in this educational program authorized by the Apprenticeships, Internships, and Mentorships (AIM) Act of 2016. By agreeing to this participation, the AIM Program Site specifically agrees to:

- Properly supervise the student while the student is at the site
- Engage in reasonably accepted health and safety practices while the student is present.
- Provide the student with an educational experience consistent with the information contained in the Academic Plan section above
- Refrain (at all times) from discrimination on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age or genetic information
- Not displace paid workers with student participants
- Contact the school counselor or administrator designee promptly as needed

Parent / Guardian Information

Name: __________________________________________
Address: ________________________________________________
Phone: ________________________________________________

- I understand that my student’s participation in this program is completely voluntary and that my student is entitled to receive academic credit for taking courses on campus instead of participating in the AIM Program. I believe my student will benefit from the program and authorize my student to participate in the program.

- I understand that participation in this program is voluntary and I must assume responsibility for my student’s transportation to and from the AIM Program site. I anticipate that transportation will occur in the following manner:

Agreement

I have reviewed this Plan and am in agreement with its content.

______________________________________________________________________________ Date
Student Signature

______________________________________________________________________________ Date
Parent/Guardian Signature

______________________________________________________________________________ Date
Site Representative Signature

______________________________________________________________________________ Date
School Representative Signature

INSTRUCTION

29
POLICY 5002
INSTRUCTIONAL RESOURCES (Revised 1/25/10; 5/10/2010; 6/18/12; 6/10/13)

I. Selection of Instructional Resources

The Board of Education and Superintendent are responsible for the selection of instructional materials, resources, and textbooks. The authority to select instructional materials is delegated to the administrative personnel and academic content experts of the District. Textbook selection is determined based on committee as specified in 70 O.S. § 16-110.

Gift books and materials must meet the same selection criteria as materials purchased with District funds. Once accepted, these materials become the property of the District.

A. Guidelines for Selection of Instructional Materials

1. Responsibility for Selection of Materials

Every teacher and administrator has a responsibility to use instructional materials that support the objectives of course content, while being appropriate and accurate.

2. Criteria for Selection of Materials

The following criteria must be considered when identifying instructional materials for classroom use:
   a. The materials have value for the lesson taught and relate to Oklahoma state standards and District objectives for the lesson.
   b. The materials are age and grade level appropriate.
   c. The materials are based on sound research from a respected authority.
   d. As much as possible, the materials present all opinions on a topic.
   e. The materials are accurate and error free.

B. Reconsideration of Instructional Resources

1. Student and Parent Choice

A student or his/her parent or guardian has the right to reject the use of instructional resources which seem incompatible with his/her values and beliefs. Alternate assignments will be provided upon request; no parent or guardian has the right to determine the instructional resources for students other than his/her own children.
2. Requesting Removal of Instructional Materials

Any person requesting reconsideration of library materials or textbooks must make a written request, using forms provided through the building principal; completed forms must be returned to the principal. Upon receipt of the request, the principal will meet with the complainant. If the principal is unable to satisfy the complainant during a conference, the matter will be referred to a District Review Committee.

No administrator, library media specialist or teacher may withdraw a resource without referring it to the Review Committee which determines whether the resource should be withdrawn from any or all schools.

The Review Committee shall be appointed as needed; the Director of Media Services will recommend members for the Superintendent’s approval. The committee’s membership shall consist of:

a. Voting Members: Assistant Superintendent of Educational Services, appropriate Director of Curriculum, lay person(s), the Director of Media Services, and a principal, library media specialist and teacher appropriate to the level at which the resource was used.

b. Non-Voting Members: Complainant(s) and the principal, library media specialist and a teacher representing the school which received the complaint.

The resource will be reviewed and judged for its conformity to selection criteria and instructional goals. The decision of the committee will be shared with the complainant and a file of the objection and decision will be kept by the Director of Media Services. In the event that the complainant does not accept the decision of the Review Committee, he/she may appeal to the Board of Education through the Superintendent. The final decision rests with the Board of Education.

II. Duplication and Use of Copyrighted Materials

It is the intent of the Board to delineate, enforce, and abide by the provisions of current copyright laws as they affect the District and its employees.

Copyrighted materials, whether they are print or non-print, will not be duplicated or used unless such reproduction meets “fair use” standards or unless written permission from the copyright holder has been received. Details about “fair use” (that copying and/or use which is allowed by federal law) will be made available to all teachers. A summary of these standards will be posted or otherwise made easily available at each duplicating machine used for making copies. A summary of these standards will be made available in the school library media center.
The Board does not sanction illegal duplication or use in any form. Employees who willfully disregard the district’s copyright position are in violation of Board Policy; they do so at their own risk and assume all liability personally.

III. Using Technological and Internet-based Instructional Resources

Norman Public Schools recognizes the advantages and opportunities associated with using computers and internet-based instructional resources. The District also acknowledges that misuse of such resources can be harmful to students and their educational endeavors. All individuals using the computer-based resources of Norman Public Schools will be expected to do so responsibly and legally.

Each student who uses the internet must sign an agreement to follow the Norman Public Schools rules for internet use.

Students will be asked to sign a new agreement each school year before they are given access to the Internet. Students, and if appropriate, students' parents/guardians, may be asked from time to time to sign a new policy, for example, to reflect developments in the law or technology. Such new policy must be signed before internet use is continued.

A. Internet Uses and Behavior

The District provides access to its computer network and the internet for educational purposes only. Students should consult their teacher or librarian if they question the appropriateness of an internet activity, site, or resource.

The District recognizes that online based instruction can expand course offerings not currently available in the District, for recovery of credit, or in certain cases to fulfill graduation requirements. Credit will be granted only for courses that have been approved by the District and for students who have met requirements outlined in regulation. Prerequisites for online courses are the same as for regular courses.

The Principal or designee shall determine the appropriateness of course/s for each student.

B. Netiquette

All students must abide by rules of network etiquette, which include the following:

1. Being polite.

2. Using appropriate language.
   No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language. Avoid language that is offensive to other users. Distributing, jokes, stories, or other material which is based upon slurs or stereotypes
relating to race, gender, ethnicity, nationality, religion, or sexual orientation is prohibited.

3. Asking permission. Forwarding email or materials without permission of the sender is prohibited.

4. Being considerate when sending attachments. Be sure that a file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

C. Unacceptable Uses of the Internet and Computers

The following are among the uses considered unacceptable and a violation of this policy.

1. Uses that violate the law or encourage others to violate the law. Students may not:
   a. plagiarize works found on the Internet;
   b. transmit offensive or harassing messages;
   c. offer for sale or use any substance the possession or use of which is prohibited by the District's Student Discipline Policy;
   d. view, transmit or download pornographic materials or materials that encourage others to violate the law;
   e. intrude into the networks or computers of others; or,
   f. download or transmit confidential, trade secret information, or copyrighted materials. students should assume that all materials are copyrighted unless explicit permission is given to use them.

2. Uses that cause harm to others or damage to their property.
   a. engaging in defamation (harming another's reputation by lies);
   b. using another's password or some other user identifier that misleads message recipients into believing that someone other than the student is communicating or otherwise using his/her access to the network or the Internet;
   c. uploading a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism;
   d. participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
   a. disclosing or sharing their password with others;
   b. impersonating another student or member of the District Staff.

4. Uses that are commercial transactions.
a. selling or buying anything over the Internet.
b. disclosing private information about themselves or others, including credit card numbers and social security numbers.

5. Uses for the purposes of campaigning and/or lobbying.

D. Internet Safety

Students and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every student must take responsibility for his or her use of the computer network and Internet and avoid these sites. Parents of minors are the best guides concerning inappropriate materials. If a student finds that other students are visiting offensive or harmful sites, he or she should report such use to the appropriate staff member.

Students should be safe. In using the computer network and Internet, students should not reveal personal information such as home address or telephone number. Students should not use their real last name or any other information that might allow a person to locate them without first obtaining the permission of a supervising teacher. Students should not arrange a face-to-face meeting with someone they "meet" on the computer network or Internet without their parent's permission. Students should never agree to meet a person they have only communicated with on the Internet in a secluded place or in a private setting.

The District-provided Internet access utilizes filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material, which is inappropriate for minors. The District must monitor the activities of minors and must educate minors about: (a) appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, (c) cyber bullying awareness and response.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age seventeen (17) and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted

INSTRUCTION
sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

E. Privacy

Network and Internet access is provided as a tool for educational purposes. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no student shall have any expectation of privacy regarding such materials.

F. Compliance

A student who violates the District’s internet policy will be subject to disciplinary action.

G. No Warranties

The District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any student or his or her parent(s) or guardian(s) arising out of the student's use of its computer networks or the Internet under this policy. By signing the agreement, students are taking full responsibility for his or her use, and the student who is eighteen (18) or older or, in the case of a student under eighteen (18), the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the District, and all of their administrators, teachers, and staff harmless from any and all losses, costs, claims or damages resulting from the student's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the student. The student or, if the student is a minor, the student's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a student's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the District's network.
NORMAN PUBLIC SCHOOLS
CITIZEN’S REQUEST FOR RECONSIDERATION
OF
INSTRUCTIONAL RESOURCES

Author ____________________________________________________________

Title ____________________________________________________________

Publisher (if known) ______________________________________________

Request initiated by ________________________________________________

Telephone ___________________ Address _____________________________

City ___________________________ Zip Code ________________

After reading the entire book or listening to/viewing the entire material/resource, please answer these questions:

To what in the material/resource do you object? (Please be specific, cite pages, frames, etc.) ____

________________________________________________________________________

For what age group would you recommend this material/resource? ______

Is there anything good about this material/resource? ______________________

Are you aware of the judgment of this material/resource by professional critics? _____

What do you believe is the theme of this material/resource? ________________

What would you like your school to do about this material/resource?
   Do not assign it to my child. ____________
        Withdraw it from all students. __________
        Other ________________________________

______________________________________________________________
Signature of Complainant

______________________________________________________________
Date

INSTRUCTION
36
Regulation 5002-1  
Selection of Instructional Resources

I. Textbooks

Textbooks will be selected following the procedures outlined in state law. The superintendent will appoint a textbook committee that includes three (3) to nine (9) teachers, one (1) lay member, and a committee chairman (70 O.S. §16-111). The committee will evaluate state approved texts in order to provide information to the District’s teaching staff. Adopted texts will be selected by a vote of the teachers of the respective subject. Those texts uniformly adopted throughout the District are referred to as system adopted texts.

II. Library Resource Materials

Materials for the library resource centers are selected by the library media specialists with the cooperation of faculty, administration and, when feasible, the students.

III. Other Instructional Resources

Teachers are encouraged to use media-based instructional resources. Such resources must be approved by the site principal or assistant principal at least forty-eight (48) hours prior to the intended time of use, using NORMAN PUBLIC SCHOOLS REQUEST FOR VIEWING FILM AND VIDEO FORMATS form.

IV. Considerations for Selection of Non-fiction Materials and Resources

Non-fiction subjects which are topics of criticism are carefully considered before selection for library resource center shelves. Among these are:

A. Religion
   Factual unbiased materials representing all major religions may be included. Bibles and other sacred writings are acceptable. Publications from religious bodies may be selected if they have general value or appear in magazine indexes.

B. Ideologies
   Factual information about ideologies or philosophies of current or continuing interest may be included.

C. Science
   Medical and scientific knowledge suitable to the developmental stage of the students should be made available without any biased selection of facts.
**Regulation 5002-2 (Revised 7/31/12, 1/28/13, 6/29/15)**

**Internet-Based Instruction**

In accordance with state statute 70 O.S. § 1-111, the District will identify and provide educationally appropriate online courses that expand instructional opportunities for students as well as offering credit recovery and dropout prevention options. Only courses approved by the District may be used to earn graduation credits. Students must be regularly enrolled at a high school in the District to participate in online courses for credit.

I. **Enrollment Procedures**

   A. A student wishing to enroll in an online course shall fill out a written request. Forms are available at each high school.

   B. Students shall be allowed to enroll in online instruction with approval of the principal or his/her designee. Criteria to be considered when approving appropriate online enrollment include: (a) age and/or grade classification, (b) student work habits, (c) administrative/counselor recommendations, (d) course sequence and offerings, (e) extenuating circumstances provided by the student, and (f) pertinent information provided to the principal from teaching staff.

   C. If a request for online coursework is not approved, the student will be notified in writing by the Director of Alternative Education. A copy of the notification will be kept on file for the State Department of Education.

   D. The Director of Alternative Education may withdraw a student from online coursework within the first fifteen days should it become evident the student is not able to work at the independent level required for course completion.

   E. Prior to the beginning of instruction, the student and parent/legal guardian must sign the acknowledgement form showing that they have received the Norman Net Student Handbook.

   F. Supplemental online courses may never be utilized to improve an existing, passing grade or to otherwise retake a passed course that exists on a student’s transcript. Enrollment in this program is to be utilized for original course credit or credit recovery only.

II. **Guidelines for Online Courses**

   A. The District will provide funding for online courses based on a per pupil allocation of general fund dollars. Up to five hours of online course work may be taken without incurring tuition charges.

   B. For attendance purposes, enrollment in one online class is equal to one class period at school.
C. Regardless of the type or number of online courses being taken, all students in the District shall participate in the Oklahoma School Testing Program in accordance with state law, State Board of Education regulations, and District policy.

III. Supplemental (Part-time) Online Students

Enrollment in supplemental courses shall be treated similarly to enrollment in traditional classes. Students will be expected to work in the computer lab setting in accordance with district attendance policies. Weekly reports will be provided to parents describing a student’s attendance, participation, and progress. Examinations/tests will be completed in the lab setting. Grades earned in supplemental courses will be included on the student’s transcript. A student has fifteen calendar days to withdraw from an online course without penalty.

IV. Fulltime Online Students

Enrollment in appropriate online courses shall be determined through consultation with the Director of Alternative Education or his/her designee. Students will be enrolled in a full online course load. Weekly reports will be provided to parents describing a student’s attendance, participation, and progress. Examinations/tests will be completed in the lab setting. Grades earned will be included on a student’s high school transcript.

V. Right to Appeal

When online coursework is deemed to be not educationally appropriate for a particular student, a letter of denial is mailed to the family of the student to inform them of the district’s decision to deny enrollment. Families hold the right to appeal denials but must submit a completed Online Course Appeal Form to the Director of Student Services within 5 school days of the date shown on the letter of denial.

VI. Appeal Process

Once a completed Online Course Appeal Form is received by the Director of Student Services an Appeals Committee comprised of district administrators is convened within 10 school days. The purpose of the Appellate Committee is to reexamine the initial decision to deny enrollment in the course and to review compelling evidence that supports the student’s enrollment. A record of this consultation will be recorded and maintained as documentation of the appeals process along with any related records.

The final decision regarding whether to uphold the initial decision of denial or to allow the student to enroll in the course will be entered, in writing, by the Director of Student Services.
Services and mailed to the family of the student no later than 5 school days after the Appeals Committee’s decision. This letter of final determination must detail the date of the Appeals Committee’s meeting, the names and positions of those who attended and the resulting final determination.

All related and supporting documents, including correspondence, are maintained by the Director of Student Services and copies mailed to the State Department of Education to the attention of the State Director of Instructional Technology (Accreditation, 210:15-34-5).
Dear Mr./Ms./Mrs. [Recipient Name]:

This letter is in response to your recent request that [Student’s Name] be enrolled in [Course Name], an online course through Norman Public Schools.

After careful consideration it has been determined that the above online course is not educationally appropriate for your child. The decision to deny your request was reached by examining the method of instruction best suited for your child to receive instruction in this subject matter and to ensure their academic success.

If you have any questions regarding this decision or would like further information, please contact the counselor at your child’s school.

Should you wish to appeal this decision, submit a completed Online Course Appeal Form to the Assistant Superintendent of Student Services within 5 school days of the date of this letter. The Online Course Appeal form may be picked up from your child’s school or from the Administrative Services Center (ASC). Completed forms should be dropped off at the ASC at 131 S. Flood between the hours of 7:45 am and 4:15 pm.

Sincerely,

[Your Name]
Director of Alternative Education
Regulation 5002-3
Agreements for Internet Use

INTERNET AND INTERNET SAFETY FOR THE COMPUTER NETWORK

STUDENT'S AGREEMENT

I understand and agree to abide by the terms of the foregoing Internet and Internet Safety for the Computer Network policy. Should I commit any violation or in any way misuse my access to the District's computer network and the Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

________________________________________________________________________
Student name (PRINT CLEARLY) Home phone

________________________________________________________________________
Student signature Date

________________________________________________________________________
Address

User (place an "X" in the correct blank): I am 18 or older _____ I am under 18 __

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy

PARENT'S OR GUARDIAN'S AGREEMENT

________________________________________________________________________
Student's name (PRINT CLEARLY)

To be signed by parent/guardian of any student under the age of 18.

As the parent or legal guardian of the above student, I understand and agree that my child or ward shall comply with the terms of the District's Internet and Internet Safety for the Computer Network Policy for the student's access to the District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am therefore signing this policy and agree to indemnify and hold harmless the school and the District against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing policy. I hereby give permission for my child or ward to use the building-approved account to access the District's computer network and the Internet.

________________________________________________________________________
Parent or Guardian name(s) (PRINT CLEARLY) Home phone

________________________________________________________________________
Parent or Guardian signature(s) Date:
Acceptable Use for District-Owned Electronic Devices

Norman Public Schools views the use of electronic resources and devices as central to the delivery of its educational program, and as such expects that all students and staff will use electronic resources and devices as an essential part of learning, working and interacting with the community. Norman Public Schools strives to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities by staff and students.

In addition to filtered Internet access, the district also provides each student with the opportunity to use electronic devices, such as laptops, calculators, etc. Any equipment used by the student is for the express purpose of increasing educational opportunities. The student is required to return all loaned equipment, when requested, in the same condition that it was issued to the student, minus normal wear and tear.

A student who uses a District-Owned electronic device will be responsible for its use and care at all times. Failure to comply with appropriate procedures and practices may terminate a student’s rights of possession effective immediately; at the discretion of a school administrator, the District may repossess a device when a violation of District policy or practice occurs.

I. Checkout Procedures

The student and the parent/guardian will be required to sign the Acceptable Use Agreement, either physically or through the online enrollment process, each year when the student enrolls. The agreement will be for one academic year, unless terminated earlier by the District or upon withdrawal from school. Failure to return District property in a timely way and/or use of it for non-school purposes, without the District’s consent is considered unlawful taking of the District’s property.

II. Loss, Theft, and Vandalism

If a computer is lost on or off school property, the student should immediately report the loss to the school office. In cases of theft, vandalism, or other criminal acts, a police report must be filed by the parent/guardian within forty-eight hours. A copy of the police report must be presented to the school office after the police report is filed.
STUDENT/PARENT ACCEPTABLE USE AGREEMENT

School ___________________________  Academic Year ___________________________

Student Name ________________________________________________________________

Student Name: __________________________  Last Name: __________________________
First Name: ___________________________  Student ID #: ___________________________

Parent Name _________________________________________________________________

Parent Name: ___________________________  Last Name: __________________________
First Name: ___________________________  Email address: __________________________

Address ______________________________________________________________________

Phone Contact ____________________________

In this agreement, “we”, “us”, and “our” is the District. “I”, “you”, and “your” means the parent/guardian and student enrolled in Norman Public Schools. The “property” is an electronic device owned by the school district.

I understand that my student is expected to (when applicable):
• Take reasonable steps to ensure that any district owned electronic device(s) is not damaged or stolen.
• Leave all NPS device labeling in place and in its original condition.
• Bring charged device to school each day.
• Use the device(s) at school and at home in a responsible manner.
• Meet the expectations of the Wide Area Network, The Internet, and Other Technological Resources requirements as outlined in the Student/Parent District Policy Guide.

I understand that I am expected to:
• Ensure my child meets the expectations of the Wide Area Network, The Internet, and Other Technological Resources requirements as outlined in the Student/Parent District Policy Guide.
• Supervise and monitor my child’s use of district electronic devices away from school (if applicable).
• Report any damage to the device(s) no later than the next school day.
• File a police report within 48 hours, and provide a copy to my student’s school, if the device(s) is lost or stolen.

Terms: You will comply at all times with the Norman Public Schools policies and regulations related to technology. Policies and regulations may be accessed in the Student/Parent District Policy Guide. Failure to comply may terminate your rights of possession and/or use of district property. In addition, I agree to meet the following expectations:

Title: Legal title to the property is held by the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and district policies.

Term of Agreement: Your right of use and possession of the property is for the duration of your enrollment in Norman Public Schools, unless earlier terminated by the district or upon withdrawal from the district.

Failure to Return: Your failure to return the property in a timely way and/or the continued use of it for non-school purposes, without the District’s consent, may be considered unlawful taking of the District’s property.

_________________________________________________________________________
Parent or Guardian Signature  Student Signature (if applicable)  Date
POLICY 5003 (revised 8/10/15)
CURRICULUM OVERSIGHT

The Superintendent or his/her designee shall be responsible for developing guidelines to clarify roles and responsibilities for the development and monitoring of curriculum in the District. These guidelines shall ensure that the instructional program of the District is carried out efficiently and effectively.
Regulation 5003-1  
Curriculum Governance

Under the direction of the Superintendent and the Assistant Superintendent for Educational Services, the curriculum used by Norman Public Schools will be developed, monitored, and evaluated in order to ensure the highest standards for student achievement. Curriculum development includes, but is not limited to the creation of goals, instructional objectives, and competencies that comply with state and national standards; monitoring course sequence and scope; and, developing assessments that allow for data-driven instructional decisions. Curriculum monitoring includes modifying curriculum and assisting with the creation of curriculum maps, assisting with formative and summative assessments, facilitating textbook adoption, and conducting data analysis.

I. Administrative Responsibilities for Curriculum Development and Monitoring

A. Board of Education

The members of the Board of Education serve as the governing body for all district programs. The development and approval of instructional policies which incorporate community concerns and allocation of necessary resources are fundamental to the success of the District. The Board will fulfill all statutory requirements for District curriculum.

B. Superintendent

The role of the Superintendent is to set an encouraging climate and the over-all direction for all curriculum work in the District. The Superintendent will work with the Board of Education on policy matters related to curriculum, provide all necessary resources and support for the development and implementation of curriculum and work with state level government on legislation affecting curriculum.

C. Assistant Superintendent of Education Services

The Assistant Superintendent of Educational Services serves as the central office administrator charged with the primary responsibility for curriculum development and monitoring in the District. The Assistant Superintendent will work with the instructional staff, including principals and teachers, on a regular basis and will represent the District in curriculum matters at the local, state and national levels. The Assistant Superintendent will provide overall leadership and vision in curriculum work. Specifically, the Assistant Superintendent will provide forums for collaboration about curriculum, keep staff informed about changes to curriculum requirements, assist in establishing and monitoring district goals related to curriculum, Chair the Curriculum Review Council, and serve as the curriculum representative on Superintendent’s Cabinet and at Board meetings.
D. Curriculum Review Council

The Curriculum Review Council reviews and monitors curriculum development in order to make recommendations to Superintendent’s Cabinet and the Board of Education. The members of the Curriculum Review Council shall include the following staff positions as permanent members: Assistant Superintendent of Educational Services, Executive Director of Staff Development and Student Achievement, Director of Library/Media Services, Director of Special Services, Director of Counseling and Student Advocacy, and High School Principals. Rotating members shall include one elementary principal from each of the four middle school quadrants, one middle school principal from each of the two high school sections and one content director/coordinator. The rotating council members shall be appointed by the Superintendent or designee.

The Council will review the recommendations of advisory boards and school sites in relationship to curriculum changes. It will make recommendations to Superintendent’s Cabinet and the Board of Education concerning curriculum changes.

E. Curriculum Directors and Coordinators

The Curriculum Directors and Coordinators work directly with the teaching staff through advisory boards and at individual sites in all curriculum work. They provide updates on curriculum trends, developments, and content changes to the District teaching staff and serve as a resource for Norman teachers.

Curriculum Directors and Coordinators assume a leadership position in the training and development of the teaching staff. They work with community groups on specified curriculum projects. They facilitate data analysis in their specified content areas and assist with the creation of content-specific assessments. Curriculum Directors and Coordinators serve as the chairs of their respective advisory boards and assume a leadership role in textbook adoption.

F. Advisory Boards

The Teacher Advisory Boards serve to represent the needs and concerns of the teachers and principal(s) in each building. The representative Teacher Advisory Boards provide a communication link between the building staff and district level staff. The Advisory Boards develop short and long range goals in each content area which meet the requirements of the Six Year School Improvement Plan. Meetings of the Advisory Boards provide a forum for the sharing of ideas among staff. Advisory Boards serve as a part of the Textbook Committee during the adoption cycle.

Advisory Board members are selected by Curriculum Directors from nominees presented by principals. Every effort should be made to assure volunteer participation while maintaining a balance among grade levels and/or content specialties of teachers.
II. Site Level Curriculum Oversight

A. Principals and Assistant Principals

Building level administrators provide instructional leadership in both curriculum development and monitoring at the school sites. Principals serve as models to encourage professional reading about research and current trends and knowledge in all areas of the curriculum. Teachers are encouraged by principals to: (a) attempt new strategies and innovations and (b) to bring student work, ideas and problems to the principals’ attention for input into curriculum work at the building and district level. Building administrators are responsible for coordinating curriculum efforts between district level staff and site staffs. Principals will teach instructional strategies to staff and evaluate and supervise the delivery of the instructional program.

B. Classroom Teachers

The classroom teacher is the key person in both curriculum development and curriculum monitoring. Through collaboration at each school site and with the district level staff, all teachers will have an opportunity to participate in setting curricular goals of the District. Teachers will participate in District curriculum programs and training. They will assist with evaluations concerning the effectiveness of curriculum and curriculum programs. Teachers also will facilitate new strategies and curriculum, and will provide feedback and recommendations about District curriculum.

III. Citizens, Parents, and Students

The school district leadership will involve citizens and students in curriculum activities when appropriate.
POLICY 5004  
INSTRUCTIONAL DAY

The instructional day at each site will comply with the regulations and standards set forth by the Oklahoma State Department of Education and specified in 70 O.S. §1-111.

Students are subject to compulsory school attendance and truancy laws as required by Oklahoma statutes and the regulations of the State Board of Education.

I. Attendance

A. Excused and Unexcused Absences

Excused absences will be granted in compliance with 70 O.S. §10-105.

An unexcused absence is defined as any absence in which a student is absent from class without approval of the school attendance officer.

The Board designates all building principals and their designees as attendance officers for the Norman Public Schools. Schools will maintain attendance records and provide attendance information to the District Court and other appropriate authorities upon request.

B. Attendance in Grades K-8

In grades K-8, a student must be present 90% of the quarter unless absences occurred due to suspension approved school sponsored activity, religious holy days, or confirmed illness. If a student is absent more than 10% of the quarter, the following actions will be taken:

1. Student will receive no grades for the quarter. Report cards will reflect N.G. (No Grade). Student will be expected to attend classes and complete course requirements for the remainder of the quarter.
2. A referral shall be made to the appropriate authorities.
3. Retention will be considered by the Site Attendance Committee.

If a student, enrolled in a class for which the Norman Public Schools grants transcript credit, is absent from a class more than 10% of the semester, an "F" will be recorded if that was the grade earned; if the student earned a passing grade, a "NC" (i.e., no credit) will be recorded. In case of extenuating circumstances, the principal or designee will make the final decision.

C. Attendance in Grades 9-12

In grades 9-12, a student must be in class 90% of the semester in order to receive credit for a class, unless absences occurred due to illnesses confirmed by a physician, religious holy days, suspensions, and approved school activity absences; all absences
will be counted. If a student is absent from a class more than 10% of the semester, an "F" will be recorded if that was the grade earned; if the student earned a passing grade, an "NC" will be recorded. In case of extenuating circumstances, the principal or designee will make the final decision. Students will be expected to attend classes and complete course requirements for the remainder of the semester.

II. Field Trips

A field trip is defined as any educationally justified activity where students are taken from the school premises for a learning activity that cannot be provided at school. The Superintendent or his/her designee shall monitor the regulations governing field trips.

III. Attendance Requirements for Student Activities

A. State Regulations

The maximum number of absences for activities shall be ten (10) for any one class period of each school year. Excluded from this number are state and national levels of school sponsored contests for which a student must earn the right to compete.

At the beginning of the school year, the Board will appoint an Internal Activities Review Committee. This Committee shall be responsible for reviewing and recommending any deviation of the activities policy to the Superintendent and the Board.

B. Extensions

An extension of absences beyond the Ten Day (Class Period) Activity Regulation may be granted. The number of activity absences beyond the ten-day (class period) limit must not exceed five (5) additional activity absences. The student must have a 2.0 grade average from the previous grading period with no F’s in order to qualify for an extension of activity absences. The Superintendent shall be empowered to grant emergency extensions. Individual appeals will be evaluated on the basis of the student’s current academic performance and attendance record.
Regulation 5004-1
School Day

The length of the school day at each grade level will be as follows:

Pre-K 7:50 a.m. - 10:30 a.m.
       12:10 p.m. - 2:50 p.m.
Kindergarten 7:50 a.m. - 2:50 p.m.
Elementary (1-5) 7:50 a.m. - 2:50 p.m.
Middle School (6-8) 8:35 a.m. - 3:40 p.m.
High School (9-12) 9:00 a.m. – 4:05 p.m.

Exceptions to the above starting and ending times of the school day must be requested in writing and have the prior approval of the Superintendent’s Cabinet before implementation.

The standard school day shall consist of not less than 6 hours devoted to school activities, exclusive of lunch, with the exception of early childhood and kindergarten.
**Regulation 5004-2**  
**Field Trips**

The following guidelines will be used when planning field trips:

All requests must be approved by the building principal.

The use of private cars including student cars will not be allowed.

Student travel on OSSAA approved activities are not considered field trips.

Arrangements for transportation will be made by the school making the request.

Overnight or weekend trips are discouraged and must have the approval of the Superintendent or his/her designee.

Field trips will not be approved during the last ten class days of school.
Regulation 5004-3 (revised 6/21/13, 2/3/14)
Attendance Requirements

Norman Public Schools uses state statutes and guidelines to address attendance requirements.

I. Legal Requirements

A. Compulsory School Attendance

"It shall be unlawful for a parent, guardian or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless such child has been screened as provided for in State Statute and such child is determined not to be ready for kindergarten, or a parent, guardian, or other person having custody of the child, provides by certified mail prior to enrollment or at any time during that first year, notification of election to withhold the child from kindergarten until the next school year after the child is six (6) years of age, or unless other means of education are provided for the full term the schools of the district are in session. One-half (1/2) day of kindergarten shall be required of all children five (5) years of age or older unless otherwise excepted as outlined above (70 O.S. §10-105 and Code of the City of Norman, Chapter 15, Article IV, Section 15-410).

B. It shall be unlawful for any child who is over the age of sixteen (16) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full year the schools of the district are in session."

II. Guideline for Determining Truancy

10 O.S. §1101 defines "child in need of supervision" and "deprived child" as one who, among other things, "Being subject to compulsory school attendance, the child is willfully and voluntarily absent from school for ten (10) or more days or parts of days within a semester or four (4) or more days or parts of days within a four-week period without a valid excuse, as defined by the local school boards."

A. Enforcement

70 O.S. §10-101 (quoted in part):
"The board of education of each independent school district shall appoint and affix the compensation of an attendance officer (principal) and such assistants as may be necessary, who shall serve under the authority and supervision of the board of education and the district superintendent of schools."

70 O.S. §10-105 (quoted in part):
It shall be the duty of the attendance officer to enforce the provisions of O.S. 70-10-105."

B. Excused Absence

School attendance officers may excuse absences for students who are absent because of accident or injury, death in family, emergency situations, or other extenuating circumstances, including illness, accident, medical and dental appointments, death in family, holy days, emergency situations, and suspensions.

C. Unexcused Absence

An unexcused absence is defined to be any absence in which a student is absent from class without approval of the school attendance officer.

D. Policy absences are all absences (excused and unexcused) other than suspensions, school activity absences, religious holy days, and confirmed illnesses. Policy absences are used to determine loss of grade/credit.

III. Exceptions to Attendance

Exceptions to the attendance requirement are the following:
(a) students whose mental or physical disability necessitates extended absences --this determination is to be made by the Board of Education after the child's condition has been certified by a physician; (b) students excused by their principal for an emergency at the request of the parent(s)--the definition of an emergency is left to the discretion of the principal. (c) student who have reached age sixteen (16), he/she may be excused from further attendance by joint written agreement between the parent(s), guardian, or custodian of the child and the school administrator of the school district where the child attends. (d) students excused to observe religious holy days at the written request of the parent, guardian or person having custody or control of the student. The written request must be presented prior to the absence of the student (Reference: 70 O.S. §10-105).

IV. Responsibilities for Student Attendance Requirements

A. Student-Parent Responsibilities

Each child who has reached the age of five (5) years or is under the age of eighteen (18) years and who has not finished four (4) years of high school work must be enrolled.

In the event of a student's absence, the absence will be considered to be accruing toward truancy as defined in Oklahoma Statutes. It is the responsibility of the parent(s) to notify the school when a student is absent.
The school administration neither encourages nor condones students missing school for family vacations. However, the reality exists that parents do take their children out of school for such trips. When this occurs, the student will not be considered truant (unexcused absence) if the following procedures are used:

1. The parent(s) contacts the attendance officer in advance.
2. The parent(s) and attendance officer discuss the duration of the absence, the procedure for students to follow for completion of their work and the date such work is due to the teacher(s). [The attendance officer will share this information with the teacher(s) involved.
3. The student is responsible for making specific arrangements with teacher(s) for assignments.
4. Each student is responsible for the assigned work missed during any absence.
5. Class work missed due to an absence may be made up for credit.

B. Teacher Responsibilities

1. Each teacher is responsible for keeping an accurate attendance record and reporting the attendance for each student enrolled in each class taught.
2. Each teacher is responsible for establishing the conditions for making up the assigned work missed during an absence.
3. A teacher may not permit an individual student to leave school before regular dismissal time without the approval of the principal.

C. Attendance Officer Responsibilities

1. Documentation of Attendance
   It shall be the responsibility of the site attendance officer shall comply with the following steps for uniform documentation of attendance records:
2. Notify teachers of the procedure for reporting absences and tardies in every class.
3. Provide a standard attendance procedure that is used daily.
4. Provide a uniform student check-out check-in sheet in the office to supplement attendance records.
5. Make reasonable effort to notify the parent/guardian daily of all day or parts of day absences and establish the reason for the absence.

6. Provide a procedure so that an accurate written record is maintained of all communications with parent(s) concerning attendance. The records will indicate when parent(s) were notified and what their responses were concerning the student’s absences. The records will also indicate parent(s) who could not be reached for notification and those who have no telephone.

7. Determine the validity and acceptability of the excuse offered for a student's absence.

8. If illness was the reason for excessive absences, report such information to the Director of Special Services.

D. Attendance Procedures for Excessive Absences

It shall be the responsibility of the site attendance officer to implement the following attendance procedures for excessive absences:

1. The attendance secretary will make a daily report to the site attendance officer regarding students who have questionable or excessive absences.

2. A letter will be sent from the site attendance officer to the parent following the 4th, 7th, and 9th unexcused absence. The letter following the 9th unexcused absence will be accompanied by truancy information from the District Attorney’s office. Each letter will state the number of excused absences and the number of unexcused absences and will inform the parent that he/she must contact the school concerning these absences.

3. The parent may be requested to provide a physician's statement validating the student's illness if absences continue to occur.

4. If an additional unexcused absence occurs, the site attendance officer will contact the appropriate authorities.

E. If an attendance officer is made aware of a child who should be in school but is not attending anywhere or is absent from school for ten (10) or more days or parts of days within a semester or four (4) or more days or parts of days within a four-week period without a valid excuse, this information is to be sent to the district attendance officer who may turn the information over to the District Court or designee immediately without written notice (Reference: 70 O.S. §10-106).

F. Attendance Codes for Pre K-12
The following attendance codes shall be used:

1. unexcused
2. illness
3. suspension
4. medical confirmed
5. bereavement
6. religious
7. in school (out of classroom)
8. other (vacation etc.)
9. activity (school)
10. T--tardy
11. X--excused tardy (or left early medical for elementary)
12. L--left early
13. V—career tech/technology center
14. W--superintendent's approval
15. P--principal approval
16. PN- Parent notification
### SUMMARY FOR K-8

<table>
<thead>
<tr>
<th>Grades and Promotion Policy</th>
<th>Statutes and Truancy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Excluded absences defined by Board Policy: suspensions, school activity absence, religious holy days, emergencies.</td>
<td>Excused absences defined by statute: illness, accident, medical and dental appointments, death in the family, religious holy days, suspensions, emergencies.</td>
</tr>
<tr>
<td><strong>2.</strong> All other absences are policy absences and accrue toward limitations.</td>
<td>Unexcused absences accrue toward truancy actions.</td>
</tr>
<tr>
<td><strong>3.</strong> Policy absences of more than 10% of days in a quarter result in loss of grade (no grade) for quarter in each class affected. Retention could result.</td>
<td>Unexcused absences of four (4) or more days or parts of days in a four week period or ten (10) or more days or parts of days in a semester defined as truancy.</td>
</tr>
<tr>
<td><strong>4.</strong> Students make up work and complete class requirements for remainder of quarter. No grade is given for the quarter.</td>
<td>Students make up assignments.</td>
</tr>
<tr>
<td><strong>5.</strong> Letter will be sent to parent upon the third absence in a grading period. Parent may be requested to provide doctor's statement validating illness when absences have exceeded 10% limit.</td>
<td>Letter will be sent to parent upon fifth absence in a four week period. A copy of the letter will be sent to the appropriate authorities. The principal must review the student’s attendance and initial prior to mailing.</td>
</tr>
<tr>
<td><strong>6.</strong> Site attendance committee will review individual cases to determine further action needed. In all cases, including extenuating circumstances, the principal or designee will make the final decision.</td>
<td>Copy of attendance records may be provided to the District Court or designee upon fifth absence in a four week period and/or the tenth absence in a semester.</td>
</tr>
</tbody>
</table>
Sample of **1st Notification Attendance Letter**

Dear Guardian:

School attendance records indicate that your child, *(insert name)* has been absent all or part of at least 4 days. *(Insert Name)* has had *(insert absence information)* periods of excused absence and *(insert absence information)* periods of unexcused absence, as reflected in the chart below.

Therefore, in accordance with the policies of the Norman Public Schools, which comply with the statutes of the State of Oklahoma (Reference: 70 O.S. 10-105) and the Municipal Truancy Ordinance of the City of Norman (Reference: City Code, Article IV, Section 15-410), we are informing you of these absences.

Please contact school administration at *(insert school contact information)* within five days of the date of this letter to discuss these absences. If errors have been made, we will correct them. You may be required to provide the appropriate documentation by a physician if any of the absences were due to illness.

Although some of these absences may have been unavoidable, your child's academic progress is impeded by excessive absences. If there are extenuating circumstances, please feel free to bring them to our attention.

Please refer to the Student/Parent District Policy Guide or BOE Policy #5004 for any questions you may have. If we may be of further assistance in this matter, please contact us. Your prompt attention to this notification is encouraged.

Respectfully,

*(Insert School Name)* Administration

*(insert absence chart)*

The absences in this chart represent period absences. If you have questions about this chart, please contact us at *(sch.phone)*.
Sample of 2nd Notification Attendance Letter

Dear Guardian:

School attendance records indicate that your child, (insert student’s name), has been absent all or part of at least 7 days. (insert name) has had (insert attendance information) periods of excused absence and (insert attendance information) periods of unexcused absence, as reflected in the chart below.

Therefore, in accordance with the policies of the Norman Public Schools, which comply with the statutes of the State of Oklahoma (Reference: 70 O.S. 10-105) and the Municipal Truancy Ordinance of the City of Norman (Reference: City Code, Article IV, Section 15-410), we are informing you of these absences.

Please contact school administration at (insert school contact information) within five days of the date of this letter to discuss these absences. If errors have been made, we will correct them. You may be required to provide the appropriate documentation by a physician if any of the absences were due to illness.

Although some of these absences may have been unavoidable, your child's academic progress is impeded by excessive absences. If there are extenuating circumstances, please feel free to bring them to our attention.

Please refer to the Student/Parent District Policy Guide or BOE Policy #5004 for any questions you may have. If we may be of further assistance in this matter, please contact us. Your prompt attention to this notification is encouraged.

Respectfully,

[Insert School Name] Administration

(insert chart)

The absences in this chart represent period absences. If you have questions about this chart, please contact us at [school.phone].
Sample of **3rd Notification Attendance Letter**

Dear Guardian:

School attendance records indicate that your child, (insert name), has been absent all or part of at least 9 days. (insert name) has had (insert absence information) periods of excused absence and (insert absence information) periods of unexcused absence, as reflected in the chart below.

Therefore, in accordance with the policies of the Norman Public Schools, which comply with the statutes of the State of Oklahoma (Reference: 70 O.S. 10-105) and the Municipal Truancy Ordinance of the City of Norman (Reference: City Code, Article IV, Section 15-410), we are informing you of these absences.

Please contact school administration at (insert school information) within five days of the date of this letter to discuss these absences. If errors have been made, we will correct them. You may be required to provide the appropriate documentation by a physician if any of the absences were due to illness.

Although some of these absences may have been unavoidable, your child's academic progress is impeded by excessive absences. If there are extenuating circumstances, please feel free to bring them to our attention.

Please refer to the Student/Parent District Policy Guide or BOE Policy #5004 for any questions you may have. If we may be of further assistance in this matter, please contact us. Your prompt attention to this notification is encouraged.

Respectfully,

(insert school name)

(insert absence chart)

The absences in this chart represent period absences. If you have questions about this chart, please contact us at sch.phone.

Enc. District Attorney Letter
**Regulation 5004-4**  
**Minute of Silence**

In compliance with state statutes, students will participate in a minute of silence as part of the school day.

The following statement shall be read over the intercom as part of the opening activities for the school day:

"As we begin another day, let us pause for a minute of silence to reflect, meditate, pray, or engage in other silent activity."

The above statement shall be recited without comment or deviation from the statement. Any deviation may be grounds for disciplinary action. After the minute of silence, it shall be indicated that the minute of silence is concluded.

In the event that the school site intercom is not functional, the statement set forth above shall be read by the classroom teacher at a time indicated by the administration. The teacher shall also indicate when the minute of silence is concluded.
POLICY 5005 (revised 8/24/15)
PARENT INVOLVEMENT AND STUDENT CONTACT

Norman Public Schools encourages parent involvement in the education of their children. Parents are recognized as active participants in the learning process and are considered a valuable resource for all schools.

I. Reporting to Parents

In order to keep parents adequately informed, quarterly reports of pupil progress will be issued to parents. Two (2) parent conferences will be held annually.

II. Contact During School Hours

Parents/guardians have the right to contact their children during the school day. They are encouraged, however, to limit contact with students during the school day to necessary/emergency contact, thereby reducing disruptions to instruction. In order to protect the rights of students, the following guidelines will be followed related to student contact during school hours:

A. Contact with Police, Department of Human Services, and Agents of the Court and Community Service Agencies.

Official representatives of state and community agencies may talk with students without parental permission, within the confines of the law. It is the responsibility of agency personnel to protect student and parent/guardian rights.

B. Divorced/Separated Parents

A student’s custodial parent may refuse to allow the non-custodial parent to see the child or check him/her out of school. The custodial parent must show a court certified copy of custody papers to school officials when requesting that the non-custodial parent not be allowed access to the child.

In the case of parent separation, either parent may check the child out of school regardless of where the child is living, unless a court order is presented to the school that prohibits parental contact.

The non-custodial parent may legally receive information concerning their child’s attendance, conduct and grades.

C. Attorneys at School

Any attorney wishing to see a child at school must secure prior approval from the Superintendent’s Office.
D. Others

Anyone other than those specified in Board Policy must have the permission of the principal or his/her designee before having contact with a student during school hours.

III. Superintendent Authority

In accordance with state statutes (O.S. 21 § 1375, O.S. 21 § 1376, and O.S. 70 § 24-131), the Superintendent has the authority to remove individuals from school property who are considered a threat or who negatively impact the peaceful conduct of school business. Individuals who do not comply may be charged with a misdemeanor.

IV. Interpretation and Translation Services

Communication with parents and guardians is integral to student success and can help them make well-informed decisions concerning their children’s education. To improve parent and guardian and community participation in the educational process and to ensure equal educational opportunity for every student, the District shall develop procedures for communicating with parents and guardians in a language they can understand. Those individuals who would like to request language assistance should speak with school staff or contact 405-447-6577.
Regulation 5005-1
Student Responsibilities and Rights

A student and/or the parents shall receive, at the beginning of the school year or at the time of enrollment, a publication setting forth the major policies and regulations to which students are subject.

Student meetings outside of school hours on school property are subject to approval of the school administration of the building and may require the presence of a staff member. Freedom of expression is subject to laws relating to libel and slander, to due consideration of the rights of other students and to the maintenance of a positive learning environment. The school administration is responsible for passing judgment on materials containing obscenities and commercialism.

Procedures in the redress of grievances or complaints of a student are as follows:

Step 1.

The student and his/her parent/guardian shall attempt to resolve the difference with the teacher or other person involved.

Step 2.

If within five (5) working days after meeting with the teacher or other person involved the matter has not been resolved, the student and the parent/guardian shall request a conference with the principal or his/her designee. The principal shall attempt to achieve a satisfactory settlement of the problem within ten (10) working days.

Step 3.

If after ten (10) working days after the meeting with the principal the student and the parent/guardian are not satisfied, a written complaint must be submitted to the principal with a copy to the Director of Educational Services.

a. The written complaint must be submitted within three (3) school days after the ten (10) working days have elapsed in Step 2.

b. The written complaint must be specific as to the nature of the situation and, if a staff member is involved, must designate in detail who is being grieved against and when and where the incident(s) happened. The complaint must include the relief sought.

c. Within five (5) school days after receiving the written complaint, the Director of Student Services shall conduct a hearing to include the student, parent/guardian and teacher(s) affected by the complaint. In the course of the hearing, guarantees of due process will be afforded.
d. Within three (3) school days following the hearing the student and parent/ guardian will be sent a written summary of the hearing to include any recommendations of the Director of Student Services.

Step 4.

The decision of the Director of Student Services may be appealed to the Assistant Superintendent of Educational Services in the following manner:

a. The notification of appeal must be made in writing to the Superintendent’s Office within three (3) school days following receipt of decision of the Assistant Superintendent.

b. The Assistant Superintendent of Educational Services will provide a hearing within three (3) school days of receipt of the written notification of appeal in which the student and parent/guardian may participate. The teacher(s) or staff member(s) affected by the complaint may also participate.

c. A ruling will be rendered within three (3) school days after the hearing.

Step 5.

If the student and parent/guardian are not satisfied with the Assistant Superintendent’s ruling, they may request a hearing before the Board of Education. This notification of appeal will be made in writing through the Superintendent within three (3) school days after the Assistant Superintendent’s ruling. The Board of Education will hear the appeal at the next regularly scheduled meeting.

The procedures listed below shall be followed:

a. The student will be advised that he/she may be present at the Board hearing accompanied by a representative to act in his/her behalf.

b. The teacher(s) or staff member(s) affected by the complaint will have the opportunity to be present at the Board hearing accompanied by a representative to act in his/her behalf.

c. The student will be informed of hearing procedures and given reasonable time to prepare for the hearing.

d. The decision of the Board of Education will be final.
POLICY 5006
GIFTED EDUCATION PROGRAM

I. Mission Statement

The mission of the gifted education program is to provide educational opportunities which foster the development of each individual student’s maximum potential.

The District shall provide appropriate educational services for “gifted and talented children” who give evidence of high performance capability in areas such as intellectual, creative, artistic, musical, or leadership capacity, or in specific academic areas, and who require learning opportunities or experience not ordinarily provided by the school in order to fully develop such capabilities. These educational experiences will be provided at each school through programs which are in alignment with the mission and goals of the District’s Gifted Education Plan.

II. Goals

To achieve this mission the Gifted Education Plan addresses three goals:

A. Provide students with appropriately paced curriculum and instruction.

B. Provide students with enrichment in depth and breadth beyond the regular curriculum and instruction.

C. Provide students with affective support.

III. State Statutes

All state statutes and regulations regarding the operation of a gifted education program will be followed by Norman Public Schools (O.S. 70 § 1210 301 et seq.).
POLICY 5007  (created 12/15/2104)
PARENTS’ BILL OF RIGHTS

The board supports parents’ efforts to be involved in the district’s education programs. This policy outlines the district’s efforts to educate parents and support parent involvement in response to the passage of HB1384, the 2014 Parents’ Bill of Rights (O.S. 25 §2001).

I. Parents have the right to be involved in their minor child’s education, including directing that education. Parents are encouraged to exercise their rights in conjunction with district guidance so as not to inadvertently impede their minor child’s compliance with federal and state mandated requirements – including requirements related to graduation. Parents also have the right to review school records related to their minor child.

II. Parents generally have the right to consent prior to an audio or video recording being made of their minor child. This right does not preempt the district’s right to make recordings (without specific parental approval) related to:
   a. safety, general order and discipline
   b. academic or extracurricular activities
   c. classroom instruction
   d. security/surveillance of the buildings or grounds
   e. photo ID cards

III. Parents have the right to receive prompt notice if their minor child is believed to be the victim of a crime perpetrated by someone other than the parent, unless law enforcement or DHS officials have determined that parental notification would impede the related investigation. These notice provisions do not apply to matters, which involve routine misconduct typically addressed through student discipline procedures. School personnel will not attempt to encourage or coerce a child to withhold information from parents.

IV. The district will promote parent participation at the site level with the goal of improving parent and teacher cooperation in areas such as homework, attendance and discipline. This will be accomplished through activities such as:
   a. Parent-Teacher conferences
   b. Back to school / meet the teacher nights/ Title I Parent Nights/ Curriculum Nights
   c. District sponsored WebPages with class information available to parents
   d. School newsletters
   e. District Community Advisory Council
   f. Program specific parent involvement committees (i.e. Indian Education, Gifted Education Advisory Council and Committee)
   g. Encourage parent volunteerism (i.e. Watch D.O.G.S; Parent-Teacher Associations)
   h. Encourage parent participation in program development and review (i.e. Title I planning teams, Title III planning teams, Indian Education)

V. The district will inform parents about their children’s course of study by disseminating this information:
   a. During annual enrollment
Parents may review learning materials affecting their minor children’s course of study, including supplemental materials, by making a request through the building principal.

VI. Parents who object to a learning material or activity may withdraw their minor child from the class or program in which the material is used. In order to withdraw a student, the parent must submit a written request, signed and dated by a parent, to the building principal. Parents who choose to withdraw their minor child from a required class are responsible for making alternate arrangements for the child to earn credit for the class if alternative arrangements are not possible through consultation with the district.

VII. The district offers sex education in grades 6th, 7th, and 8th. Parents who object to their minor child participating in the district’s sex education program must submit a written notice, signed and dated by a parent, to the principal in order for their child to be excused from participation. Students who are not participating in the district’s sex education program will be provided with an alternative assignment during sex education instruction.

VIII. If a teacher is going to provide instruction or presentations regarding personal sexuality in a course apart from formal sex education, the teacher will send written notice home to parents at least ten (10) days in advance of the presentation. In a course where personal sexuality is a part of the curriculum or personal sexual reproduction is a topic for discussion (i.e. Baby Steps), a syllabus will be sent home during the first week of the course. Parents who object to their minor child’s participation in such instruction may send a written request to the building principal to have the student excused from the presentation. Any such student will be permitted to study in the school library or office during the presentation.

IX. Parents may learn about the nature and purpose of clubs and activities which are part of the school curriculum by reviewing student handbooks and the district’s website. The district’s extracurricular clubs and activities are also published in student handbooks, the district’s policy manual, and are available on the district’s website.

X. Parents have numerous rights and decision-making responsibilities concerning their minor children. To assist parents in meeting these responsibilities and to fulfill its obligations under the 2014 Parents’ Bill of Rights, the district has compiled the following information for parents:

a. The district provides sex education to students in grades 6th, 7th, and 8th. Parents may opt their student out of the district’s sponsored sex education program by following the procedures established in item VIII above.

b. Parents who are not residents of the district may enroll their minor children in the district’s schools in accordance with the district’s open transfer policy. A copy of that policy is available in the superintendent’s office, on the district website, and at
c. The district utilizes a number of resources to educate students. Parents who object to an assignment based on sex, morality or religion may opt their minor child out of the assignment by following the procedures established in item VIII above.

d. Students are generally required to receive a predetermined set of immunizations prior to enrolling in school and to receive additional boosters throughout enrollment in the district. This requirement may be waived if the parent submits a note from the minor child’s physician stating that the child should be excused from the immunization for health reasons or if the parent submits a note objecting to the immunization of the child or if the child qualifies for an exemption under the McKinney-Vento Homeless Education Assistance Act.

e. Students are required to meet certain obligations in order to be promoted to a subsequent grade, particularly with regard to learning to read. Parents can learn about these requirements – including efforts the district will take in order to help students become successful readers – by reviewing the district’s policies on Reading Sufficiency Act testing, and student promotion. Copies of these policies are available in the superintendent’s office, on the district website, and at each school.

f. Students are required to meet certain obligations in order to graduate from high school. Parents can learn about these requirements each year during course enrollment. This information is also available in student handbooks and on the Oklahoma State Department of Education’s website (www.ok.gov/sde/).

g. The district provides AIDS education for students in grades 6 through 12. Parents may opt their minor student out of this education by submitting a written request, signed and dated by a parent, to the building principal. Students who are not participating in the district’s AIDS education program will be provided with an alternative assignment during the scheduled instruction.

h. Parents have the right to review student test results related to their minor student. Parents may review the results of classroom exams by contacting their child’s teacher. Parents may review the results of statewide testing by contacting their child’s building principal.

i. Qualifying students have the right to participate in the district’s gifted and talented program in accordance with the district’s policy regarding the program. A copy of the policy is available through the superintendent’s office, on the district website, and at each school.

j. Parents have the right to review teachers’ manuals, films, tapes or other supplementary instructional material if the materials are being used in connection with a research or experimentation program or project. In order to review these
materials, the parent should contact the building principal.

k. Parents have the right to receive a school report card. Information regarding these report cards will be provided through school publications, but a copy of the actual report card is available on the district website.

l. Students are required to attend school regularly, and the district is required to notify parents of any student absence unless the parent has already contacted the school to report the absence. The district will send a written notice to parents if their minor student appears to be in danger of exceeding the maximum allowable number of absences and will notify the district attorney and the parent if a child may be considered truant. Parents may contact the child’s principal for additional information regarding student absences.

m. Parents have the right to review the district’s courses of study and textbooks. Arrangements for this review can be made through the building principal.

n. Students may be excused from school for religious purposes provided the parent contacts the building principal to request such an absence.

o. Parents have the right to review all district policies, including parental involvement policies. Copies of these policies are available through the superintendent’s office, on the district website, and at each school.

p. Parents have the right to participate in parent-teacher organizations. Information regarding these groups will be made available during activities such as enrollment, schedule pickups and back to school night. Parents who wish to have additional information regarding these groups can obtain more detail through the principal’s office.

q. Parents may opt-out of selected district level data collection related to state longitudinal student data system reporting. Parents may not opt out of necessary and essential record collecting. Parents may file an opt-out request through the superintendent’s office.

XI. Parents requesting information outlined in this policy should submit written requests for information through the building principal, as noted in the respective section. Appropriate school personnel will either make the information available or provide a written explanation of why the information is being withheld within ten (10) days of the request. Any parent whose request is denied or who does not receive a response within ten (10) days may submit a written appeal to the Superintendent. In the event the Superintendent denies the written appeal, the requesting party may appeal in writing to the Board of Education at least seven business days prior to its next regular meeting.