

## **100.0 – 113 BOARD OF EDUCATION**

### **100.1 OPERATION PHILOSOPHY OF THE BOARD OF EDUCATION**

The Board of Education of Warner Independent School District (I074), elected by the people of the district and given legal authority by the statutes of the State of Oklahoma, has the responsibility for adopting rules, regulations, policies, and by-laws as the members of the Board deem proper, and controlling managing, and governing the schools of the district.

The School system in Warner needs a carefully prepared statement of policies and regulations governing the administration and operation of its schools to coordinate and direct the school program. This statement should embody those policies that have been heretofore formally adopted by the Board, those which have been developed by the precedent without formal adoption, and such statement of policy as will clarify practices now generally in use, as well, as policy statements needed to give the direction to the employed staff of the schools, It is intended that this statement of policies and regulation shall be brought together in one document for quick and easy reference, and that such additional policy statements as may be needed to give direction to and authority for school operation may be developed.

The Board shall periodically accept, revise, or reject policy statements as they are developed. The completed statement shall be in such form as may permit easy and convenient addition or revision as the board develops new statements of policy or revises those previously adopted.

The Board of Education of Warner Independent School District acknowledges its responsibilities to include the control and management of the schools. But as a lay Board, it is not possible to give personal attention to much of the time consuming and detailed operation of the program. Therefore, the administration of the schools is delegated to employed personnel.

The Board assumes responsibility for adopting policies effecting school operation, hiring certified personnel, adopting the fiscal budget, approving plans for providing physical plant facilities, approving plans for the instructional program, reviewing reports made by the employed staff, and generally evaluating the effectiveness of the school program.

The unit type of school administration, with general responsibility for school operation delegated to the Superintendent and with other employed personnel responsible to the Superintendent, is the approved plan of operation for Warner Public Schools.

The general plan of organization of the employed staff shall be developed by the Superintendent and approved by the Board.

The Board operates as a unit with special committees assigned a particular task as the need arises, but without the use of standing committees. Individual members of the Board or committees of the Board have no authority to act for the Board except in the case of temporary powers delegated by the Board for a specific assignment.

Public Schools are established and maintained to provide for the desirable mental, physical, social, and emotional development of youth. Development of fundamental skills essential to successful living in complex society shall be a major objective of the public schools. However, the schools must also be concerned with sound development of personality, emotional balance, and moral values.

The policies of the Warner Board of Education are intended to comply with all state and federal laws and regulations of the State Department of Education and if a conflict occurs, then the law would override local policy. It is the desire of the Board of Education that these statements of policies and regulations to be tools to serve and give direction toward a better Warner Public Schools system.

## **100.2 RELATIONSHIP TO STATE EDUCATIONAL SYSTEM**

Education is a function of the state. In a representative democracy, the will of the people of a state concerning education is expressed in the constitution and in the statutes enacted by the legislature. Two types of agencies have been provided to direct the local program of education: 1 A lay Board of Education; and 2. A professional administration. The Board of Education has such powers as the legislature, by statute, confers upon it and those powers necessarily implied to enable it to carry out the express powers granted.

## **100.3 RESPONSIBILITIES OF THE BOARD**

The local Board of Education has the responsibility for establishing the general educational policies for the community; The selection of a well-trained, professional, qualified superintendent of schools is one of the principal duties of the local school board. The superintendent has the responsibility for making recommendation to the Board on all matters of school policy and shall carry out the duties established by the Board of Education.

## **100.4 RELATIONSHIP TO EXTRA LEGAL ORGANIZATIONS**

- A. ASSOCIATION OF SCHOOL BOARDS. The Board of Education shall have membership in the Oklahoma and National Association of School Boards as a means of promoting the cause of public education in Oklahoma.
- B. WARNER PARENT TEACHER ASSOCIATION. The Warner PTA shall be encouraged as a means of developing understanding between the home and the school.
- C. CITIZENS ADVISORY GROUPS TO THE WARNER PUBLIC SCHOOLS. The Board of Education may appoint an official citizen's group to serve in an advisory capacity to the Warner Public Schools. After the group has fulfilled its specific responsibility to the Board of Education, it shall be dismissed in an orderly manner.

## **100.5 PURPOSES OF CITIZEN'S ADVISORY GROUPS**

- A. To study and express to the Board of Education its opinion on any question concerning the Warner Public School system to it by the Board of Education

- B. To endeavor at all times to express to the Board of Education the attitude of public opinion in the community as questions pertaining to Warner Public School or common education in general in Oklahoma.
- C. To initiate and point out to the Board of Education any matter, which the group believes, would bring about an improvement in the schools of Warner

**100.6 BOARD OF EDUCATION SERVICE RECOGNITION AWARDS**

It is the policy of the Warner Public School that the Board of Education recognizes exemplary services and commitment to public education in general and to Warner Public School specifically. Awards will be given in three areas:

Outstanding certified employee: Outstanding support employee and Friend of Education. Except in the case of a tie, only one award will be given in the certified and support employee categories. There may be more than one Friend of Education award given in any one year.

**101 ORGANIZATION OF THE BOARD OF EDUCATION**

**101.1 COMPOSITION OF THE BOARD OF EDUCATION**

In conformity to the laws of the State of Oklahoma, The Board of Education shall consist of five members, each serving five year term, with one member's term expiring each year. All members shall be elected at large. New members elected to the Board or incumbents re-elected shall take office in compliance with the Oklahoma school code, on which date the Board will be re-organized, and officers elected for the ensuing year.

**101.2 OFFICERS**

Officers of the Board of Education shall be a president, vice-president, and a board clerk. In addition to the elected members. There shall be appointed an encumbrance clerk, a minute's clerk, and a treasurer. The appointments shall be for a term of one year, and serve until successor are appointed and qualified.

**101.3 DUTIES OF OFFICERS**

**A. THE PRESIDENT OF THE BOARD**

1. The President of the Board shall serve as presiding officer and manage routine work of the Board, sign all contracts, sign all warrants authorized by the Board, and perform other duties that are delegated to him by state law or order of the Board.
2. He shall, in addition to performing the duties specifically imposed upon him by the school code, in the interim of the meetings of the Board, have authority to enforce all permanent rules and regulations which may be adopted for the government and control of the district, and shall at all times take such measures and employ such means as may be proper and lawful to enforce the school laws with the district.

B. THE VICE-PRESIDENT OF THE BOARD

It shall be the duty of the Vice President of the Board to perform all of the duties of the President in case of his absence or disability as may be permitted by law.

C. THE BOARD CLERK

It shall be the duty of the Board Clerk to countersign warrants, allow for the public to view District open records, publish notice of school district elections in a county paper, notify the State Superintendent of Public Instruction about a tenured teacher's appeal of employment termination and perform such other duties as required by law or by the Board.

**101.4 CONTINUING EDUCATION REQUIREMENTS**

The Warner Board of Education herein authorizes the Superintendent of schools to be its designee responsible for implementing statutory requirements for new school board member certification. The Superintendent shall:

- A. Notify the State Department of Education of all local board member changes throughout election or appointment.
- B. Apprise the Board of individual members' progress toward meeting certification requirement as indicated on the State Department of Education report.
- C. School Board Member Training Requirements  
**Newly elected member** (must serve on board or has had a break on serving in board)  
Amount of Training Required (70 O.S. § 5-110) (70 O.S. § 5-110.1)  
**\*12 hours New**, 15 months prior to or after election plus **Continuing Education** 3-year full term – 9 hours, 4-year full term – 12 hours, 5-year full term-15 hours  
**Incumbent Member** (Currently on the board reelected) **6hours Incumbent** 15 months after election plus **Continuing Education** 3-year full term 9 hours, 4-year full term-12 hours, 5-year full term- 15 hours  
**\*12 hours New-Approved Subjects**  
**2 hours – School Finance and reporting, 2 hours – Oklahoma Open Meeting/Open Records Act, 1 hour – New state and federal laws, 1 hour – Ethics, duties, and responsibilities, 2 hours – Legal Issues, 1 hour – School Employment and due process law, 2 hours – Specific Instruction on Individuals with Disabilities Education Act (IDEA), 1 hour – Educational Issues**

**102 REGULAR AND SPECIAL MEETINGS**

- A. The regular meetings shall held on the second Monday of each month at 6:30 p.m. in the Board of Education room at the Administration Building unless the second Monday falls on a national holiday or other significant occurrence. In those instances, the board meetings will be scheduled at a later date.

- B. Special meetings of the Board may be called by the President at any time following applicable State laws that govern school board meetings, and he/she shall call a special meeting whenever, so requested in writing, by any member to the Board of Education.
- C. Business transacted at any special meeting must be for a specific purpose.
- D. Members (each member and officer) shall one (1) vote and there shall be no standing committees.
- E. At all sessions of the Board, a majority of the whole number elected shall constitute a quorum to do business.
- F. These by-laws and rules may be altered or amended at any regular or special meeting of the Board of Education by a vote of a majority of those members present, provided that notice of the proposed alteration or amendment has been given in writing at some previous meeting of the Board when opportunity has been given for discussion.
- G. All state laws governing board meetings shall be followed.
- H. All meetings of the Board of Education shall be open to the public as required by the law. Regular meetings shall include an opportunity for the public to address the Board. anyone desiring to address the Board should notify the Superintendent of Schools ten days prior to the meeting in order to be placed on the agenda. The request should be in writing with the purpose clearly defined. Public comment will not be allowed unless listed, specifically, on the agenda. Allow individuals who have successfully met the requirements to be placed on the public agenda 10 minutes to make their presentation. The total amount of time allotted for the public agenda will be 20 minutes unless there are opposing views, and then the maximum time allotted would be 40 minutes. When individual have opposing viewpoints the individuals will present alternately. An individual may yield their time to other speaker. Statements should be brief and the discussion as necessary to facilitate the orderly completion of the agenda. Groups desiring to address the Board should elect a spokesperson. The Board is not compelled to act or respond to any public comment.
- I. The district must notify the court clerk at least 48 hours prior to the start of a special board meeting. The notifications all include the time, place and date of the meeting. Notice of all special meetings can be mailed to any person or media source that has filed a written request. The board can assess an annual fee for that service.
- J. As executive office of the Board of Education, the Superintendent of Schools, in consultation with the President of the Board, is responsible for the final preparation of the agenda for the board meetings. Board members, staff members, may suggest items for the agenda students, or patrons of the district. Such suggestions will be considered by do not have to be placed on the agenda.
- K. The Board will follow the order of business established by the agenda unless altered by a two-thirds majority of the Board. If the item “new business” is on the regular meeting

agenda, matters that qualify as “new business” because they are not known or could not have been reasonable known prior to the formation of the agenda, will be considered and acted only upon the approval of all the members present.

- L. Proposals for executive session will be included on the agenda. The proposal must contain sufficient information to advise the public that an executive session will be proposed, what matters are proposed to be discussed and what statutory reasons permit the executive session.
- M. The agenda and any supporting materials will be distributed to members of the Board as for in advance of the meeting date as possible. The public will be given access to and copies of any public record of the school district upon request unless an exception exists within law which classifies an exception exists within the law which classifies the record and confidential. 51O.S. § 24A.5 S.L.O§542.

## **103 RULES OF ORDER**

- A. A quorum being present, the President, or in his absence, the Vice President shall take the chair call the meeting to order and proceed with business.
- B. At all regular meetings, the order of business shall follow Robert’s Rules of Order
- C. The President may speak on points of order in preference to other members and shall decide questions of order, subject however, to an appeal to the Board by any two (2) members.
- D. A motion must be seconded and must be repeated distinctly by the President or read aloud before it is debated; and every motion shall be reduced to writing, if the President or any member, shall so require.
- E. Any member who has made a motion, shall have liberty to withdraw it, with the consent of the second.
- F. The consideration of any question may be postponed to a time fixed, or the question may be suppressed altogether by an indefinite postponement.
- G. A motion once voted on shall not be renewed at the same meeting without a consent of the number of members required for adoption.
- H. A motion for adjournment shall always be in order and shall be decided without debate except that it cannot be entertained when the Board is voting another question, or while a member is addressing the Board.
- I. No member, in the course of debate, shall be allowed to indulge in personal reflections.
- J. Members shall not decline to take an action on any item submitted on the agenda

## **104 ORGANIZATION AND ADMINISTRATION OF THE SCHOOL**

### **104.1 POLICY MAKING**

The most important of the Board of Education is the formation of educational policy. School board decisions set the course of education in a community for years to come. How well this is done depends, in large measure, upon the wisdom and care with which decisions are made.

School board policies are statements, which set forth the purpose and describe in general terms The organization and program of the school system. They create a framework within which the

Superintendent and staff can discharge their assigned duties with positive direction. They tell what is wanted and may also indicate why and how much.

The school board is the final authority in setting up policy. The board approves the rules and regulations that are consistent with its policies. It does not attempt to deal with details that are a part of the administrative operation of the schools. Execution of policy through the detailed steps and procedure of school administration is the job of the Superintendent of Schools and the staff.

#### **104.2 WORKING PRINCIPLES AND PROCEDURES**

A clear understanding between the school board, on the one hand, and the superintendent and staff, on the other hand, concerning policy formation and policy execution is necessary if policies are to be effective. The following joint statement formulated by the Board of Education and the Superintendent of schools, is adopted for agreement on working relationships.

The establishment of policies for the governing of a school district by the Board of Education and the administration of the policies by the Superintendent of Schools call for a high order of devotion, statesmanship and integrity. It is of utmost importance, for the good of the children in our schools, that the Board of Education and the Superintendent of Schools work in an atmosphere of mutual trust and good will.

- A. The Board of Education will establish such policies for the conduct and administration of the schools as are prescribed by law and such other policies as may seem advisable and have them prepared in such form that all concerned will be aware of them.
- B. The Board of Education will select a Superintendent of Schools who shall be the head of the school system and be directly responsible to the board for the total administration of the school district. The Board will vest in him/her the necessary authority and provide him with appropriate personnel to carry out such administration
- C. The Board of Education will endeavor to give counsel and advice to the Superintendent of schools regarding the administration of the schools as it deems necessary or expedient, remembering always, that the board members as individuals have no authority, and only policies voted by the Board have force. The Board will adopt policies only after consulting with the Superintendent of School.
- D. The Board of Education will require of the Superintendent of schools such periodic reports as the Board deems necessary or expedient to keep it properly advised on the administration of the district. The Superintendent of schools must frank, honest concise and complete in his reports to Board of Education. Important matters requiring Board action should be presented to the Board of Education as required.
- E. The Board of Education will expect from the Superintendent of Schools, recommendation for the welfare of the school district. His role is to provide educational leadership for the public school of the community.

- F. The Board of Education will require the Superintendent of schools attendance at all board meetings except at times when his own employment may be under consideration, or by mutual consent he is absent for a reason authorized by the Board.
- G. The Board of Education will employ, promote, suspend, or dismiss personnel only after due consideration of the recommendation of the Superintendent of Schools, and will issue all orders affecting employees through the Superintendent of Schools.
- H. The Board of Education will endeavor thoroughly and constructively to orient new Board members into the work of the board and the educational program of the school, with assistance of the Superintendent of Schools.
- I. The Board of Education will endeavor to develop ways and means of serving the community and of keeping parents, patrons, and taxpayers informed of the school program, with the advice and cooperation of the Superintendent of Schools as their executive officer and professional advisor.
- J. In the community, the Board of Education should expect the Superintendent of Schools to assume his place as a citizen with all the responsibility which the concept of citizenship conveys. He should use his position of leadership to present the cause of public education, honestly and forthrightly, and to further community activities with and complimentary to those of the school.
- K. The Board of Education reserves unto itself all of its legal responsibilities for the operation of a good school, including the right to reject any and all recommendations and the right to revise its policies, rules, and regulations from time to time to meet changing conditions.
- L. Under the laws of the State of Oklahoma, The Board of Education is the final authority on controversial issues which cannot be resolved through the regularly constituted administrative channels.
- M. The Board of Education and the Superintendent of Schools shall have as the basic criterion for evaluating any issue, its effect upon the educational welfare of the students.
- N. The Board of Education, together with the Superintendent of Schools, has a moral obligation to provide leadership and render such services as will give dignity to the teaching profession on the part of all citizens in American public education. It is their obligation and responsibility to work together for an increasingly effective program of education for all of our people and insofar as it is required of each, too submerge personal ambition, prejudice and desire to that end.
- O. The Board of Education delegates responsibility for personnel management to the Superintendent of Schools, dealing with school personnel through the Superintendent. Board members should refrain from dealing directly with school personnel on school matters except on such occasions as those employees are invited before the Board by the Superintendent to assist him in reporting to the Board or when the Board itself



is conducting a fact finding inquiry on a school matter about which those persons possess information.

In the event a school employee contacts an individual board member about a school matter, the employee should be referred to the appropriate administrative channel (or line of authority). After exhausting appropriate administrative remedies, the employee may appeal to the entire Board of Education in a regular meeting or a special meeting called for such purpose.

- P. School patrons who have specific problems with the school should be referred to the appropriate administrator. After administrative remedies are exhausted, the school patron may appeal to the Board of Education. It is the intent of the Board that patrons have the opportunity to appeal decisions of administrators without any effect on their children's status at school.
- Q. These policies are general guidelines believed to be the best procedure in most cases. In no way are they meant to impede lines of communication between teachers and the School Board on major matters of common concern. School board members are elected officials and all citizens have the right to communicate opinions to them as assured by Constitutional and statutory law.

## **105 DATES OF EMPLOYMENT OF SCHOOL PERSONNEL**

The Board of Education shall employ the Superintendent of Schools at or before the regular meeting in January. The Superintendent shall recommend administrative staff members at a regular meeting prior to March 31, and the principal shall recommend the teachers through the Superintendent at a regular meeting by first Monday in June. Other personnel shall be recommended for employment at the discretion of the Superintendent of schools. 70 O.S. § 5-117, S.L.O. § 68.

## **106-109 RESERVED FOR EXPANSION**

## **110 SUPERINTENDENT OF SCHOOLS**

The Superintendent of Schools is the executive officer of the Board of Education and is responsible for the administration of the school district under the direction of the Board of Education. The Superintendent is a generalist whose responsibilities apply in all areas of operation. The execution of all decisions made by the Board concerning the internal operations of the school system is the responsibility of the Superintendent.

## **111 GENERAL RESPONSIBILITIES OF THE SUPERINTENDENT**

### **111.1 IMPROVEMENT OF EDUCATIONAL OPPORTUNITIES**

1. The Superintendent needs to be continually sensing and surveying school and community aspects.
2. The Superintendent needs to be continually relating problems to people—school board members,

teachers, other staff members, community agencies, and resources, and learners, and assisting the individuals or groups concerned to formulate their particular goals and activities within the larger goals of the school district.

3. The Superintendent needs to be continually achieving the best possible decisions by utilizing professional information, research, law, tradition, court decisions, technical knowledge and aspirations.

4. The Superintendent needs to be continually implementing and reviewing by securing and guiding action skillfully after decisions have been made.

### **111.2           OBTAINING AND DEVELOPING PERSONNEL**

1. The Superintendent needs to be continually sensing problems—keeping touch with pupils, staff, and community morale to detect problems early before they reach the crisis stage.

2. The Superintendent needs to be continually relating problems to people working with groups concerned in developing and interpreting personnel problems, policies, and practices.

3. The Superintendent needs to be continually making decisions—bringing all pertinent resources, information, and evidence to bear on the problem, including persons properly to be involved in making decisions.

### **111.3           INTERRELATIONSHIPS WITH THE COMMUNITY**

The Superintendent needs to be continually sensing problems—studying the community to relate its problems to education by allowing for the past, serving the present, and planning for the future.

### **111.4           PROVIDING AND MAINTAINING FUNDS AND FACILITIES**

1. The Superintendent needs to be continually working with the School Board and skilled assistants in the administering of finances and in providing and maintaining facilities.

2. The Superintendent needs to continually sensing problems—keeping abreast of community problems and financial needs of the school system and determining and predicting school building and equipment needs.

3. The Superintendent needs to be continually relating problems to people and practices in finance and facilities to the people of the community and educational system while maintaining the focus on furthering the aim of education in the community.

## **112           SUPERINTENDENTS' DUTIES**

In carrying out the above outlined responsibilities, the Superintendent shall have the following duties.

1. Attends and participates in all regular and special board meetings, except when own employment or salary is under consideration, and makes any recommendations of any nature affecting the schools.
2. Prepares, with the Board president, the agenda of all board meetings under the direction of the board.
3. Reports regularly to the Board of Education on instruction, budget, staff, pupil population, school plant, and other school problems so that members of the Board may keep informed about school operations and problems.
4. Recommends for Board consideration, new policies, or revisions of previously adopted policies.
5. Recommends to the Board the employment of professional staff members for original employment or re-employment, with all recommendations made on the basis of the selection of the best person available for the position to be filled.
6. Assigns professional staff members to specific positions and reassigns them as conditions warrant the change. Notification of reassignment shall be made to the Board at the earliest possible time.
7. Recommends for employment non professional employees; such as secretarial, clerical, custodial, and maintenance workers, cafeteria employees, etc. The Superintendent shall inform the Board of any change in non-certified staff. 70 O.S.§5-117, S.L.O. § 68.
8. Directs the adjustment of personal relationships and problems pertaining to personnel, referring to the Board of Education only such problems as would necessitate board decisions.
9. Suspends, any professional staff member, (subject to the approval of the Board of Education), whose personal conduct or ineffectiveness in his position make continued employment contrary to the best interest of the school.
10. Coordinates all educational and business function of the total school program.
11. Organizes and assigns administrative, supervisory, and instructional staff and other employees of the school to provide the most effective and functional program of education that can be provided for the youth of the district.
12. Carries out all policies or rules and regulation established by the Board.
13. Takes appropriate administrative action in matters not specifically covered by Board policy.
14. Makes rules, develops administrative organizations, and gives such instructions to school employees as may be necessary to make policies of the Board effective He may delegate responsibilities for actions to subordinates.

15. Has authority in accordance with policies of the Board and within the major appropriations approved by the Board, to approve and direct all purchases and expenditures.
16. Formulates and recommends personnel policies requisite for efficient functioning of the school staff for the consideration of the Board.
17. Provide professional leadership for the educational program of the schools. He shall formulate necessary developments in educational policies and present them to the Board for its consideration. The Superintendent shall develop a system for regularly reporting to the Board all aspects of the school district's educational program for the express purpose of keeping the Board informed.
18. Formulates and administers means of evaluating the efficiency of the staff members and reports findings to the Board as required and/or requested.
19. Is responsible for developing plans for the maintenance, improvement, or expansion of buildings and site facilities needed to properly provide for an adequate educational program.
20. Approves travel expenses for employees on official business in accordance with Board policy.
21. Insures that a continuous inventory of all property, furniture, material, and supplies of the school district is maintained.
22. Supervises, either directly or through delegation, all activities of the school system according to the policies of the Board.
23. Represents the Board as liaison between the school district and the community.
24. Establishes and maintains a program of public relations to keep the public well informed of the activities and needs of the school district, affecting a wholesome and cooperative working relationship between the school and the community.
25. Reports to the Board such matters as deemed significant to the understanding and proper management of the schools, or as the Board may request.
26. Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the Board for review and approval.
27. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget to direction and approval of the Board.
28. Files, or causes to be filed, all reports required by the state and the school code.
29. Attends such conventions and conferences as are necessary to keep abreast of the latest educational trends.

30. Accepts responsibility for the general efficiency of the school system, for the development of the school staff, and for educational growth and welfare of the students.
31. Defines educational needs and formulates policies and plans for recommendation to the Board.
32. Makes all administrative decisions within the school necessary to the proper functioning of the school district.
33. Approves vacation schedules for all salaried district employees
34. Performs such other tasks as may from time to time be assigned by the Board.

**113                    CENTRAL OFFICE STAFF**

The district's central office shall be staffed appropriately to meet the needs of the students, the patrons, and the district. The Superintendent of Schools in coordination with the Board of Education is responsible for this staffing and for making recommendations as to the employment to the central office positions. The central office staff will consist of a minute clerk, and encumbrance clerk, a district treasurer, and sufficient clerical support to maintain the business of the district.

## **200.0-257 INSTRUCTION**

The Warner Public School System is a community made up of parents' administrators, teachers, and students, all seeking to create a learning atmosphere in which the philosophy and objectives of the school can be achieved. Communication about the education process is freely exchanged among the community, board of education, administrators, and teachers. The entire community functions as a team to achieve the educational philosophy and objectives.

The welfare of the individual student is to be the foremost purpose of the educational process. It is recognized that all individuals strive for a sense of self-worth, self-dignity, and humaneness, which are intrinsic parts of human existence. The Warner School System strives to provide an environment in which these inherent needs of people can develop, mature, and reach full potential.

Each student is seen as a unique individual seeking knowledge, awareness, and guidance to prepare for citizenship, employment, vocational school, or college and everyday living. The school should provide a broad spectrum of subject matter and extra-curricular activities to encourage student achievement, student involvement, student self-analysis, and student appreciation for the aesthetic values in life. These involvements should interact with the students in a manner to instill values, which encourage the ability to think independently and critically.

This education process should enable a student not only to obtain knowledge, but also to acquire curiosity and creativity and the ability to continue to gain knowledge that will last a lifetime. School does not last forever, but education is a continuous process that must provide tools to encourage life longing. The rate of change in society today re-quires relearning to adjust to ever-present technological advances, which trigger social and psychological changes.

The educational philosophy of the Warner School System recognizes the inter-dependence of moral development on the intellectual, physical, an social growth of students. The Education process should emphasize the importance of honesty and integrity in all of its endeavors.

The school and family share the responsibility for the student's education. The school recognize that the student is foremost the product of the home environment. The influence of the home training on the student's attitude toward education will be greater than the influence of the school. Yet the school has a substantial influence, and Warner Public School will strive to the utmost to accept this responsibility to educate each student.

## **201 PRINCIPALS**

The building principal serves as the instructional leader and chief administrative officer of the building in accordance with Board of Education policy. The principal is responsible for direction of the instructional program, operation of the school plant, coordination of staff and student activities, management of budget, staff evaluation, and participation in community affairs in a leadership role. The principal is directly responsible to the Superintendent of Schools.

## **201.1 SCHOOL COUNSELOR**

The school counselor is a member of the teaching team. The counselor is concerned for the welfare of the child, instructional goals of the teachers, and communication between home, school, and the community.

Student referrals to the school counselor are made by the principal and teachers. Parents wishing a conference may contact the counselor from 8:00 a.m. to 9:00 a.m. each school day. Students may make arrangements to visit the counselor through their homeroom teachers.

## **202 CURRICULUM**

The curriculum for the Warner Public School shall be in a process of continuous development to adapt the school program to the changing society, but, when significant changes are contemplated, they shall be approved by the Board of Education before they are put into practice.

### **202.1 SCHOOL HOURS**

The school year shall consist of not less than one thousand eighty (1,080) hours of classroom instruction. Not more than thirty (30) of these hours shall be used for professional meetings. In addition, parent-teacher conferences may be held during the school day and counted as classroom instruction for no more than six (6) hours per semester, for a total of twelve (12) hours per school year. REFERENCE: 70 O.S. §1-109

### **203.0 TEACHING MORAL VALUES**

The public schools are non-denominational. The Warner Public School shall be hospitable to all religious opinions and partial to none. The schools have a highly significant function in teaching moral values, but this task is shared by the home.

### **203.1 FLAG CEREMONIES**

The salute to the American Flag is an appropriate procedure in opening activities of both classrooms and assemblies. The staff is encouraged to incorporate its use.

### **204.0 PROMOTION AND MARKING**

Since each child develops physically, mentally, emotionally and socially at his own rate, not all children can complete the work of twelve years of schooling in the same length of time. For some children, more than twelve years will be necessary and for others less time is required. Grade placement in the elementary and in the middle grades should be based upon the child's maturity (emotional, social, mental, and physical), his chronological age, school attendance, effort, and mark achieved. Standardized tests results may be used to verify teacher judgment. The marks given a child throughout the school year should reflect the probable assignment of the child for the next year.

## **204.1 PROFICIENCY BASED PROMOTION**

Double promotion is discouraged and will only be permitted in unusual circumstances and must have the recommendations of the principal and teacher with agreement by the parents or guardian. When double promotion is considered, the following factors will be evaluated:

- \*Standardized test scores (must be very high)
- \*Grades in class (must be very high)
- \*Physical, emotional, and social maturity
- \*Whether or not the academic needs of the child can be met at current grade level

Students may request in writing, the opportunity to a take proficiency based promotion examination to gain the privilege of skipping a grade or specific classes. These examinations will be administered two times each year; once in the fall and once in the spring. As required by law, a student must score at the 90th percentile to be promoted.

## **204.2 MIDYEAR PROMOTION FOURTH-GRADE**

A student retained in third grade in accordance with the Reading Sufficiency Act may be eligible for a midyear promotion to fourth grade. The midyear promotion of a retained student will be considered if the student can demonstrate that the student is a successful and independent reader, is reading at or above grade level, and is ready to be promoted to the fourth grade. Tools that may be utilized to reevaluate any retained student may include subsequent assessments, alternative assessments, and portfolio reviews, in accordance with rules of the State Board of Education. Retained students may only be promoted midyear prior to November 1 and only upon demonstrating a level of proficiency required to score above the unsatisfactory level on the third-grade statewide criterion-referenced test and upon showing progress sufficient to master appropriate fourth-grade-level skills, as determined by the school district. A midyear promotion shall be made only upon the agreement of the parent or guardian of the student and the school principal. REFERENCE: 70 O.S. §1210.508C

## **204.3 PARENTAL NOTIFICATION OF GRADE PROBLEMS**

Parents have a right to know if their child is doing poorly in schoolwork. A single mark on the report card at the end of each marking period does not fulfill the teacher's obligation in informing a parent of poor work/grades. The parent should be contacted as soon as possible after it becomes apparent that the child is not performing adequately. Specifically, each building will develop a plan to distribute quarterly progress reports to the parents of those children who are not achieving appropriately.

## **204.4 PHYSICAL EDUCATION**

Health and Fitness Curriculum

The superintendent shall adopt and implement a comprehensive health and fitness curriculum, which will provide opportunities for developmentally appropriate instruction for grades K-12. Evaluation



procedures will utilize classroom-based assessments or other strategies and will be in place by the end of the 2012 school year.

The specific objectives and goals the district intends to accomplish through the physical education curriculum are to teach self-management and movement skills as well as cooperation, fair play, and responsible participation in physical activity. The goal of the school district is to promote student participation in physical activity for a healthier lifestyle.

All students in grades kindergarten through five are required to complete an average of sixty (60) instructional minutes per week of physical education and sixty (60) minutes of physical activity. The time students participate in recess shall not be counted toward the sixty minutes per week physical education requirement. The sixty (60) minutes of physical activity may include, but is not limited to, physical education, exercise programs, fitness breaks, recess, classroom activities, and wellness and nutrition education. All high school students are strongly encouraged to complete two units or sets of competencies of physical and health education as part of the core curriculum. District high schools are encouraged to offer a variety of health and fitness classes for each grade in the high school.

Suitable adapted physical education shall be included as part of individual education plans for students with chronic health problems, other disabling conditions, or other special needs that preclude such students' participation in regular physical education instruction or activities.

In addition to required physical education, students at the elementary level should have the opportunity to participate in daily recess and physical activity. The district shall provide daily recess period(s) for elementary school students, featuring time for unstructured but supervised active play. The district is encouraged to provide adequate cocurricular physical activity programs, including fully inclusive intramural programs and physical activity clubs; and to promote the use of school facilities for physical activity programs offered by the school and/or community-based organizations outside of school hours

The school district may exclude from the participation in physical education or exercise programs those students who have been placed into an in-house suspension or determination class or placement or those students who are under an in-school restriction or are subject to an administrative disciplinary action.

#### Cardiopulmonary Resuscitation Courses

Students in grades nine through twelve may be taught the techniques of cardiopulmonary resuscitation as part of their physical education program.

#### **205-209        RESERVED FOR EXPANSION**

#### **210.0   WARNER HIGH SCHOOL GRADE SYSTEM**

To ensure continuity and fairness, the following grading scales have been adopted to be used by all Warner High School teachers:

A=100-90 =4.0                      D=69-60=1

B= 89-90 = 3.0                      F=59-0-0  
C= 79-70 =2.0

Weighted courses will be graded on a 5.0 scale as follows  
A=5    B=4    C=3    D=2    F=0

Weighted classes are as follows:  
Pre-AP English I and II                      Trigonometry  
AP English III and IV                        Calculus  
AP Chemistry                                    Physics  
Biology II                                        Algebra III

**211-220        RESERVED FOR EXPANSION**

**220              GENERAL REQUIREMENTS**

**221              HIGH SCHOOL GRADUATION REQUIREMENTS**

\*To be eligible for graduation from Warner Public School, seniors will be required to have completed a total of 25 credits of high school work.

- He/she must also complete all of the requirements for graduation in the State of Oklahoma as prescribed by state law and regulations of the State Board of Education.
- In order to be classified as a sophomore, junior or senior, students must have passed at least the following number of credits:
  - Sophomores                      6 credits/units
  - Juniors                              12 credits/units
  - Seniors                              18 credits/units
- Students must retake classes that they fail before moving on to the next level. The remainder of the 25 units may be comprised of locally approved electives or vocational courses completed at the Area Vo-Tech School.

**Classes required for Graduation**

**English (4)**

\*English I  
\*English II  
\*English III  
\*English IV

**Math (3)**

\*Algebra  
Algebra II  
Geometry  
Trig

**Lab Science (3)**

**Computers Or Foreign Language (2)**

Comp Science I  
Comp Science II  
OR  
Span I  
Span II

**Arts (2)**

Band  
Vocal Music  
Humanities I  
Humanities II

**EOI-Date Passed 2012-beyond)**

Algebra I  
English II  
Two of the following:  
Biology I  
US History  
Algebra II  
Geometry

\*Biology I  
Biology II  
Anatomy  
Chemistry  
Physical Science

**Additional Core Credit (1)**

**Personal Finance (1)**

\*Personal Finance (Class of 2012 and Beyond)

**Electives (6)**

**Social Studies (3)**

\*US History  
\*OK History/Gov  
Geography  
World History  
World Culture

**Total: 25 Credits**

**Alternative Education Graduation Requirements**

**English (4)**

\*English I  
\*English II  
\*English III  
\*English IV

**Social Studies (3)**

\*US History  
\*OK Hist/Gov  
Geography  
World History  
World Culture

**EOI-Date Passed (2012-beyond)**

Algebra I  
English II  
Two of the following:  
Biology I  
US History  
Algebra II  
Geometry

**Math (3)**

\*Algebra I  
Algebra II  
Geometry  
Trig

**Arts (2)**

Band  
Vocal Music  
Humanities I  
Humanities II

**Total: 23 Credits**

**Science (3)**

\*Biology I  
Biology II  
Anatomy  
Chemistry  
Physical Science

**Personal Finance (1)**

\*Personal Finance (Class of 2012 and beyond)

**222 VALEDICTORIAN AND SALUTATORIAN ELECTION**

As a means of recognizing exceptional student achievement, Warner Public School will select and recognizes valedictorian and salutatorian each school year.

The valedictorian and salutatorian will be chosen from the highest-ranking students on the basis of scholastic ability and achievement. Scholastic ratings will be based upon 3.5 years (seven semesters) of high school work. The final semester of the senior year will not be used in computing grade point averages for the purpose of valedictorian and/or salutatorian selection.

Beginning with the eighth grade class of 1995-96, high school courses taken during the eighth grade year will be placed on the high school transcript, but the grades earned will not be used in the computation of grade point averages for valedictorian and/or salutatorian selection.

Grade point averages will be calculated to the nearest 1/100th of one point for all high school students enrolled in a high school class during the 1995-96 school year. Beginning with the ninth grade class of 1996-97, grade point averages will be calculated to nearest 1/10th of one point. Any ties will warrant co-honors for valedictorian, salutatorian, or senior class rating.

To be considered for a valedictorian or salutatorian honor, a student must have attended Warner High School for at least one full year.

## **223                    WARNER HIGH SCHOOL GRADUATION DRESS CODE**

**Graduation is a formal event that requires a formal dress code. Please follow the dress code listed below or you will not be allowed to participate.**

### **Boys**

1.        Shirt must be a solid. Colored button down shirt, long or short sleeve, and a tie.
2.        Pants: Pants must be a. dark color or khaki, no jeans or shorts.
3.        Shoes or Boots: Must be nice, clean, dark colored. No *tennis* shoes or flip-flops.
4.        Cap & Gown: The cap must be worn flat on top of your head, not tilted back. The tassel is to be on the right side until your diploma is conferred at the end of graduation, then you will move it to the left side.
5.        NHS members will be given specific tassel, honor cord, and stole instructions.

### **Girls**

1.        You must wear a dress, a skirt, or slacks with a nice shirt, no jean or shorts. If you wear a. dress, it cannot be strapless. All dresses and skirts must be at least knee length.
2.        Shoes: Must be nice dress shoes, no tennis shoes, or flip-flops.
3.        The collar of the gown must be sewn pinned in before graduation.
4.        Cap & Gown: The cap must be worn flat on top of your head, not tilted back. The tassel is to be on the right side until your diploma is conferred at the end of graduation, then you will move it to the left side.
5.        NHS members will be given specific tassel, honor cord, and stole instructions.

## **224                    COMMUNITY EDUCATION PROGRAM**

The Board of Education endorses the community education concept as a means of extending the use of existing facilities to make possible the delivery of a variety of human services and programs to citizens of all ages. The community education philosophy becomes manifest in the form of educational, recreational, vocational, social, and cultural or health programs and services, which enrich the quality of life for this community. Among the recognized benefits of community education are the following.

- A.        Maximizes use of public facilities
- B.        Promotes a coordinated application of existing resources to community needs, including the combined use of public and private agencies, civic groups, businesses, educational institutions, and private individuals.
- C.        Enhances a partnership between the schools and the community by encouraging citizen's involvement in program; planning and operation.
- D.        Demonstrates the direct relevance of the schools to all citizens of the community
- E.        Fosters greater understanding and involvement of parents and grandparents in the lives of their children.

- F. Strengthens the fabric of family, neighborhood and community
- G. Establishes the school as a focal point for life-long learning opportunities.

Therefore, believing that educational excellence for children is greatly enhanced when there is also quality educational opportunities for the total community, Warner Public School will participate in and promote acceptable, quality, community based education.

## **225                    RESTRICTIONS ON PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

The Warner Public School subscribe to the philosophy that curricular and extra-curricular activities should be mutually complementary instead of detrimental to each other. While the following restrictions will furnish some measure of direction and control to participation in extra-curricular activities, it is still important that additional efforts be exerted to create an attitude of concern and support within the school to minimize conflicts between time allocated to construction and that approved for extra curricular events. The Board of Education fully appreciates the fact that the district's first priority must be with curricular concern. However, the Board also recognizes the importance of co-curricular and extra-curricular opportunities for all of the students.

- A. Extra-curricular activities sponsors and coaches should make every effort not to schedule activities that will interfere with instructional time. Any scheduling that will interfere should be approved by the building principal before the activity occurs.
- B. When classes are to be missed, notice should be given to students and teachers so that arrangements can be made to make up missed class work.
- C. The maximum times a student can miss a class period for all activities shall be ten per year. Excluded from this number would be state and national contests for which students earn the right to attend or compete.
- D. Specific eligibility requirements that qualify a person to miss school for activities will be clearly defined. A student must then meet those qualifications before missing school. These qualifications will conform to the Oklahoma Secondary School Activity Association regulations at a minimum.
- E. Sponsors will be required to submit a list of students attending the activity. This list will be used to determine students' total activity absences.
- F. It is the sponsor's responsibility to ensure that students' eligibility for any activity.
- G. A student will be considered absent for an extra-curricular activity even if the local school is the host school, if class time is missed for the event.

## **226                    WARNER HIGH SCHOOL: Prom Rules and Code of Conduct**

1. One guest may be invited, provided he/she is escorted to the prom by the student extending the invitation. Guests must also leave with the student that invited them.
2. Guests that are not Warner high school students must have prior approval to attend by the principal or counselor.

3. The name of the student guest must be provided when the prom tickets are purchased. If there is a change in the guest, it must be made with principal or counselor prior to the prom. Changes will not be allowed the day of the prom.
4. Students that are currently suspended from Warner high school or the Warner alternative school will not be allowed to attend. Refunds will not be given for tickets of suspended students.
5. Fifth year seniors will not be allowed to attend as seniors.
6. Once an attendee leaves the prom, he/she will not be allowed to return. (Please remember cameras, money, etc....before entering)
7. Tobacco will not be permitted at the prom.
8. Drug and/or alcohol usage will not be tolerated before or during the prom.
9. Attendees suspected of being under the influence of drugs and/or alcohol will not be allowed to enter the prom.
10. Any discipline matters that occur during the prom will be handled immediately. The attendee will be asked to leave immediately. Students will be responsible for their own actions as well as the actions of their guest if their guest is not a student at Warner.
11. This is a formal event; therefore, appropriate dress is required. Jeans, shorts, combat boots, and tennis shoes are not acceptable dress for this occasion. Only black, non-faded, pressed jeans will be allowed. If there are attire questions please seek approval from a sponsor or administrator prior to the prom. If attire is considered inappropriate by sponsors or administrators the attendee will be asked to leave.
12. Attire is to remain formal throughout the evening. Therefore, shirts must remain tucked in and buttoned, shoes must remain on, ties, cummerbunds, vests, etc...are all to remain on and in place.
13. Couples dancing is to be face to face.
14. Faculty sponsors and administration have the authority to determine if an attendee's actions are appropriate. Students that are determined to be acting inappropriately will be asked to leave.
15. Rules are subject to change at any time deemed necessary with administrative approval.

**227                    INFORMATION COORDINATOR**

The school district has designated a representative to coordinate requests for information from the Oklahoma State Bureau of Investigations when the release of such information has been authorized

by a parent, legal guardian of the student, or by court order. Information regarding past and present students in the district may be released to law enforcement officers subject to court order or by parental consent.

Such information includes but is not limited to:

1. Student's name, address, telephone listing, and date and place of birth;
2. Parent or lawful custodian's name, address, and telephone listing;
3. Major field of study and grade level classification (example: elementary, 7th grade, sophomore);
4. Student's participation in officially recognized activities and sports;
5. Weight and height of members of athletic teams;
6. Dates of attendance, dates of enrollment, withdrawal, re-entry;
7. Diplomas, certificates, awards, and honors received;
8. Most recent previous educational agency or institution attended by the student;  
REFERENCE: 70 O.S. §10-103.2 34 CFR 99.1 20 USC 1232

**227.1 STUDENT RECRUITMENT ACCESS TO STUDENTS AND DIRECTORY INFORMATION**

The Warner Public School District may disclose any of the items listed as directory information without prior written consent, unless notified in writing to the contrary. The parent, legal guardian of the student, or the student age 18 or over may also provide written notification to the school administration requesting directory information not be released to military service recruiters.

Subject to the provisions of state and federal laws, this district shall provide the same directory information and on-campus recruiting opportunities to representatives of the armed forces of the United States of America and state armed services as are offered to nonmilitary recruiters, recruiters for commercial concerns, and recruiters representing institutions of higher education.

The board shall also provide full access for the recruitment of students by regional career-technology centers, regional vocational agricultural centers, inter-district magnet schools, trade schools, charter schools, and inter-district student attendance programs.

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly -operation of the school. Organizations wishing to recruit at the high school must make arrangements with the principal or designee who will determine the schedule for the recruitment meeting. Scheduled visits by recruiters will be made

known to the student body. On-campus follow-up meetings with individual students will be permitted only upon the request of the student(s) and with the approval of the building principal or designee.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the board of education by filing a written request with the superintendent of schools.

This district will notify parents of the types of student directory information released. The notice will include:

1. An explanation of the parent's right to request that information not be disclosed without prior written consent;
2. Notice that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent; and
3. Notification on how the parent may opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

The notice will be provided to parents on an annual basis.

10 U.S.C. §503 as amended by The National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107)

20 U.S.C. §7908 (\*9528 of the ESEA) as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)

Cited provisions of federal law apply to all LEA's receiving ESEA funds. A district's failure to comply with ESEA regulations may result in loss of funds.

## **228 TITLE I PARENTAL PARTICIPATION**

The Title I program of the Warner Public School includes activities designed to give parents information about the Title I program in general information about their child's participation and progress in the program, and an opportunity to consult in the design and implementation of the program.

## **229 OUT OF STATE ACTIVITY TRIPS**

Travel by activity groups is normally limited to in-state performances and competition. Requests for out of state activity trips may be considered only by the Board of Education. In the event an out of state trip is authorized for an activity group, the following guidelines will be observed.

1. Transportation must be approved commercial vehicles (bus, train, or air) or regular school bus with state approval.
2. All costs for the trip must be paid by the activity group with proper accounting



- through the school activity fund.
3. Parental authorization forms and appropriate release forms must be on file with the building principal. A copy of every form is to be taken on the trip by the sponsor.
  4. Fund raising projects related to the trip are to be approved in advance by the building principal, superintendent, and Board of Education.
  5. Absences from the classroom time will be severely limited. Trips requiring absences of more than three days classroom time will only be considered under very special circumstances.

### **230                    STUDENT OUT-OF STATE TRIPS**

Student wishing to compete in any activity that may lead to further competition beyond the state level must have board of education approval prior the initial qualifying competition. Academic competition that is a result of enrollment in courses that are part of the student school day shall have priority consideration.

Out-of-state trip requests shall be considered by the board on the basis of the following criteria:

1. The contribution of the event to the academic program of studies;
2. The total cost of the out-of-state trip that includes the cost to the school, community, and parents;
3. The number of days out of school\*;
4. The distance involved;
5. Age of students involved\*\*.

Other non-qualifying student groups, upon special invitation to significant out-of-state functions, shall be considered by the board using the above criteria.

\*Students should be aware of the attendance policy.

\*\*Preference of approval will be given to elementary students accompanied by sufficient parental/guardian supervision.

### **231    OVERNIGHT TRIPS**

1. Before overnight travel, a room list assignment must be approved by principal.
2. Sponsors are not to room with student/students unless prior approval thru principal.
3. Sponsors are to provide a night time hall monitor for motel/hotel stays. That monitor will be expected to supervise the hallway during in room times.
4. Adequate teacher or parental supervision must be provided.

5. A complete itinerary for the trip will be provided to the principal, superintendent and board for approval before travel occurs. The sponsor shall not deviate from the approved itinerary.

6. Regardless of the age of the student all travelers must abide by school policy.

7. Alcohol, tobacco, and illegal drugs are not to be used or in the possession of the students or sponsors while on overnight trips.

8. Any changes from above rules must be approved by Superintendent and Principal.

- Violation of this policy will result in the parent or guardian being contacted to immediately assume responsibility for their child.

### **232 FIELDTRIP AND EXCURSIONS**

Local field trips will be made only with the prior approval of the building principal. Advance consent of the student's parent or guardian is required for any excursion or field trip.

Senior trips, except for local field trips, may not be taken during the regular 180-day school year, without board approval. It is recommended that senior trips be schedule during spring break, after the end of school year, and if necessary to take trips during school year, after all testing is completed.

The board of education defines educational field trips as visits to an area industry, factory, shop or plant, courthouse, museum, theater, lecture or symposium, or farm, ranch, rock quarry, creek, river, park, etc..., by a group of students pursuing academic or vocational study in a stated subject for the purpose of enriching their appreciation of, or acquiring additional knowledge in the subject. It does not refer to recreational outings or excursions, interscholastic contests, or extracurricular activities where students perform or compete.

The board recognizes educational field trips as a part of the curriculum. The following criteria should be considered in deciding whether or not a field trip would be a profitable educational experience for students;

1. Will this be a better experience for students than other activities that might be conducted within the school building?
2. Should the trip be denied for safety reasons due to trip location and advisability?
3. Would the students profit more from the field trip than they would from an available motion picture, videotape slides, filmstrip presentation, model, experiment, resource person, etc.?
4. Will the field trip enrich the lives of the students involved?

Any school-sponsored trip exceeding 350 miles from Warner or outside the state of Oklahoma must have prior board approval. Any trip less than 350 miles must have approval of the superintendent or a designee. Distance, educational value, student safety, and expense will be taken into consideration before approval is given for any trip or activity.

The decision as to whether overnight travel will be involved will be made by the superintendent or a designee. If a trip requires overnight travel, rooming assignments will be made in advance by the superintendent or designee. When making rooming assignments, the superintendent will ensure that an appropriate number of adults will be involved in the activity trip to provide adequate supervision of students. Sponsors will be expected to do random inspections to ascertain whether students are in assigned locations.

In arranging field trips, the following guidelines, regulations, and procedures will be followed:

### **Guidelines**

1. The trip must satisfy the criteria outlined in board policy relating to educational field trips.
2. No more than one class will be approved for a field trip from the same school on any given day.
3. Groups so large they require more than three school buses will not be approved.
4. Adequate teacher and parental supervision must be provided.
5. Being away from school must not create an undue hardship either on the students involved, other classes, or other teachers in the building.
6. Field trips may not be scheduled on days designated as nine-week or semester test days.
7. Teachers are encouraged to limit field trips to a radius of not more than 125 miles. Out-of-state field trips must have board approval. The principal or the principal's designee must approve all other trips.
8. Only one out-of-town field trip may be approved for the same teacher and students during one school term.

### **General Regulations**

1. Written permission of parents or guardians is required for the participation of students in all field trips which extend beyond the boundaries of the district or which require transportation.
2. Students in attendance who have not received parental authorization will remain in school in a class assigned by the principal.
3. Appropriate educational experience and proper supervision shall be supplied for any students whose parents do not wish them to participate in a field trip.

4. Students on field trips shall obey all rules listed for students on regular school bus routes.
5. A student may be denied going on an educational field trip because of academic deficiencies behavioral, or other disciplinary reasons, as determined by the principal or the principal's.
6. Students going on field trips should be counted present and permitted to make up any regular schoolwork that has been missed. They should not be placed a disadvantage because of participation in a trip planned by the school.
7. Student safety shall be of primary consideration during the field trip.
8. Transportation expenses will be assumed by the school the students attend. The expenses may be paid with student activity funds or charged against the school's allocation for instructional purposes. Field trips during the school day shall be free of any cost to students.
9. Transportation for field trips shall be restricted to school vehicles, those of commercial carrier, or private vehicles specifically authorized by the principal.
10. Adequate travel time must be allowed for the field trip. Except in prearranged instances, the driver must return in time to make the regularly scheduled bus routes.
11. Children of preschool age may not accompany parents when the parents serve as a chaperones on a field trip.

#### **Procedures for Requesting Approval**

1. Teachers desiring to take students on a field trip must make a request, in writing, at least two weeks prior to the trip.
2. A request must first be filed with the building principal. If the request is approved and the field trip extends beyond the school district boundaries, the teacher is responsible for securing parental consent for each student making the trip.
3. The principal is authorized to approve or disapprove all requests based on the analysis of instructional purposes, availability of appropriate transportation, sufficient qualified supervision, and building budget limitations. The principal must also ascertain that all possible precautions to provide for the health, safety, and welfare of all the individuals concerned have been met.
4. A teacher's request must be answered in writing within three days after the principal receives it. If the answer is negative, the reason(s) for no approval should be given.
5. The teacher should apply for bus transportation at least one week prior to the pending trip.
6. The administrator in charge of transportation shall approve or deny requests for transportation and notify the building principal (in writing) of his decision within three days. Approval of a request for transportation will be based upon availability of school buses and drivers.

### **Teacher's Responsibility**

1. The teacher is responsible for determining which field trips are beneficial and have educational value for the students.
2. The teacher is responsible for submitting a general plan to the principal for review and approval. The plan is to include pre-trip orientation and follow-up activities.
3. Upon approval of the trip, the teacher is responsible for obtaining signed parental permission and student agreement slips. Notification to parents of elementary students should include the following information; Purpose and destination of trip, transportation arrangements, date, and time of departure, and estimated time of return.
4. The teacher is responsible for providing all parents with additional information such as: chaperone arrangements, overnight accommodations, and a detailed itinerary when a field trip will extend beyond the school day.
5. The teacher is responsible for notifying the principal by telephone, immediately, in the event of an accident.
6. The teacher is responsible for notifying the school of any situation that will cause a change in plans.
7. The teacher should urge children to keep the bus clean and not to deposit debris during the field trip.
8. The teacher is responsible for having an accurate written list of names of all persons to be transported, on copy to be filed with the building principal.
9. The teacher is responsible for the deportment and discipline of the students for the duration of the trip.
10. The teacher is responsible for notifying the school principal, before returning, if a student is missing.
11. The teacher is responsible for complying with the time schedule shown on the request form.
12. The teacher is responsible for making arrangements for adequate teacher and parental supervision.

### **Student Insurance**

The only students who are insured are those students whose parents have obtained a Student Accident Insurance Policy made available at the beginning of each school term. This is only a

limited accident policy; it does not cover illness. If additional insurance coverage is desired, parents should purchase trip insurance from a private carrier.

### **233 TESTING PROGRAM STUDENT SURVEYS (REGULATION)**

The board of education recognizes surveys can be a valuable resource for schools and communities in determining student needs for educational services. Such collection of input from students and parents may be used to assist school staff in decision-making related to curriculum and instruction and in program development and operations. To this end, the board supports the use of appropriate surveys in accordance with the guidelines contained in these regulations.

Administrators, teachers, other staff members, and the board of education may use surveys for many purposes, which may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys used in any experimental program or research project will be subject to the requirements outlined in policy found elsewhere in this manual. (See GVA-P.) Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

Prior to administering a survey, the board of education must approve all those that are received by the superintendent that include reference to any of the factors listed below. No student may, without prior parental consent, take part in a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

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

Prior consent to any such survey, analysis, or evaluation means the prior written consent of the student's parent or guardian or, if the student is emancipated, of the student.

Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the superintendent of schools and the approval of the board of education as to content and purpose. The results of such approved surveys must be shared with the board of education.

Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given.

Overall survey results following decisions must be shared with all parties who request such information.

Parents/guardians shall be notified at least annually, at the beginning of the school year, of this policy and when enrolling students for the first time in district schools. This notification must explain that parent/guardians, or students 18 or older, have the right to "opt the student out of participation," in writing, in the following activities:

1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as:
  - A. College or other postsecondary education recruitment, or military recruitment;
  - B. Book clubs, magazines, and programs providing access to low-cost literary products;
  - C. Curriculum and instructional materials used in schools;
  - D. Tests and assessments;
  - B. Student recognition programs; and
  - F. The sale by students of products or services to raise funds for school-related activities.
2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above; or
3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

Parents/guardians of a student shall also have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

## Definitions

The term “personal information” means individually identifiable information, include a student’s or parent’s name, address, telephone number, or social security number.

The term “instructional material” means instructional content that is provided to a student, regardless of format. It does not include tests or academic assessments.

These terms do not include ordinary classroom activities or teaching techniques.

### **240 RESERVED FOR EXPANSION**

### **241 REPORTING STUDENTS UNDER THE INFLUENCE OF, OR POSSESSING, NON INTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES**

It shall be the policy of the Warner Board of Education that any teacher or other district employee who has reasonable cause to suspect that a student may be under the influence of or in possession of:

1. Non-intoxicating beverages (of defined by law).
2. Alcoholic beverages
3. Controlled dangerous substances
4. Illegal, illicit drugs, or mood altering substances, which includes steroids, prescription, and over the counter medications being used for an abusive purpose.

Shall immediately notify the principal or his designee of such suspicion. After investigating the suspicion and finding evidence of use or possession, the principal shall notify the Superintendent of Schools and the parent/legal guardian of the student. (Reference: O.S. Title 70 Section 133.)

Any teacher or other district employee, who in the adherence is this policy, reports such information to the appropriate school official shall be immune from all civil liability. (Reference O.S. Title 70 Section 24-132)

Any teacher or other district employee who has reasonable cause to suspect that a student may be in violation of this policy and who willfully or negligently fails to enforce this policy shall be subject to disciplinary action, which may result in termination. Disciplinary action for employees will be in accordance with Board Policy and any negotiated agreement, which may be in effect for employee.

### **242 LIBRARY AND INSTRUCTIONAL MEDIA MATERIAL SELECTION AND ACQUISTION (Reference procedures Section)**

### **242.1-245 RESERVED FOR EXPANSION OF LIBRARYAND INSTRUCTIONAL MEDIA POLICIES**



**246**

## **AIDS PREVENTION EDUCATION**

Acquired Immune Deficiency Syndrome (AIDS) prevention will be taught a minimum of once during grades seven through nine and a minimum of once during grades ten through twelve. The district will utilize the curriculum developed by the Oklahoma State Department of Education. The emphasis will be on abstinence. The curriculum will be limited in time frame to deal only with factual medical information.

The district will make the curriculum and materials that will be used to teach AIDS prevention education available for inspection by the parents and guardians of the students who will be involved with the curriculum and materials.

**247**

## **SPECIAL EDUCATION**

The Warner Public School is committed to providing a free and appropriate public education for every child, including those with handicapping conditions that make special education services necessary for successful education. Special education services are provided in accordance with Public Law 94-142 and all other applicable state and federal laws.

The Warner Public School maintains a continuum of service delivery systems available to meet the special needs of the exceptional child. Services could include homebound instruction, self-contained classes, resource classes, prescriptive assistance, and monitoring for handicapped children in regular classes.

While emphasizing the philosophy of least restrictive environment in which children are educated with non-handicapped children to the extent that they can benefit from such placement, the realism of the special needs of handicapped children is considered in deciding their educational program. Emphasis is given to placement in a program designed to assure development with; minimum failure.

The Warner Public School makes an on-going effort to find handicapped children who are unserved so that they too may receive special services to help them develop to the fullest extent possible. The goal of education for these exceptional children is to help them lead successful, responsible lives.

**247.1**

### **SPECIAL EDUCATION STUDENT REFERRAL PROCEDURES**

1. Identified students need to be discussed with site principal
2. Classroom teacher will need to contact parent/guardian to discuss the issues and procedures that will be followed for the students.
3. Intervention plan will need to be discussed with team (parents, teacher, counselor, and/or principal) and then followed.
4. Progress of students needs to be documented and followed. Re-group with site principal to see if student needs referral. If so, continue to step 5.
5. Authorization forms need to be filled out, receive principal's signature and forward to special ed teacher.
6. Special ed teacher will ensure all paperwork is completed and set up meeting.

7. Testing will be scheduled and parents will need to fill out appropriate paper work including consent forms.
8. After testing results are received, special ed teacher will set a date for “meets”.

**248                    TRANSFER OF SPECIAL EDUCATION STUDENTS (see page 83 Sec. 503.1)**

**249                    GIFTED AND TALENTED EDUCATION**

The Warner Public School will provide a gifted and talented education program to all students who qualify for such services. The district will identify students who score in the top 3% on any nationally standardized test of achievement educational program.

The local advisory committee consisting of educator and parents of gifted students will meet at least annually to consider the gifted and talented educational plan. This committee may address selection criteria, available service, and evaluation of the current plan.

The Warner Public School Gifted and Talented Educational Plan will be the policy document that controls the gifted and talented educational program.

**250                    EARLY CHILDHOOD EDUCATION PROGRAM**

Warner Public School understands the importance of providing a quality education to qualified students who reside within the district. This philosophy entails the provision of an early childhood education program that will be provided on a tuition free basis.

Children who will be four years old September 1 will be eligible to attend the early childhood program according to the following priorities:

- A.     First priority will be given to children who live in the Warner Public School district and who are eligible for Head Start according to family income guidelines.
- B.     Second priority will be children who live in the Warner Public School district but do not meet the Head Start Income guidelines.
- C.     Third priority will be children who live outside the Warner Public School district and meet Head Start income guidelines
- D.     Fourth priority will be children who live outside the Warner Public School district and do not meet Head Start income guidelines.

**251                    LIMITED ENGLISH PROFICIENCY PROGRAM**

It is the policy of Warner Public School to identify Limited English Proficiency (LEP) district students and to assist these students in their quest for a quality education.

Identification of LEP students is limited to those students who possess a CDIB card or whose families speak a primary language other than English. Furthermore, students with a CDIB card must meet one of the following categories to be classified as LEP.

1. Score below 50<sup>th</sup> percentile on the Iowa Test of Basic Skills, Iowa Test of Achievement and Proficiency, or any other norm referenced achievement test in one of the following areas: Total Reading, Total Math, Total Language, Complete Composite Battery, or Complete Total Battery.
2. Have at least a 10-percentage point drop from one school year to the next on the Iowa Test of Basic Skills, Iowa Test of Achievement and Proficiency, or any other norm referenced achievement test in one of the following areas: Total Reading, Total Math, Total Language, Complete Composite Battery, or Complete Total Battery.
3. Teacher judgment as determined from an individual rating scale.

Warner Public School will serve identified students by assessing their needs and targeting those needs with individualized instruction, classroom enhancement, individual and group counseling, and extra supplies or materials necessary to educate and gain proficiency in the English language.

## **252 RELIGIOUS FREEDOM**

Consistent with the US Constitution, laws, and court decisions and the Oklahoma Constitution, laws and court decisions, the school shall develop no policies, rules, or practices that establish religion or prohibit the free exercise thereof. Teaching about religion and other purely educational forums may occur. Student initiated, student organized religious clubs may meet on school premises during non-instructional hours and distribute information in the school using the same rules applied to all school clubs.

## **253 STUDENT HANDBOOK**

Each building principal will develop and maintain a Student Handbook, which includes all school regulations. The building principal is responsible for insuring that every student receives and acknowledges receiving a current Student Handbook. Also, the building principal is responsible for making a handbook available to any parent or patron that requests a copy.

## **254 STUDENT EXCHANGE PROGRAM**

Foreign exchange programs may be approved by the Superintendent of Schools for enrollment at Warner Public School with a formal recommendation by the high school principal.

## **255 STUDENT RETENTION**

It is the intent of Warner Public School to offer the best most appropriate education to each student legally enrolled in the district. The act of offering such an education does not always mean that students will take advantage of such. For this and other seasons, a teacher may decide that it is in the best interest of the student and the school for an individual student to be retained at the present grade level or not passed in a specific course.

State law allows a teacher to recommend a student be retained at the present grade level. Warner Public School has a retention committee, which consists of administrators, counselors, reading

specialist, student's teacher of grade student is going in to. The team will make recommendation on whether student will be retained or not. If a parent or guardian is dissatisfied with the recommendation, he/she may appeal the decision by complying with the district's appeal process. Three factors will be used in the determination to recommend a student for retention: a. Attendance b. Academic Achievement c. Student Behavior/Maturity. Oklahoma law provides that the decision of the board of education is final with regard to retention appeals. 70 O.S. § 24-114.1

## **256                   STUDENT SPEECHES**

The Warner School Board allows the principal or superintendent the right to preview student speeches to assure that no profanity is used in the presentation. Furthermore, the speeches or presentations are to have no language that could be considered derogatory or degrading towards other students or staff.

## **257                   INTERNET AND NETWORK ACCEPTABLE USE AND SAFETY POLICY**

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 sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### Privacy

Network and Internet access is provided as a tool for the user's education. The school 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 school district and no user shall have any expectation of privacy regarding such materials.

### Failure To Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet,

including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

#### Warranties/Indemnification

The school 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 user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user'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 user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user'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 school district's network.

#### Updates

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

**REFERENCE: 21 O.S. §1040.75, §1040.76**

**Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)**

**Communications Act of 1934, as amended (47 U.S.C. 254[h], [i])**

**Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)**

**CROSS-REFERENCE: Policy DOBC, Disciplinary Procedures, Certified Employees**

**Policy EFBC, Computer Use Policy EFEA, Using Copyrighted Materials**

**300-350 FINANCIAL MANAGEMENT**

**301 THE BUDGETING PROCESS**

The Board of Education shall annually employ a certified public accountant who is approved by the State Department of Education to prepare the annual Estimate of Needs and Financial Statement and to audit the financial records of the school district.

The Superintendent of Schools and/or his designee will prepare an operating budget from the official budget that is approved by the Muskogee county Excise Board. This operating budget will be approved by the Board of Education and will be made available for public inspection after approval.

The operating budget is a guiding document. Projected revenues and expenditures may change and, as such, the superintendent of schools has an authority to make line item changes to reflect any real change.

**302-310 RESERVED FOR EXPANSION**

**311 PURCHASING PROCEDURES**

All supplies, equipment and construction shall be purchased under a purchase order system following established procedures and regulations and complying with applicable state and federal laws and the regulations of the Oklahoma State Department of Education

**PURCHASING PROCEDURES**

**GENERAL FUND, BUILDING FUND, BOND FUND, ACTIVITY FUNDS**

1. REQUEST FOR EXPENDITURE OF FUNDS  
(must be itemized, priced, vendor identified, shipping charges included)
2. RECEIVE APPROVAL FOR EXPENDITURES
3. ENCUMBRANCE (P.O.) ISSUED AND DATED  
(must be itemized and priced)
4. PURCHASE MADE
5. GOODS OR SERVICES RECEIVED AND VERIFIED  
(invoice or delivery ticket must be priced out and signed by person receiving goods)
6. VERIFIED AND SIGNED INVOICE DELIVERED TO SUPERINTENDENT'S OFFICE IMMEDIATELY
7. INVOICE PROCESSED FOR PAYMENT AT NEXT BOARD MEETING
8. PAYMENT MADE

### **312 SUPPLIES AND EQUIPMENT**

Purchases under \$25,000 may be authorized by the Superintendent. Expenditures less than \$5,000 may be negotiated without written bids. Purchases of \$5,001 to \$25,000 require written bids from at least three (3) vendors, if possible. Purchases in excess of \$25,000 shall be approved by the Board of Education, upon receipt of sealed bids following appropriate bidding procedures, with the following exceptions.

- A. Emergencies authorized by the Superintendent
- B. Books
- C. Vehicles
- D. School supplies, furniture and classroom equipment (including technology)
- E. Cafeteria groceries

Faxed bids will be accepted as sealed bids. If sent directly to the bidding agent and placed by the agent in a sealed envelope

### **313 PUBLIC CONSTRUCTION CONTRACTS—GENERAL REQUIREMENTS**

- A. Unless otherwise provided by law, all public construction contracts exceeding fifty thousand dollars (\$50,000) shall be let and awarded to the lowest responsible bidder by open competitive bidding after solicitation for sealed bids in accordance with the provisions of the Public Competitive Bidding Act of 1974. No work shall be recommended until a written contract is executed and all required bonds and insurance have provided by the contractor to the awarding public agency.
- B. Except as provided in subsection D of the section, public construction contracts less than fifty thousand dollars (\$50,000) shall be let and awarded to the lowest responsible bidder by receipt of written bids. No work shall commence until a written contract is executed and proof of insurance has been provided by the contractor to the awarding public agency.
- C. Except as provided in subsection D of this section, public construction contracts for less than two thousand five hundred dollars (\$2,500) for minor maintenance or minor repair work may be negotiated with a qualified contractor. No work shall be commenced until a written contract is executed and proof of insurance has been provided by the contractor to the awarding agency,
- D. Any expenditure exceeding fifty thousand dollars (\$50,000.00) for making public improvement, constructing a building or making repairs shall require formal sealed bids and procedures as required by the Oklahoma Competitive Bidding Act. 61.O.S, --102, S.L.O. – 953. Unless waived by the superintendent, the school architect shall prepare all bids specifications.

The provisions of this subsection shall apply to public construction for minor maintenance or minor repair work to public district property. Such public construction contracts for less than

twenty-five thousand (\$25,000) may be negotiated with a qualified contractor. Such public contracts equal to or greater but less than (\$50,000) shall be let and awarded to the lowest responsible bidder by receipt of written bids. No work shall commence on any such public construction contract until a warren contract is executed and proof of insurance has been provided by the contractor to the awarding public agency. (61-103)

**314 FORCE ACCOUNT AND EMERGENCY ASBESTOS ABATEMENT**

Force account refers to materials purchased by the district to be used by district employees in construction. Nothing in the Public Competitive Bidding Act of 1974 shall be construed to prohibit a school district from erecting a building or making improvements on a force account basis. Contracts between a state agency and a school district for the purpose emergency asbestos abatement shall be exempt from the provisions of the Public Competitive Bidding Act of 1974 (61-103.4)

**315-319 RESERVED FOR EXPANSION**

**320 INVESTMENT OF SCHOOL FUNDS**

The Board of Education will designate operating account and investment account funds for the treasurer to invest and the treasurer will report on investments to the Board of Education no less than at their monthly board meetings. 70—2-115, S.L.O.§ 64. The school district treasurer is authorized by the board to invest surplus funds in Certificates of Deposit at the highest possible rate of interest available from banks in Warner, Oklahoma as far as possible. The Superintendent of Schools is authorized to direct the investment of all surplus activity funds according to the provisions of Oklahoma State Law.

**321-339 RESERVED FOR EXPANSION**

**340 PAYROLL**

All certified staff will be paid on a twelve-month basis. Certified employees will be paid on the 25<sup>th</sup> of each month starting in August unless that date falls on a weekend or a school recognized holiday in which case warrants will be issued on the last working day before the 25<sup>th</sup>.

All support staff will be paid for time worked only. The support staff will be paid on the 15<sup>th</sup> of each month, unless the 15<sup>th</sup> falls on a weekend or a school-recognized holiday in which case warrants will be issued on the last working day before the 15<sup>th</sup>.

All employees will have the option of having their pay direct deposited to their personal account.

**341 PAYROLL DEDUCTIONS**

Payroll deduction will be made upon request by the school employee for only those categories approved by the Board of Education.

**342-349 RESERVED FOR EXPANSION**



The Superintendent shall cause the activity account to be audited by a certified public accountant who will be selected by the Board of Education. The audit will be furnished to the board.

No expenditures shall be made from activity fund except by check and on the authorization of the site Principal and sponsor of the groups to whom the fund belongs. All such checks are to be issued and signed by the custodian of the activity fund or his designee and countersigned by the authorized administrator.

All activity monies shall be deposited with the activity account custodian or his designee or with the appropriate bank with the deposit slip furnished to the activity account custodian.

Complete and accurate accounts will be kept for all activity funds and monthly reports will be made to the proper parties. A separate authorized person will be designated to reconcile the account on a monthly basis.

The activity fund custodian will be appointed by the Board of Education . The custodian will be covered by a surety bond in the amount determined by the Board, but not less than \$1,000, the premium to be paid from the general fund.

All funds raising activities, to include all sources of income and the purpose for which the monies may be spent, will approved by the board in accordance with 70 O.S. § 5-128.

The Superintendent of Schools is to be authorized to establish regulations governing the operation of the activity account.

## **400-409 PERSONNEL SELECTION AND ASSIGNMENT**

### **400 EMPLOYMENT POLICY**

There shall be no discrimination against any employee on the basis of handicap, race, creed, age, color, national origin, sex, marital status, membership or non-membership, or participation in any professional, civic, parent, or charitable organization, in evaluation, employment, transfer, or promotion of personnel.

### **401 RECOMMENDATION FOR EMPLOYMENT**

All recommendation for employment with the exception of the office of the superintendent shall be made to the Board in writing by the Superintendent.

Each nomination shall be made with reference to position and salary. The salary shall be separated according to the amount for the regular duty salary and the amount of extra duty.

Career Teachers will be re-employed on a continuing contract the following school term unless otherwise officially notified by certified mail by the first Monday of June. If by fifteen days after the first Monday of June a teacher has not notified Board of Education in writing, that he/she does not desire to be re-employed for the ensuing year such teacher is considered employed on a continuing contract.

Certified personnel hired on a temporary contract (per O.S.6-101.23.S.L.O. § 126) will be required to sign a written disclosure regarding the terms of the contract at the date of hire. The district may, but is not required, to offer another contract to that person for the next term.

### **402 LOYALTY OATH**

Every employee of the Warner Public School is required to sign the Loyalty Oath as prescribed by the laws of Oklahoma. The signed copy of the employee's loyalty oath shall be kept in the employee's personnel file located in the superintendent's office.

### **403 NEGOTIATIONS PROCEDURAL AGREEMENT**

The Board of Education or its designees and the representatives of the teacher bargaining unit must negotiate in good faith on wages, hours, fringe benefits, and other terms and conditions of employment (School Laws of Oklahoma 70 -509.6). All policies previously approved by the Board of Education and documented in the Board Policy Book shall remain in effect except for those changed as a result of the negotiations process in accordance with the provisions of the procedural agreement shall be construed to commit the Board of Education to any kind of binding arbitration.

### **404 IMPLEMENTING BOARD POLICIES (Negotiated 1993-94)**

All Board of Education policies will be printed in the Board of Education Policy Book and/or supplements. Teachers will be provided a copy of the personnel section of the Board policy book on the first day they report to work each year.

A copy of the complete Board Policy Book will be located in the principal's office of each campus. Teachers will be responsible for the implementation of new or modified policies and procedures when they are posted or provided copies of the additions or modifications.

#### **405 HEALTH EXAMINATION –COMMUNICABLE DISEASES**

The Board of Education recognizes the existence of a close working relationship between school employees and students. The Board, therefore, shall require any school employee to complete a physical examination whenever the Board believes it to be in the best interest of the school system. The physical examination shall be performed by a physician who may be chosen and compensated by the Board.

#### **406 TESTING EMPLOYEES AND APPLICANTS FOR EMPLOYMENT WITH REGARD TO THE USE OF ILLEGAL CHEMICAL SUBSTANCES**

##### A. Statement of purpose and intent

1. The safety of students and employees of Warner Public School District is of paramount concern to the Warner Public School
2. Employees who are under the influence of an illegal chemical substance when the employee is on duty or on school property pose serious safety risks to students and other employees.
3. The use of illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity, and quality of work of all employees and safety of all students.
4. Recent scientific studies demonstrate the use of illegal chemical substances reduces an employee's ability to perform his job beyond the time period of immediate consumption or use.
5. The board recognizes that all employees have certain personal rights guaranteed by the constitution of the United States of America and by the Constitution of the state of Oklahoma. This policy will not infringe upon those rights.
6. The Board encourages employees who have chemical dependency problems to seek professional assistance. Any employee who voluntarily seeks help for a chemical dependency problem will be referred on a confidential basis, to a treatment facility or agency. The district will bear no financial obligation in this referral or subsequent treatment.
7. Due to the devastating impact that the use of illegal chemical substances can have on the safety of students and employees and their adverse effect on an employees ability to perform the employee's job, the Board will not tolerate employees who use, possess, distribute, purchase, sell or are under the influence (as defined in the policy) of illegal chemical substances when on duty on school property.
8. This policy will apply to all employees of the Warner Public School District regardless of position title, seniority. Violations of this policy will be subject to disciplinary action up to and including termination.

##### B. Definition:

1. "Illegal chemical substance: means any substance which an individual may not sell, possess, use, distribute, or purchase under either Federal or Oklahoma law. "Illegal chemical substances" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed

drugs obtained without authorization an all prescription drugs and over the counter drugs being used for an abusive purpose.

2. "Under the influence" means any employee of Warner Public School District who has any illegal chemical substances or the metabolites thereof present in the person's body in any amount which is considered to be "positive" for such drug or drug metabolites using any scientific substantiated drug screen test and drug use confirm test.

3. "Positive when referring to a drug test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal chemical substance or the metabolites; thereof using the standard customarily established by the testing laboratory administering the drug use test.

4. "School property" means any property owned, leased, or rented by the Warner Public School District, including by not limited to school buildings, parking lots, and motor vehicles.

5. "Drug use test" means a scientifically substantiated method to test for the presence of illegal chemical substances in a person's urine.

6. "On duty" means any time during which an employee is acting in an official capacity for the Warner Public School District or performing asks within employee's job description, including taking of an physical examination.

7. "Reasonable suspicion" means a suspicion based on specified personal observations concerning the appearance, speech, or behavior of an individual, and reasonable inferences drawn from those observations in the light of experience.

#### C. Determination of Applicants for Employment and Employees Being Under the Influence of an Illegal Chemical Substance

1. Any drug test administered under the terms of this policy will be ministered by or at the direction of professional laboratory using scientifically validated toxicology methods. The professional laboratory shall be required to have detailed written laboratory control and scientific testing. 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 applicants and employees to the maximum degree possible. The test specimen shall be obtained in a manner that minimizes its intrusiveness. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall, the test monitor shall not observe any employee or applicant while the specimen is being produced by the test monitor may be present outside the stall to listen for the normal sounds of urination while the specimen is being produced in order to guard insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the specimen. If at any time during the testing procedure, the test monitor has reason to believe or suspect that an employee/applicant is tampering with the specimen, the monitor may stop the procedure and inform the test coordinator who will then determine if direct observation is required. The test monitor shall be of the same gender as the applicant/ employee giving the specimen. The test monitor shall give each employee/applicant a form on which the employee/applicant may, but shall not be required to, list any medications he has taken or any other legitimate reasons for his having been in contact with potentially illegal chemical substances in the preceding thirty (30) days.

2. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. An applicant for employment will not be denied employment or an employee will not be

subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.

3. If the second test is positive for the presence of illegal chemical substances, or the metabolites thereof, the applicant for employment or the employee will be furnished with a copy of the test results.

4. Any applicant for employment or employee who is subject to disciplinary action as a result of being under the influence of an illegal chemical substance will be given a reasonable opportunity to rebut the drug test results. If the applicant/employee asserts that, the positive test results are caused by other than consumption of an illegal chemical substance. The Warner School District will rely on the opinion of the laboratory, which performed the testing determining whether the positive test result was produced by other than consumption of an illegal substance. The employee/applicant will have a right to have a second gas chromatography/mass spectrometry test performed on the same specimen at the expense of the employee/applicant if the request for the second test is made within thirty (30) days after the date first test positive result is communicated to the employee or applicant and subject to the approval of the School District's consulting laboratory if:

(a) The laboratory selected by the applicant/employee for the second test.

(b) The testing methodology used by the laboratory selected by the employee /applicant

A proper chain of custody shall be maintained at all times in transmitting the specimen to and from a second laboratory.

5. The laboratory reports and results of drug use testing will be maintained on a confidential basis except as otherwise required by laws; provided, however, the results of drug use testing may be given to law enforcement authorities if the drug use test is administered as a result of an employee's involvement in an accident resulting injury to persons or property. The laboratory performing drug tests for the Warner Public School District will not report nor disclose to the Warner Public School District any physical or psychological condition affecting an employee or employment applicant, which may be discovered in the examination of the specimen other than the presence of illegal chemical substances or the metabolites thereof. The use of the specimen to test for any other substances will be permitted.

#### D. Employee Drug Use Test-When Required

Employees will be required to submit to drug use testing in the following instances:

1. A drug use test will be a required part of an annual physical examination to for:

(a). All school bus drivers

(b) School vehicle mechanics

(c) All other employees who are required to take an annual physical examination and whose jobs have a direct bearing on the safety of the students or other employees. Each employee who is to be tested for illegal chemical substances as a part of an annual physical examination will be given at least thirty (30) calendar days notice of the date of his physical examination and attendant drug use test.

2. Any employee whose behavior while on duty creates a reasonable individualized suspicion that the employee is under the influence of an illegal chemical substance will be required to take a drug use test.

3. Any employee who is involved in an otherwise unexplained accident involving school property would be required to take a drug use test. Any employee who refuses to take a drug test when so required under the provisions of this policy will be deemed to have committed an act of insubordination or willful neglect of duty which will be the basis for disciplinary action up to and including termination.

E. Employee use, sale, possession, distribution, purchase, or being under the influence of an illegal chemical substance. Any employee who possesses, uses, distributes, purchases, sells or is confirmed by a drug use test to be under the influence (as defined by this policy) of an illegal chemical substance while on duty, while on school property or as a result of drug tests conducted as a part of an annual physical examination will be subject to disciplinary action up to and including termination.

F. Drug use tests of applicants for employment—When required applicants for employment will be required to submit to drug use testing as follows:

Drug use tests will be a part of the physical examination of all applicants who are required to take a pre-employment physical examination. All applicants required to take a pre-employment physical examination will be notified that drug use testing will be a part of the physical examination. Any applicant who refuses to submit to a drug use test as part of the pre-employment physical examination will not be hired.

G. Applicants under the influence of an illegal chemical substance

Any applicant who is confirmed by drug use test to be under the influence (as defined by this policy) of an illegal chemical substance will not be hired.

H. The following persons have the authority to require a drug use testing of employee under this policy are the Superintendent of Schools or any employee designated for such purposes by the Superintendent of the School Board.

I. Circulation of Policy

This policy shall be given broad circulation to all employees of the Warner Public School District. Each employee and applicant for employment shall be entitled to receive upon request, a free copy of this policy.

## **407 HARZARDOUS MATERIALS**

The Board of Education realizes that hazardous materials are used in the days to day operation of the school facilities and in the support of education requirements. The Board also recognizes that with the use of hazardous materials, responsibility must be taken to ensure the personal safety of students and staff and to protect the environment during the use, storage, and transportation of such materials. Therefore, this school district shall establish and maintain conditions of work, which are reasonable, safe, and healthful for our employees. The school district's safety standards and safeguards shall be those, which are reasonably necessary for the protection of the life, health, and safety of our employees.

The term "hazardous materials" includes any substance or mixture of substances that pose a fire, explosive, reactive or health hazard. Examples are common household cleaning supplies, spray oven cleaners, cleaning solvents, photo chemicals, soldering flux, some ceramic glazes, oils gasoline's and other fuels, and all other materials for which a "materials for which a "material safety sheet"(MSDS) has been prepared. The US occupational Safety and Health Administration maintains complete listings of hazardous substances and materials. The Superintendent will develop

regulations and/or procedures, which govern the purchase, storage, handling, transportation, and disposal of hazardous materials for school facilities and operations. Such regulations will establish an ongoing process by which each location in the district will have a program of identifying and managing hazardous materials. District personnel will be encouraged to substitute non-hazardous materials for hazardous materials to the extent possible and to minimize the quantities of hazardous substances used and stored on school property.

#### **408                    QUALIFICATIONS TEACHERS**

The Warner Board of Education shall employ teachers on a professional basis without regard to age, race, color, sex, or national origin.

Every teacher employed in this school system must possess a valid license or certificate and shall execute a written contract with the board of education. Teacher contracts shall be considered for renewal before the first Monday of June.

Applications shall be considered by the principal and the superintendent. Selected applicants shall be interviewed by the administration and a recommendation shall be made to the board of education who shall make the final employment determination.

School districts receiving Title I funds must ensure that teachers hired in a program supported by such funds are “highly qualified.” By the end of the 2005-2006 school year, all teachers within this school district are required to be “highly qualified.” The No Child Left Behind Act defines “highly qualified” as an elementary or secondary school teacher who has obtained full state certification and has not had certification requirements waived on an emergency, temporary, or provisional basis.

Elementary teachers who are new to the profession must hold at least a bachelor’s degree and have demonstrated, by passing a rigorous state test, subject knowledge and teaching skills in reading, writing, mathematics, and other areas of the basic elementary curriculum. Middle and secondary school teachers, new to the profession, will be deemed to be highly qualified if the individual teacher holds at least a bachelor’s degree and has demonstrated a high level of competency in each of the academic subjects in which the individual teaches by passing a rigorous state academic subject test in each such academic subject; or has successfully completed a grade degree with coursework that is equivalent to an undergraduate major, or advanced certification or credentialing for each academic subject that the individual teaches.

Veteran regular teachers currently employed by the district will be identified as highly qualified if they:

1.     Hold at least a bachelor’s degree; and
2.     Have met the applicable standard for a teacher who is new to the profession, which includes an option for a test; or
3.     Demonstrate competence in all the academic subjects in which the teachers teach, based upon high objective uniform state standard of evaluation.

Special education teachers who are not teaching core academic classes are not required to meet the definition of a highly qualified teacher. However, special education teachers who are teaching core academic subjects exclusively to students who are being assessed against alternative achievement standards, must meet the highly qualified requirements for elementary school teachers and for instruction above the elementary level and have subject-matter knowledge appropriate to the level of instruction being provided.

Additional qualifications and terms of employment for teachers may be found in the standard teacher contract. Specific duties may be found in the teacher job description found elsewhere in this manual. Nothing in this policy manual shall be construed as limiting or expanding the terms of the employment contract.

REFERENCE: 70 O.S. §6-101.20, et seq.  
P. L. 107-110, No Child Left Behind Act of 2001 Individuals with Disabilities Education Improvement Act of 2004

#### **408.1 STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS**

Teachers are charged with the education of the youth of this state. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles.

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire for the respect and confidence of their colleagues, students, parents, and the community; teachers are to be guided in their conduct by commitment to students and the profession.

##### **PRINCIPLE I COMMITMENT TO THE STUDENTS**

The teacher must strive to help each student realize his or her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the teacher:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.



5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly
  - A. Exclude any student from participation in any program,
  - B. Deny benefits to any students,
  - C. Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted or required by law.

## PRINCIPLE II COMMITMENT TO THE PROFESSION

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In order to assure that the quality of the services of the teaching profession meets the expectations of the state and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist entry into the teaching profession of any person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist an unqualified person in the unauthorized practice of the teaching profession.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decision or actions.

### PRINCIPLE III

1. Pursuant to the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:
  - 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. Commission of an act of moral turpitude.
  - H. Abandonment of contract,
  - I. Conviction of a felony,
  - J. 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, or
  - K. Failure to earn required staff development points.
2. A career teacher shall not be subject to dismissal or non-reemployment for items A, B, D, E, and F, above unless and until a written admonishment has been issued in accordance with relevant law.
3. A probationary teacher shall not be subject to dismissal or non-reemployment for inadequate teaching performance unless or until a written admonishment has been issued in accordance with relevant law.
4. Temporary teachers, substitute teachers, adult education teachers, and teachers employed in positions fully funded by private or federal grants shall not be protected by the provisions of the Teacher Due Process Act.
5. A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.

6. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties:
  - A. "Criminal sexual activity" means the commission of an act defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and
  - B. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity (70 O.S. §6- 101.22).

REFERENCE: 70 O.S. §6-101.21, et seq.

NOTE:

In accordance with the referenced statutes, a copy of these standards of performance and conduct will be provided to each teacher.

**409 FELONY RECORDS SEARCH POLICY**

The board of Education holds high its obligations to the students of this district. As a result, it is imperative that the district evaluate prospective employees. As a part of this evaluation, the policy of this district is to obtain the results of a felony record search of every prospective school district employee.

The Oklahoma State Bureau of Investigation will conduct this search or some other duty recognized law enforcement agency.

During the initial interview with each applicant, the district will advise the applicant that:

1. The district requires a felony record search of every prospective employee's name, including substitutes and temporary employees.
2. The applicant must complete and sign an authorization and release form.
3. The district will only request the search if the Superintendent of Schools recommends the applicant for employment.
4. If the applicant is recommended for employment, the applicant must pay the search fee, which will not exceed \$45.00 and submit copy of current fingerprint.
5. The district will reimburse the applicant for the search fee, unless the search discloses prior felony convictions if employed.
6. If the applicant is placed on duty prior to receipt of the felony search result, he will be classified as a temporary employee until the district receives a clean felony record search. This temporary employment may not exceed 60 days pending receipt of the search result.

If the felony search reveals a prior felony offense conviction or if the applicant provides a false response to one or more questions on the Authorization and Release Form, the applicant will be denied employment. If the applicant was placed on duty prior to the receipt of the search results, he will be deemed to have resigned immediately from employment. Under these circumstances,

the employee waives any due process procedure, which might otherwise be available under federal and state school law and school district policy.

The school district may also request a felony record search of the names of any current district employees if the Board of Education recommends a search of the employee's felony record after having just cause for such a request.

#### **410 EMPLOYMENT ELIGIBILITY VERIFICATION**

In accordance with the policy of the Board of Education, the following procedure shall govern the processing of applications for employment with this school district.

All new employees must produce and sufficient and satisfactory identification which shows United States citizenship, or in the case of employees who are not United States citizens, authorization to seek and hold employment in the United States.

#### **411 REGULAR CONTRACTS**

All certified employees shall be required to sign an annual contract with salary according to the Board of Education approved teacher's salary schedule. The employee; may have up to 24 hours to review the contract. Refusal to sign a bona fide contract constitutes a refusal of employment.

#### **412 EXTRA DUTY CONTRACTS**

All certified employees assigned duties in addition to their regular contract, shall sign a separate extra duty contract specifying the amount of additional salary and conditions of employment. The minimum salary for any extra-duty contract shall be \$700.00.

#### **413 TEMPORARY CONTRACTS**

\*\*\*See fourth paragraph of section 401 regarding temporary contracts

#### **414 EMPLOYEE RESIGNATION**

Any employee desiring to resign shall give the Superintendent written notice prior to the effective date of resignation. Certified staff must notify the Superintendent by certified mail.

The Superintendent may immediately accept a resignation when tendered by any employee. The superintendent shall advise the Board of Education at the next regular meeting of each resignation accepted and the position vacated.

#### **415 REQUEST FOR TRANSFER AND FILLING OF VACANCIES**

Employees who wish to transfer laterally from on position to another, or from one building to another, should submit to the Superintendent, through the appropriate channels, their request in writing by April 25 of each year. Current employees will be given first consideration in filling any vacancy for which they qualify. Such consideration does not guarantee a current employee the right to fill the vacated position.

Vacancy notices for all certified and non-certified positions will be posted in the high school building, the lower, middle, and upper elementary buildings and the administration building when school is in session. When school is not in session, a notice will be posted in the administration building.

#### **416 CHANGE IN ASSIGNMENT**

All employees are subject to change in assignment, if the administration is of the opinion that it would improve the over all program of the school. Such reassignment will be made only after individual conferences with the employee involved.

#### **417 REDUCTION IN FORCE POLICY**

In the event of a need to reduce the number of teachers employed by Warner Public School such reduction shall be achieved by resorting first to the normal attrition of teachers caused by resignation, retirement, death, and factors other than involuntary discharge without lawful cause.

1. The position(s) eliminated will be the determining factor, not the teachers occupying the positions(s).
2. Probationary teachers will be terminated before a career teacher is terminated. A probationary teacher will be retained when a career teacher is terminated only if the career teacher is not qualified for certification to teach the position for which the probationary teacher is retained. All teachers must be certified in assigned areas.
3. Recognizing the importance of qualified personnel to conduct extra-curricular programs and in the best interests of students, the Board of Education reserves the right to retain teachers or employ new teachers regardless of other factors who have assignments necessary to maintain any particular program. Examples include (as applicable) : directors of vocal and instrumental music, head coaches of all sports, director of speech/debate, media specialists, vocational agriculture or home economics instructors, industrial arts instructors.  
The Board of Education reserves the right to retain teachers regardless of other factors because of extra duty assignments if no other person with necessary qualifications and experience is available to take the extra duty assignments in question. The best interest and welfare of the pupils will be of paramount importance.
4. If there is more than one career teacher in the position being reduced, the following criteria, in this order, will be used to determine which of the career teachers will be retained.

- a. The teacher must have certification in a retained teaching position which is open. A career teacher with standard certification for the retained position will be retained over a career teacher with provisional certification, and a teacher with provisional certification will be retained over a teacher with temporary/emergency certification.
- b. If certification and evaluation are the same, the determining factors in order of importance are:
  - Years of teaching experience in Warner.
  - Academic degree status
  - Years of teaching experience

5. If there is more than one probationary teacher in the position being reduced, the criteria listed in 4a through 4b, in that order will be used in determining which of the probationary teachers will be retained and which will be terminated.

6. Re-employment of certified personnel will be in reverse order of the reduction in force sequence according to this policy for a period of one year from the effective day of unemployment. Provided that this statement only affects those teachers losing positions following this policy and that, the teacher is qualified for the open position.

7. Notwithstanding anything stated here to the contrary, the Board of Education reserves the right to select and employ all administrators.

8. Contractual agreements with individual employees supersede the provisions of this policy. Included in this category are those employees contracted for federally funded programs, special state grant programs, and terminating (duration of need) contracts.

#### **418 REPLACEMENT OF TEACHERS**

The administration will make every effort to hire a certified or licensed teacher when needed to replace a teacher who has vacated their position during the school year.

#### **419 TEACHERS FOR NIGHT SCHOOL, SATURDAY, AND SUMMER SCHOOL**

Currently employed teachers will be given preference in filling night school and summer school teacher positions as applicable to Warner Public School.

#### **420-429 RESERVED FOR EXPANSION**

#### **430 NEW TEACHERS**

A systematic plan to aid new teachers in their adjustment to Warner Public School is to be implemented by the school administration with the school principal having primary responsibility. This plan should acquaint teachers with school policies and regulations, school routine, services available and with other school employees.

#### **431 TEACHER CONSULTANT**

Teacher consultants will provide guidance and assistance to beginning teachers a minimum of 72 hours per year in classroom observation and consultation. Teacher consultants will be selected and reimbursed according to the provisions of H.B. 1706.

#### **432 ATTENDANCE AT SCHEDULED MEETINGS**

It is important that teachers attend meetings, which are scheduled for them. They should be on time and should stay until the meeting is completed. If it is necessary for a teacher to be absent from a meeting, to come in late to a meeting or to leave early from a meeting, the teacher should get prior approval from the building principal.

**433 PARENT CONFERENCES**

On days scheduled for Parent Conference Days, teachers shall be required to be in attendance for seven (7) hours and twenty (20) minutes. The time of attendance may be over two days, but will be determined by the administration.

**434-439 RESERVED FOR EXPANSION**

**440 PROFESSIONAL ENRICHMENT**

The Board of Education encourages participation of professional conferences and conventions by certified teachers. The Board of Education will pay all expenses including substitutes if the meeting is required or requested by the Administration. Meetings that are neither required nor requested by the Administration may be approved and paid for, but the teacher must get prior approval from the building principal and Superintendent of Schools.

**441 ASSOCIATION LEAVE**

The Board of Education will permit the Warner Classroom Teachers Association up to four days absence from regular duties for association leave. The Association will reimburse the district for the cost of the substitute teacher, if one is used, for any or all of these four days. The WTCA President will notify the Superintendent of Schools of the persons who would need to use one of these days to represent Warner Public School. No one member of the WCTA will be permitted to use all four days.

**442 FAMILY MEDICAL LEAVE ACT –FMLA POLICY**

**1. Reasons for Leave**

Eligible employees may apply for this leave for the following reasons

- A. In the event of the birth of a child of the employee; to take care of the child
- B. In the event of placement of a child with the employee for adoption or foster care (verification of placement must be provided);
- C. In order for the spouse, a child (must be 18 years of age or less or physically or mentally handicapped), or a parent of the employee due to a serious health condition
- D. In the event of a serious health condition of the employee that makes the employee unable to perform the functions of the employee’s job.
- E. In order to care for a family service member with a serious illness or injury incurred in the line of duty on active duty; or to use for any qualifying exigency arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation. All eligible employees who are family members with a serious illness or injury incurred in the line of duty will be able to take up to 26 workweeks of leave in a single 12-month period. Sick leave, personal leave, and vacation leave will be deducted from the 26 workweeks of eligibility.

**Serious Health Condition Definition.**

All illness, injury, impairment or physical or mental condition that involves, inpatient care in the hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider.

**Health care provider definition**

A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state; or capable of providing health care services (Medical Practitioner).

**Parent Definition**

A biological parent of the employee or an individual who stood in “loco parentis” to the employee. This is a legal term, which means basically, the person who raised the employee.

**2. Eligible Employees**

An eligible employee is one who has worked in the district for at least twelve months and works a minimum of 1,250 hours per contract year. The employee is entitled to up to 12 weeks of FMLA per year. This year will be calculated on a rolling calendar and is calculated from the ending of one leave to the beginning of the second leave and the time span must be 12 months (365days) or more of continuous service. (July and August months will be counted toward total days).

**3. Nature of FMLA**

This leave is unpaid leave, provided:

- A. For leave requested under 1.A, 1B, or 1C, the District will require the employee to substitute accrued vacation, personal business, or family leave provided by the district.
- B. For leave requested under 1.C or 1.D the district will require or the employee may choose to substitute accrued vacation, personal business, medical, or sick leave provided by the district.
- C. After exhausting all sick leave, the teacher shall receive a period not to exceed twenty (20) days at his/her full contract salary, less the amount normally paid a certified substitute (Sec. 434)

**4. Procedures**

An employee shall apply for FMLA by filling out the Family and Medical Request Form located in the Personnel Office). Upon verification by the district the FMLA leave shall be granted provided they meet the criteria of “eligible employee” as stated above.

**5. Verification**

In the case of leave requested under 1.C or 1.D the district retains the right to require verification by the appropriate health care provider (form available in the personnel office). It is the responsibility of the requesting employee to provide a copy of such verification to the district when requested.



Proper verification shall state:

- A. Date on which the condition began
- B. Probable duration of the condition
- C. Medical opinion of the health care provider
- D. For leave requested under 1.C, a statement that the employee is needed to care for the appropriate individual
- E. For leave requested under 1.D, a statement that the employee is unable to perform the functions of the position

At district expense, the district will require the employee to obtain a second opinion of a health care provider designated or approved by the district. If the two opinions differ, the district will require, at district expense, the employee to obtain a third opinion of a health care provider designated or approved jointly by the district and the employee. The opinion of the third health care provider shall be final and binding.

#### 6. Notice

Employee should apply for leave as soon as the employee is aware of the need for leave. In the case of birth or placement of a child, application should be made at least thirty days in advance of the day the leave is requested to begin.

- A. If both spouses are employees of the district, then the twelve week total is an aggregate total for both spouses in the event of leave taken under 1.A, or 1.B, or to care for a parent under 1.A.
- B. Leave may be taken intermittently throughout the year provided;
  - 1. For leave requested under 1.A or 1.B, leave may be taken intermittently only with the agreement of the district.
  - 2. For leave requested under 1.C or 1.D leave may be taken intermittently only when medically necessary.
    - a. If planned medical treatment is the basis for leave, then the district will require the employee to transfer temporarily to an available alternative position offered by the district for which the employee is qualified.
  - 3. In case of teaching employees
    - a. Leave under 1.C or 1.D that is based on planned medical treatment, if the teacher would be on leave intermittently more than twenty percent of the semester, the district reserves the right to require the teacher either (1) take the leave for periods of a particular duration not to exceed the duration of the treatment or (2) to transfer temporarily to an available alternative position offered by the employer for which the employee is qualified.
    - b. If a leave of at least three weeks duration begins more than five weeks prior to the end of the semester and the return to employment would occur during the three-week period before the end of the semester, the district may require the teacher to continue taking the leave through the end of the semester.
    - c. If a leave of more than two weeks duration begins five weeks or less prior to the end of the semester and return to employment would occur during the

two- week period before the end of the semester, the district might require the teacher to continue taking the leave through the end of the semester.

d. If a leave of more than five working days begins three weeks or less prior to the end of the semester, the district may require the teacher to continue taking leave until the end of the semester.

In a case of a serious health condition is defined in 1.C or 1.D, when planned medical treatment is the basis for the leave, the employee should schedule the treatment in a manner that will not be disruptive to the efficient operation of the district. Application should be made at least thirty days before the date the leave is to begin or as soon as possible.

#### 7. Return to Work

Upon returning to work from the leave, the employee shall be guaranteed either the same position previously held by the employee or an equivalent position. While on leave the employee shall suffer no loss in health benefits, but neither shall benefits accrue during the period of the period that the employee is on leave, except for coverage the district offers under a group health plan (life insurance and salary protection premiums will not be paid by the district after the exhaustion of paid leave).

For leave requested under 1.D, the district requires appropriate certification that the employee is able to resume work.

If the employee fails to return to work, and the reason is not in a serious health condition beyond the employee's control, then the district may recover from the employee the premium paid for main-training the employee's group health coverage during the leave. If a longer leave is required, the provisions listed in Board Policy GCBD

"Extended Sick Leave" will apply. Warner Public School will continue insurance coverage at the negotiated rate during the FMLA

The district, however, will discontinue all benefits upon the completion of the 12-week period and upon the exhaustion of all paid leave.

The district will require certification that the employee is unable to work whether that the employee is unable to perform the functions of the position or whether the employee is needed to care for a spouse, child, or parent.

#### **443 STUDENT HEALTH/DISCIPLINE NOTICE**

The administration and counselor will make every effort to inform teachers of students with previously identified serious medical and /or behavioral disorders. Release of such information will be on a need to know basis only and controlled by privacy laws.

#### **444-450 RESERVED FOR EXPANSION**

#### **451 TEACHING STAFF DEFINED**

The teaching staff shall consist of teachers, substitute teachers, temporary teachers, part time teachers, counselors, library media specialists, and homebound teachers.

1. A regular teacher is one who teaches a subject, group of subjects, grade or grades for an entire school day.
2. A substitute teacher is one who is called upon to fill temporary vacancies in teaching positions usually due to illness of the regular teacher.
3. A temporary teacher is one who is temporarily filling a position of a teacher on leave of absence.
4. A part time teacher is one who is teaching apportion of the school day.
5. A homebound teacher is one who teaches an incapacitated child at home.

#### **452 ORGANIZATION OF TEACHING STAFF**

In accordance with general administrative organization of the school system, the teaching staff will be organized into administrative units known as elementary, and high school, and into curriculum divisions or grades. All teaching service shall be carried on in close cooperation with curriculum work, research, guidance, health inspection and extra-curricular activities.

#### **453 SUBSTITUTES FOR ABSENT TEACHERS AND OTHER PERSONNEL**

Whenever any employee is going to be absent, it is that employee's responsibility to notify his superior about the absence, ideally, this notification should take place before the day that the absence is to occur. When that is not possible, the notification should be made prior to 8:00 a.m. the day of the absence.

#### **454 EMPLOYMENT, UTILIZATION OF SUBSTITUTE TEACHERS**

The district shall employ on a daily, as needed basis, qualified substitute teachers to fulfill the duties and responsibilities of the regular teacher during his/her absence from school.

A non-certified substitute teacher may be employed for up to 90 days per school year with no more than 20 days in the same assignment. These 20 days in one assignment are not necessarily consecutive but cumulative.

Certified substitute teachers may be used as necessary with no limitations of the number of days used or on the number of days per assignment. Pay for certified substitute teachers will be \$65.00 per day; non-certified \$55.00 per day. The Superintendent may negotiate a higher rate when necessary to hire quality candidates.

#### **455 THE WORKDAY**

The Superintendent of Schools shall prescribe the workday of teachers. Any intention of a teacher to depart or deviate from that schedule must be reported to and approved by the building principal.

Teachers shall report for duty by 7:45 a.m., which should provide sufficient time for preparation of the day's work, performance of scheduled duties, and other requirements. Teachers shall remain on campus and on duty until 3:20 p.m., which should provide sufficient time for planning, preparation, meetings, and parent contacts. The work day for teachers will be a minimum of seven (7) hours and twenty (20) minutes.

**456 THE WORK YEAR**

The school year shall be 180 days for returning teachers and 181 days for new teachers to the district. This will break down to 175 days of instruction and five days professional development for returning teachers and six days for new teachers to the district. While it is the intent of the Board of Education to maintain the 180-day schedule, the superintendent may modify the calendar when necessary to adjust due to a disaster or some unforeseen circumstance. Regardless, a minimum of 1080 hours will be required.

**457 GENERAL DUTIES**

Teachers shall be responsible for the care, discipline, and instruction of their pupils during the prescribed school day or any additional time they are placed in a position of responsibility by the principal or Superintendent of Schools. Teachers shall endeavor to maintain hygienic conditions and practices in their classrooms, and shall report to the principal any serious accident or illness affecting pupils in their charge. They shall exercise such control over children as would be exercised by a kind, firm, and judicious parent. They shall report immediately any suspicious or unusual behavior to the appropriate certified personnel.

Non-certified personnel share the responsibilities of maintaining a safe school campus. Though non-certified personnel may not have direct authority over students, they shall assist in ensuring an appropriate school atmosphere and report any concerns, problems or suspicious behavior/activities to the appropriate certified personnel.

**458 ASSIGNED DUTIES—BUILDING LEVEL**

Teachers shall be assigned to duties by the building principal. Duty schedules will be developed on a rotating basis that is as equitable as possible.

**459 STUDENT DISCIPLINE—BUILDING LEVEL**

Teachers shall be provided with a copy of the district’s student discipline policy. Teachers are expected to enforce student discipline in a manner consistent with district policy. Teachers who choose not to enforce district discipline policies make it more difficult on those who do their job correctly. The administration shall assist teachers in the enforcement of student discipline. All building principals are to review building and district discipline policies and procedures with their staff during the pre-school in-service meetings.

**460 TEACHERS’ ADMINISTRATIVE DUTIES**

The teacher of today cannot be concerned only with teaching subject matter. There are numerous administrative duties, which the teacher must perform in the modern, complicated school system. The chief administrative duties of the teacher are as follows.

1. Guidance for the school life for the pupil in order to deal systematically with his needs.

2. Interpretation of social forces that affect the curriculum, and participation in a continuous development of the curriculum.
3. Cooperation in the equipping of schools and the care of property
4. Partnership in the enterprises of conducting the school and accepting the responsibilities for understanding the problems of school finance.
5. Responsibility for the keeping of records and making of reports.
6. Understanding of broad social needs sufficiently adequate to participate in community responsibilities.
7. Understanding the relationship of education to the local, state, and federal governments.
8. Understanding of the legal and administrative aspects of state school organizations.
9. Understanding of the local school organizations in order that the teacher may know for what and to whom he is directly responsible.
10. Cooperation with the school principal in a common enterprise: the best possible education for every individual pupil in the end that he may be a good citizen of the community, the state, the nation, the world.
11. Knowledge of the purposes of the various educational organizations and the activities which they attempt to carry on in the interest of the profession and the system of public education.
12. Understanding that improved economic security is a result of public and professional awareness of the school's needs for keeping pace with changing society.

#### **461                    RECORDING AND REPORTING PUPIL PROGRESS**

Teachers shall administer the marking system or other means of evaluating pupil's progress as prescribed for the schools and report to parents the progress of their children as directed. The reporting includes report cards at nine weeks and semesters, progress reports and parental contacts at appropriate times. It shall be at the discretion of the building principal as to when the written reports be due.

#### **462                    RECORDS AND REPORTS**

Teachers shall keep daily attendance records and such other records and make such reports as are required by law, by the building principal and by the Superintendent of schools.

#### **463                    DEPARTMENT HEADS AND LEAD TEACHERS**

Department head at the secondary level and lead teachers at the elementary level may be chosen by the building principal based upon application and the following criteria:

- A. A standard certification in that area of study
- B. A career teacher within the district and at least on year of experience in the building of vacancy.
- C. Satisfactory evaluation

- D. Positive leadership skills
- E. Willingness to work with faculty and administration
- F. Advanced degree in that subject area or special expertise may be considered.

It will be the responsibility of department heads and lead teachers to organize and hold periodic meetings with their departments or levels. They will also be expected to communicate to their building principals the result of each meeting, including curricular concerns and curricular plans. Building principals may use department heads and lead teachers as an advisory group for the direction of the school.

#### **464                    STUDENT INTERN TEACHERS**

Warner Public Schools cooperates with Oklahoma colleges and universities in the program to provide classroom experiences for student teachers. The Board of Education encourages full cooperation of school personnel in this program.

#### **465                    EVALUATION OF CERTIFIED TEACHERS (In accordance with Oklahoma State Statutes)**

Principals should begin to evaluate teachers' work as early as possible. If a teacher displays evidence of a weakness that would prevent his/her renewal of employment, he/she should be advised of the deficiency promptly and given every opportunity to correct it. Individual conferences with the principal and members of the central staff should be arranged to help him/her with the difficulty. This notification of need of improvement is not intended as a threat to a teacher but is intended to give him/her an opportunity to grow into a satisfactory employee.

The following time schedule should be followed by each principal in the evaluation process.

1. Probationary teachers shall be evaluated at least twice each school year, once prior to November 15 and the second time prior to February 10. The principal may choose to evaluate the probationary teacher more often. Copies of the evaluation signed by the principal and teacher shall be retained by the teacher and the principal.
2. Each career teacher must be evaluated at least one time each year. The building principal may choose to evaluate career teachers more often.
3. Within two weeks of the date of each written evaluation, teachers may respond in writing to the evaluation. The written response will be placed in the teacher's file and attached to the evaluation form.
4. Evaluation documents and responses shall be available only to the teacher evaluated, the Warner Board of Education, the administrative staff making the evaluation, the Board, and administrative staff of any district to which the teacher applies for employment, the hearing panel involved in a non-renewal of dismissal and such other persons as are named by the teacher in writing as being permitted access to the evaluation.
5. Before the building principal begins his evaluation, he will conduct orientation meetings to acquaint all teachers under his supervision with the specific teaching responsibilities, evaluation procedures, standards, criteria and

instruments. The purpose of this orientation is to achieve mutual understanding of the evaluation system.

6. A copy of each formal written evaluation shall be given to the teacher and a conference shall be held between the teacher and building principal at an appropriate time after the evaluation has been finished.
7. All evaluations shall be based on personal observation and through documentation by the administrator.

#### **466 PERSONNEL FILES CERTIFIED STAFF**

A file of personnel records shall be maintained in the superintendent's office for each certificated employee of the Warner Public Schools. A file shall be kept for all resigned or retired employees, including such essential information as shall seem appropriate to the administration as specified by state and federal laws.

##### **Confidentiality**

Personnel information concerning district employees is generally confidential and may be reviewed only on a "need to know" basis under conditions which guarantee management's right of access to information necessary to make judgments and the protection of the employees of the district against unnecessary invasion of privacy. Some personnel information is "public record" and must be released to any person upon request.

Files containing medical information regarding an employee will be kept separate from other personnel files. Types of Information

It shall be the responsibility of each certificated employee to see that there is filed with the district any record of prior teaching experience. In addition, if the teacher has rendered military service, the proof of discharge from the service must be furnished. It is the obligation of the certificated employee to see that information that will maintain the employee's personnel file on a complete and up-to-date basis is sent to the superintendent's office. The records shall contain the following information:

1. The correct name and the current address and telephone number of the employee;
2. An accurate record of the work experience of the employee;
3. Current data on education completed, including the transcripts of all academic work;
4. Proof of requirements fulfilled in order to be eligible for salary;
5. Current data on credentials;
6. Any current data requested concerning the health of the employee, or medical examinations that the employee may have undergone;
7. Records of assignment;

8. Evaluations of performance;
9. Letters of commendation, reprimand, or omission of duty;
10. Other materials mutually agreed upon between the principal and the teacher.

#### Use of Personnel Records

All the contents of the personnel records file shall be available for inspection by the employee concerned. The district reserves the right to have a member of the superintendents office staff present at the time the employee inspects his or her personnel file for the purpose of explaining and interpreting the information therein. Similarly, at the time the record is reviewed, the employee shall have the right to have present a representative of his or her own choosing, if desired.

The teacher shall have the right to respond to all materials contained in the personnel file and to any materials to be placed in the file in the future. Responses shall become part of the file.

#### Parental Notice

If the school district receives Title I funds, the No Child Left Behind Act requires the district to provide parents with notice that they may request information about the professional qualifications of classroom teachers. The notice to parents must include the following:

1. Whether the teacher has met state qualifications for the grade levels and subject areas taught.
2. Whether the teacher is teaching under emergency or other provisional status.
3. The baccalaureate degree of the teacher and any other graduate certification or degree held by the teacher, and the subject area(s) of the certification or degree.
4. Whether the child is provided services by paraprofessionals, and, if so, their qualifications.

If a parent requests the above-listed information, the district is required to provide the information in a timely manner. If the district has hired a teacher who is not highly qualified and the teacher has taught a child for four or more weeks, the district is required to provide the parents notice that their child has been taught by a teacher who is not highly qualified.

REFERENCE: 51 O.S. §24A.7.  
70 O.S. §6-101.11  
P. L. 107-110, No Child Left Behind Act of 2001  
The Americans With Disabilities Act



**467 ADMINISTRATOR’S CONFIDENTIAL EVALUATION**

Except for the Superintendent of Schools, who shall be evaluated annually by the local school board. The Superintendent or his designee shall evaluate all administrators annually. All evaluations shall be made in writing and evaluation documents and responses are to be maintained in a personnel file for each administrator.

The general areas of administrative effectiveness shall include the indicators, which are included in the Oklahoma Minimum Criteria for Effective Administrative Performance, and any supplemental indicators, which are included on the evaluation form.

**468 EVALUATION OF NON-CERTIFIED SUPPORT EMPLOYEES**

An annual evaluation will be conducted of all non-certified/support employees by the immediate supervisor of the employee.

The supervisor conducting the evaluation will meet with the employee and discuss the results of the evaluation. The employee will have two (2) weeks to attach a written response to the evaluation. Both the evaluation and any written responses will be placed in the employee’s personnel file.

**469 COMPLAINTS AGAINST TEACHERS AND OTHER EMPLOYEES**

Any documents complaint made against a teacher or any other employee of Warner Public School will be investigated to ascertain its accuracy.

The teacher shall have the right to respond to any item placed in his/her personnel file concerning disciplinary action within two weeks of when the item is placed in the file.

**470 IDENTITY THEFT PREVENTION AND DETECTION RED FLAGS RULE COMPLIANCE**

It is the policy of Warner Public School district to follow all federal and state laws reporting requirements regarding identity theft. Specifically, this policy outlines how Warner School district will (1) identify, (2) detect and (3) respond to “red flags” A “red flag” as defined by this policy includes a pattern, practice, or specific account or record activity that indicates possible identity theft.

It is the policy of Warner Public School district that the superintendent is assigned the responsibility of implementing and maintaining the Red Flags Rule requirements. The superintendent will be provided sufficient resources and authority to fulfill these responsibilities.

All school employees will receive information on the policies and procedures governing compliance with the Red Flags Rule. New employees will receive information on these matters within a reasonable time after they have joined the workforce. Additional information will be provided should any policy or procedure related to the Red Flags Rule materially change. This information will be provided within a reasonable time after the policy or procedure materially changes.

## Procedures

1. Identify red flags, in the course of school operations, employees of the district may encounter inconsistent or suspicious documents, information, or activities that may signal identify theft. The school district identifies the following as potential red flags, and this policy includes procedures describing how to detect and respond to those red flags below;

1. A complaint or question from an individual based on the receipt of:  
A bill for another individual; or  
A bill for a product or service that was never received.
2. Detect red flags. Employees of the school district will be alert for discrepancies in documents and information that suggest risk of identity theft or fraud.

Staff should be alert for the possibility of identity theft in the following situations;

The photograph on a driver's license or other photo ID submitted does not resemble the individual.

A driver's license or other identifying information is submitted that appears to be altered or forged. Information on one form of identification is inconsistent with information on another form of identification or with information already in the district's records.

An address or telephone number is discovered to be incorrect, non-existent or fictitious.

A signature does not match a signature in the district's records.

The social security number or other identifying information provided is the same as identifying information in the district's records provided by another individual, or the social security number is invalid.

3. Respond to Red Flags. If an employee detects fraudulent activity or if a parent or patron claims to be a victim of identity theft, the school district will respond to and investigate the situation.

If potentially, fraudulent activity (a red flag) is detected by an employee:

1. The employee should gather all documentation and report the incident to his or her immediate supervisor (or designated compliance officer/privacy official, if applicable).
2. The supervisor (or designated compliance officer/privacy official, if applicable) will determine whether the activity is fraudulent or authentic.
3. If the activity is determined to be fraudulent, then the school district will take immediate action, to include:

Cancel the transaction

Notify appropriate law enforcement;

Notify the affected party; and

Assess impact to the school district

If an individual claims to be a victim of identity theft;

1. The individual should be encouraged to file a police report for identity theft if he/she has not done so already.
2. The individual should be encouraged to complete the ID Theft Affidavit developed by the FTC, along with supporting documentation.
3. If following investigation, it appears that the individual has been a victim of identity theft; the school district will promptly consider what further remedial act/notifications may be needed under the circumstances.
4. The superintendent will review the affected individual's records to confirm whether documentation was made in a school record. If inaccuracies due to identity theft exist, a notation should be made in the record to indicate identity theft.
5. If following investigation, it does not appear that the patient has been a victim of identity theft, the school district will take whatever notion it decides appropriate.

#### **471 TEACHERS' SALARY SCHEDULE**

A teacher salary schedule based upon educational training: Bachelor, Bachelor +15, 30, or 45 hours over degree; Masters, Masters =15, 30, or 45 hours over degree; Doctorate, Doctorate =15, 30, or 45 hours over degree will be approved each year by the Board of Education.

These employees attaining a higher degree or 15, 30, or 45 hours over their degree should notify the central office by July 31 so that this may be noted on their current year teaching contract. (Negotiated 1991-92)

A teacher salary schedule that includes steps up to 25 years experience will be approved each year by the Board of Education. (See Attachment A)

A teacher will be considered as having had one year of experience for salary purposes if they have taught no less than 120 days during not more than two consecutive school years. Therefore, teachers hired at mid term will not advance on the experience column of the salary schedule unless they taught enough days the previous year to total 120 days. State regulations will be followed in determining experience.

#### **472 NON-CERTIFIED SUPPORT EMPLOYEE SALARY SCHEDULE**

A non-certified support employee salary schedule that takes into consideration the importance of the job and the longevity of the employee will be approved each year by the Board of Education.

#### **473 ADMINISTRATIVE SALARY SCHEDULE**

Administrator's salaries will be based upon an index of what the individual administrator would earn if they were a classroom teacher. The Superintendent's salary will be based on a 1.9 index. The high school principal's salary will be based on a 1.5 index. The elementary or middle school principal's salary will be based on 1.4 index. An assistant principal's salary will be based on a 1.2 index for the

number of hours being served as an assistant principal. The board reserves the right to negotiate a higher pay scale if they so choose.

#### **474 PAY PERIODS**

Certified employees will be paid, commencing in August on the 25<sup>th</sup> of each month. When the 25<sup>th</sup> falls on a weekend or holiday, the teacher payday will be on the last day of school prior to the weekend or holiday.

Non-certified support employees will be paid on the 15<sup>th</sup> day of each month for the number of hours worked since the previous pay date or commencement of employment. When the 15<sup>th</sup> falls on a weekend or holiday, a non-certified payday will be the last workday prior to the weekend or holiday.

After being approved for sign out on the final day of the school term, teachers may elect to receive their final three checks for May, June, and July at check out. If not the checks will be held in the Superintendent's office and the teacher may pick them up at their convenience.

#### **475 SUPPLEMENTARY PAY SCHEDULES**

A supplementary pay schedule for administrators, athletic coaches, activity sponsors, and other approved extra-duty assignments will be approved by the Board of Education. The supplementary pay may be divided into payments payable in May and December.

#### **476 TRAVEL REIMBURSEMENT**

School staff, including administrators, certified personnel, and support personnel, shall be reimbursed for reasonable expenses incurred during work related travel. Examples of reasonable expenses include meals, lodging, tolls, parking, etc. Meals and lodging will be paid only if the trip extends to overnight or a working lunch or dinner. In which case, documentation of the meeting agenda will be required. All requests reimbursement will require an "Expense and Mileage Reimbursement Form" with all receipts attached. School Board members may be reimbursed for expenses incurred in obtaining newly elected, encumbrant and continuing education training credits.

#### **477 ELIGIBILITY FOR FRINGE BENEFITS**

Full time teachers are eligible for fringe benefits as approved by the Board of Education each year. Part time teachers are not eligible for fringe benefits.

Full time non-certified employees qualify for fringe benefits as approved by the Board of Education each year. Part time non-certified employees are not eligible for fringe benefits.

#### **478 FRINGE BENEFITS**

Each full time, eligible employee can opt for an \$800 fringe benefit to be applied to health or salary protection insurance or \$700 applied to salary.

**479 EMPLOYEE ABSENCES**

Requests by teachers or other employees to be absent from school for any purpose other than personal illness should be made in writing to the building principal or immediate supervisor. The request should be made in advance of the requested day(s) of the requested absence as possible.

**480 TEACHERS IN ACTIVITIES AWAY FROM SCHOOL**

Upon written request and approval of the principal and superintendent, teachers may be granted leave to attend professional meetings, workshops, school activities, and conferences. A case-by-case determination will be made as to whether the school or the employee will be responsible for any expenses incurred in attending the meetings.

**481 EXTREME CASE**

In order to insure proper administration and to prevent any abuse of the leave program, the Board of Education may review any case and take whatever action it may deem appropriate.

**482 SICK LEAVE**

Ten (10) days of sick leave shall be allowed each year for all certified full time employees. 70.OS—6-104 D.L.O.§ 121 Non-certified employees will receive one day of sick leave for each month employed to a maximum of 120 days accumulated. A maximum of 60 days of sick leave may be used in a calendar year, unless approved by the Board of Education. One day being defined as “not to exceed the number of hours per day that they regularly work.”

Sick leave is interpreted as the time when personal illness or illness in the immediate family keeps an employee from being present to conduct his regular daily work. Immediate family is defined as spouse, children, parents, grandchild living in the household and corresponding in-laws. The term illness shall include temporary disability resulting from pregnancy, miscarriage, childbirth, and recovery. Sick leave may be used for absences to attend the funeral of a spouse, child, parent, grandparent, grandchild, aunt, uncle, or corresponding in-laws.

**483 LEAVE SHARING PLAN**

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

For the purposes of this policy, the following definitions shall apply.

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

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

“Severe“or “extraordinary” means serious, extreme or life-threatening, including temporary disability resulting from pregnancy, miscarriage, childbirth and recovery there from as determined by the board of education.

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

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

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

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

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

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

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

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

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

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

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

**484 VACATION**

A (12) month employee shall accrue ten (10) days per year vacation at the rate of eighty-three percent (.8333) of a day per month up to the completion of five (5) years or sixty (60) months of continued employment, at which time the employee will accrue vacation time at a rate of one and one quarter (1.25) days per month, not to exceed fifteen (15) days per year. Twelve (12) month support employees having ten (10) or more years shall accrue one and one-half (1.50) per month vacation. Twelve (12) month support employees having sixteen (16) or more years shall accrue one and two thirds (1.66) days per month vacation. Vacation time must be taken in the year it is accrued. There shall be no accumulation of vacation beyond twenty (20) days.

Vacation should be taken during the period school is out for the summer, or other breaks, when possible, unless otherwise recommended by the supervisor and approved by the superintendent. In the event an employee, due to special circumstances, needs to take his/her vacation at a time other than outlined in this agreement, he/she make request a revision to their immediate supervisor and the Superintendent of Schools for consideration.

**485 EMPLOYEE PREGNANCY**

- A. An employee is to notify the Superintendent of Schools in writing of the anticipated date of childbirth at least three month in advance of that date.
- B. Cessation of work will be in keeping with the employee's physical health and emotional stability as they relate to carrying out assigned duties.
- C. An employee should return to normal duties as soon as circumstances allow. The Board of Education reserves the right to require, of the employee, medical evidence from a doctor that she is unable to return to her normal duties.

**486 ADOPTIVE PARENTS**

An employee who adopts a child shall be allowed to use ten (10) days of sick leave for an adjustment period after the adoption. The employee may also be eligible for Family Medical Leave in accordance with the requirements and condition of the Family Medical Leave Act.

**487 ACCUMULATED SICK LEAVE NOTIFICATION**

Each certified employee will receive semiannually a report of sick leave and personal business leave status. (Negotiated 1992.-93)

**488 PAY FOR UNUSED SICK LEAVE**

Retiring faculty members will be reimbursed for all unused sick leave, at a rate of \$30.00 per day, for those days not used toward retirement. (Negotiated 1992-93)

**489 PERSONAL BUSINESS DAYS**

All full time employees of Warner Public School will be awarded three noncumulative personal business leave days with no salary deduction. Personal business leave will be granted according to state statute. The following are some examples of activities that would qualify for personal business leave: however, no explanation for use of personal leave will be necessary.

- A. Family illness outside immediate family
- B. Business or legal matters which require the employee's presence during normal working hours
- C. Military obligation
- D. Attend a business meeting with spouse
- E. Funeral other than immediate family
- F. School activities where employee's children are involved.

A personal business leave day will not be granted (except with the approval of Superintendent) in the following cases.

- A. The first or last day of a contract period
- B. The day before or the day immediately following an official non-work holiday.

Personal business leave may be granted for less than a full day. Employees may be paid for accumulated unused personal business days upon retirement.

**490 REDUCTION OF SUBSTITUTES PAY**

If, after exhausting all sick leave and at the teacher's option all personal business leave, a teacher is absent from his or her duties due to personal accidental injury, illness or pregnancy, or approved emergency reasons the teacher shall receive the full contract salary, less the amount for which a substitute teacher would qualify up to an additional period of twenty (20) days. After this twenty (20) days period, a full day's pay will be deducted for any additional days missed.

**491 WORKERS COMPENSATION**

All employees are covered by Worker's Compensation. When an employee is absent from work due to a work related illness or injury, compensation will be made to the claimant by the Workers Compensation insurance carrier. It is further understood that earned neither vacation nor sick leave will be used in lieu of Workers Compensation benefits. In no case shall the combined payments to the claimant be in excess of regular contractual salary for full time employment.



**492 PAYROLL DEDUCTION OF DUES**

Payroll deduction will be available to all employees for association dues. Such deductions shall be made on a monthly basis in ten payments. Professional dues will be taken out in equal monthly payments beginning with the employee's next pay period and ending in July.

**493 SUPPORT PERSONNEL SUSPENSION, DEMOTION, OR TERMINATION**

The Warner Board of Education has adopted the following procedure for the suspension, demotion, or termination of support personnel in accordance with Title 71 of Oklahoma Statute, Section 6-101.40 through 6-101.47.

For the purpose of this policy "support employee" means a full-time employee as determined by the standard period of labor which is customarily understood to constitute full time employment for the type of services performed by the employee who is employed a minimum of 172 days who provided those services which are not performed by certified teachers, principals, superintendents, administrators and which are necessary for the efficient and satisfactory functioning of a school district.

No support employee who has been employed in the school district for more than one year may be suspended, discharged, or non-renewed except within the provisions of this policy. However, this policy shall not be construed to prevent layoffs or reductions-in-force for lack of funds or work.

When the suspension of a support employee is in the best interest of the school, the Superintendent may suspend employee with or without a hearing. If the employee is suspended for period exceeding 10 days, the Superintendent shall initiate termination proceedings immediately upon beginning the suspension. However, in a case involving criminal charges, the suspension may be delayed until the case is adjudicated at trial. Nothing herein shall prevent proceeding against the employee for termination of employment during or after the suspension.

Prior to demotion, termination, or nonrenewal and after any suspension, the support employee shall receive notice of his or her right to a board hearing if so requested. Distribution of this policy to support personnel, verified by employee signature, shall serve as notice that such employees are entitled to a hearing before final termination of employment. Employees will be notified by certified mail of board action to demote or terminate employment and the support employee must request a hearing by certified mail to the board clerk within 10 working days of said notice or the employee shall be deemed to have waived his or her right to a hearing.

If a hearing is requested the hearing shall be conducted at the next succeeding regular meeting of the board, if the request is received by the board clerk at least 10 days prior to the meeting. However, a special meeting may be requested by the employee at the discretion of the board of education, which special meeting shall be conducted no sooner than 10 days nor later than 30 days after receipt of the hearing request. The decision of the board shall be final. The procedures of this policy only protect the employees who have been employed more than one year immediately preceding adverse action and are suspended, discharged, or none renewed during a contractual period of employment

In accordance with Title 70 of the Oklahoma Statutes, Sections 6-101.47, the board hereby adopts the following causes for suspension, demotion, termination, or nonrenewal of support personnel.

1. Leaving work station without authorization prior to lunch period or end of workday.
2. Excessive unexcused absenteeism.
3. Chronic absenteeism for any reason
4. Excessive tardiness
5. Persistently wasting time or distracting others during working hours
6. Leaving work during working hours without proper notification and permission
7. Falsification of personnel or other records (personal or other employee's records).
8. Possession of weapons on the premises at any time
9. Removing district property, records, or confidential information from premises without proper authority.
10. Willful abuse, misuse, defacing, or destruction of district property, including tools, equipment or other property of other employees.
11. Theft or misappropriation of property of employees, students, or this district
12. Sabotage
13. Refusal to follow instructions of supervisor.
14. Refusal or failure to do work assignment.
15. Unauthorized operation of vehicles, machines, tools or equipment
16. Threatening, intimidating, coercing or interfering with employees, supervisors, or students at any time.
17. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, students, or the district.
18. Creating or contributing to unsanitary conditions.
19. Practical jokes injurious to employees or district property
20. Possession, consumption or reporting to work under the influence of alcohol, Non-prescription drugs or controlled substances.
21. Creating disturbances on the premises at any time.
22. Disregard of known safety rules or common safety practices
23. Unsafe operation of motor driven vehicles.
24. Operating machines or equipment without safety device provided
25. Participating in or witnessing gambling, lottery or any game of chance on district property.
26. Unauthorized distribution of literature, written, or printed matter of any description on district property.
27. Posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of the administration.
28. Poor workmanship
29. Immoral conduct or indecency including abusive and or foul language.
30. Making or receiving personal telephone calls during working hours, except for emergencies.
31. Walking off the job.
32. Continued poor or negative attitude while on the job, including poor relationship with other staff or students.
33. Smoking in unauthorized area or unauthorized time.
34. Failure to dress appropriately for work assignment.
35. Refusal of job transfer within the district when transfer does not result in demotion.
36. Abuse of rest periods or meal period policies.

37. Inappropriate and/or unauthorized use of the school district computer network or internet net work.
38. Insubordination of any kind.
39. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin toward another employee, a student or a visitor.
40. Violation of any district rule or policy.
41. Violation of any administrative rule or order.
42. If it is in the best interest of the school district, any support person may be suspended, demoted or terminated.

Violations of any of the above may lead to the suspension, demotion or termination of the support employee. REFERNCE 70 O S §6-101.40 et seq

#### **494 TEACHER TERMINATION PROCEDURES**

In accordance with the policy of the board of education, the following procedures shall be followed in terminating the employment of career and probationary teachers.

Whenever the superintendent recommends to the board of education that a teacher employed within this school district be dismissed or not reemployed, the superintendent's written recommendation shall set forth the basis for the recommendation. The recommendation shall include the specific statutory grounds on which a career teacher should be dismissed or not reemployed, or the cause for which a probationary teacher should be dismissed or not reemployed, and shall include the underlying facts supporting the recommendation.

Whenever the board of education receives a recommendation for the dismissal or non-reemployment of a teacher, the board or individual designated by the board shall mail, or cause to be mailed, a copy of the recommendation to the teacher, by personal delivery to the teacher with a signed acknowledgement of receipt, or serve the recommendation and notice of hearing by process server. If mailed, such mailing will be by certified mail, restricted delivery, return receipt requested. The notice must specify the statutory grounds - for career teachers - or the cause - for probationary teachers - upon which the recommendation is based and shall include the teacher's right to a hearing before the board and the date, time, and place set by the board for hearing. Such hearing shall be held within the school district no sooner than twenty days nor later than sixty days following the teacher's receipt of notice unless the teacher advises that no hearing is desired. The board delegates the superintendent, as its agent, to set a time, date, and place for the hearing after consultation with the board president.

Hearing procedures for teachers shall be as follows:

1. The parties to the hearing are the teacher and the superintendent or designee, and they shall be afforded the following rights at any hearing held pursuant to these regulations:
  - A. The right to be represented.

- B. The right to present witnesses in person or to present their testimony by interrogatories, affidavits, or depositions. A list of all witnesses shall be furnished to the other party at least five (5) days before the hearing.
  - C. The right to cross-examine witnesses.
  - D. The right to testify in his/her own behalf and present evidence and argument on all issues involved.
  - E. The right to have an orderly hearing.
  - F. The right to have an impartial decision based upon the evidence presented.
2. The board president or, in case of absence, a designee, shall be the presiding officer at the hearing.
  3. The hearing shall be convened by the board president who shall state the purpose of the hearing, introduce the parties, and administer the oath to all persons who will testify.
  4. Upon the request of either party, the presiding officer may exclude from the hearing room the witnesses not at the time under examination, except that a party to the proceeding and his/her representative shall not be excluded.
  5. At the hearing, the burden of proof shall be on the superintendent and the standard of proof shall be by a preponderance of the evidence.
  6. While a record of the hearing is not required by law, the State Board of Education strongly suggests that the local board of education maintain such a record (including a tape recording of the hearing and any documents or evidence presented to the board) for two (2) years from the date of the hearing.
  7. Informal disposition of any recommendation for dismissal or nonrenewal may be made by written stipulation, agreed settlement, consent order, or default.
  8. The order of the procedures shall be:
    - A. Opening statement by the superintendent.
    - B. Opening statement by the teacher.
    - C. Presentation of the superintendent's evidence, followed by cross-examination of witnesses by the teacher.
    - D. Questions by the board members.

- E. Presentation of the teacher's evidence, followed by cross-examination of witnesses by the superintendent.
  - F. Questions by the board members.
  - G. Presentation of rebuttal and surrebuttal evidence as necessary.
  - H. Closing argument by the superintendent.
  - I. Closing argument by the teacher.
  - J. Deliberation by the board members.
  - K. Vote by the board to accept or reject the superintendent's recommendation and recitation of findings of fact upon which the decision is based.
9. Presentation and consideration of evidence shall abide by the following:
- A. Only evidence that reasonably relates to the issues before the board, as reflected in the notice to the teacher, should be deemed relevant.
  - B. Strict rules of evidence as required by a court of law shall not apply in these hearings.
  - C. Rulings on admissibility of evidence will be made by the presiding officer.
  - D. Documentary evidence may be received in the form of copies or excerpts.
  - E. Documentary evidence presented to the board shall be marked with a distinguishing number or letter such as Teacher's Exhibit #1 or Superintendent's Exhibit #1.
  - F. While hearings are open to the public, no questions or statements will be allowed by members of the public attending the hearing except through the parties or their council.

The board of education may convene into executive session to deliberate findings of fact. After due consideration of the evidence and testimony presented at the hearing, the board of education shall vote in open meeting whether or not to dismiss or non-reemploy the teacher. The board's decision shall include a recitation of the basic or underlying facts relied upon by the board in reaching its decision. The teacher shall be notified in writing of the board's decision by certified mail, restricted delivery, return receipt requested, or substitute process as authorized by law. The decision of the board regarding a teacher shall be final and non-appealable.

The board of education must forward hearing information concerning teachers to the State Board of Education on a prescribed form available from the administrative office

#### **494.1 TEACHER ASSISTANTS**

It is the policy of the Warner Board of Education that teacher assistants are support employees entitled to due process prior to nonrenewal or termination of employment. Applicants must possess

the required level of requisite skills as prescribed in the appropriate State Department of Education regulation except that a teacher's assistant or a volunteer will be used for each class of kindergarten through second grade which has more than 20 students and in which twenty percent of the students are eligible to participate in the National Child Nutrition Act.

Teacher assistants are paraprofessionals within the school district. All paraprofessionals must have earned a high school diploma or its equivalent. Paraprofessionals hired after January 7, 2002, to work with identified Title I students must have completed at least two years of study at an institution of higher education; obtained at least an associate's degree; or met a rigorous standard of quality and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, or mathematics or the instruction of readiness of these subjects. Paraprofessionals working with identified Title I students who were hired before January 8, 2002, have until the end of the 2005-2006 school year to meet these standards. The district will not hire Title I paraprofessionals who do not meet these standards. If the district *[is/becomes]* a school-wide Title I school district, all paraprofessionals in the district must meet these standards.

Exception to these requirements may be made with regard to paraprofessionals who act as translators or who coordinate parent involvement activities.

The superintendent and/or staff development committee shall develop an appropriate in-service training program for teacher assistants.

Teacher assistants are employed so that the professional teachers may direct their energies to the students' education. The basic objectives for the use of teacher assistants are:

1. To make it possible for teachers to use more variety in structuring classroom activities which will result in more meaningful education for children and youth.
2. To enable the teacher to do more creative teaching, and to use a greater variety of instructional media.
3. To enable the teacher to develop effective programs focusing upon the individual needs of each student.
4. To provide increased time for individualizing instruction, evaluating learning situations, student counseling and guidance for other instructional activities that will improve educational opportunities for boys and girls.
5. To relieve teachers of the numerous semi- and non-professional tasks which have become cumulative and which have come to consume a disproportionate amount of the teacher's time and energies.

The principal and supervising teacher are jointly responsible for making final decisions related to the duties and responsibilities to be assigned to an assistant. Assistants are not to discipline children. Classroom discipline shall be left to the certified teacher or building principal.

Teacher assistants will only be used to perform, or assist a classroom teacher to perform, the following duties:

- \* Hall room duty
- \* Bus duty
- \* Playground duty
- \* Lunchroom duty
- \* Extracurricular activities involving school functions
- \* Other non-instructional duties as the superintendent may prescribe

The duties of teacher assistants may be further restricted or regulated by program requirements of the funding plan under which they are employed:

1. Title I funds provide assistants for the Remedial Reading Program.
2. Title VII funds provide assistants for Indian students.
3. Early Childhood Intervention (ECI) funds provide assistants for mainstreamed students with certain specific handicaps that require frequent or constant attention.

REFERENCE: 70 O.S. §6-127, §18-113.1, et sec. P. L. 107-110

#### **494.2 SUSPENSION OF TEACHER**

Whenever the superintendent of the school district has reason to believe that cause exists for the dismissal of a teacher and is of the opinion that the immediate suspension of the teacher would be in the best interest of the children in the district, the superintendent or the local board may suspend the teacher without notice or hearing. However, the suspension shall not deprive the teacher of any compensation or other benefits to which otherwise entitled. Such suspension shall extend to such time as the teacher case is adjudicated at a trial de novo for a career teacher but such extension shall not include time for any further process. Within ten (10) days' time after such suspension becomes effective, the local board of education shall initiate a hearing for dismissal pursuant to law.

However, in a case involving a criminal charge or indictment, such suspension may extend to such time as the teacher's case is finally adjudicated at trial. Provided, however, such extension shall not include any appeal process. (REFERENCE:70 O.S 71...4-101.29)

#### **494.3 PROCEDURES FOR DISMISSAL OF ADMINISTRATORS**

Prior to dismissal decision by the board of education, full time certified administrators shall be granted all due process procedures afforded by Oklahoma Statutes.

#### **494.4 EMERGENCY SUSPENSION**

Whenever the superintendent of the school district has reason to believe that cause exists for the dismissal of a teacher and is of the opinion that the immediate suspension of the teacher would be in the best interests of the children in the district, the superintendent or the board of education upon receiving recommendation for suspension from the superintendent may suspend the teacher without notice or hearing. However, the suspension shall not deprive the teacher of any compensation or other benefits to which otherwise entitled. Such suspension shall extend to such time as the teacher's case is adjudicated at a trial de novo for a career teacher but such extension shall not include time for any further appeal process. Within ten (10) days' time after such suspension becomes effective, the local board of education shall initiate a hearing for dismissal pursuant to law.

However, in a case involving a criminal charge or indictment, such suspension may extend to such time as the teacher's case is finally adjudicated at trial. Provided, however such extension shall not include any appeals process.

#### **494.5 APPEALS CHANNELS**

In the interest of harmony and efficiency, the following lines of authority shall be observed in instances involving appeals.

A school employee should first discuss any school matter or problem with the school official serving as his immediate supervisor. If the employee is not satisfied with the response, the employee may appeal the decision to the official next in line of authority. After the appeal is made to the superintendent of schools and the employee is still dissatisfied, the employee may appeal to the board of education by presenting a written request to the superintendent of schools stating the problem and the action desired. The superintendent will place the request on the school board agenda of the next regular monthly meeting. At this time, the board will make a determination.

#### **495 PERSONNEL POLICY ON BAD WEATHER DAYS**

All twelve (12) month employees, both certified and non-certified, will report to their respective jobs on days school is canceled due to bad weather as soon as they can safely travel.

#### **496 CPR TRAINING**

At least one certified employee per building shall successfully complete a certified CPR training program each year. The district shall provide for appropriate training opportunities. Coaches should also be certified in CPR.

#### **497 FAIR LABOR STANDARDS ACT**

It is the intent of the Warner Public School to comply with the Fair Labor standards act.



Pursuant to Title VII of the 1964 Civil Rights Act, the Equal Employment Opportunity Commission has issued certain guidelines to be followed by all employees, such as Warner Public School district, in connection with employee claims or charges of job related sexual harassment. This policy will set forth the rules and regulation to be followed by all employees and board members of the school district.

- A. "Employees" means any person who is authorized by act in behalf of the school district, whether that person is acting on a temporary or permanent basis with or without being compensated, or on full-time or part-time basis
- B. "Sexual Harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by one employee towards another employee which (1) is made an explicit or implicit term or condition of a worker's employment, or (2) is used as a basis for employment decisions affecting that worker, or (3) has the purpose or affect of unreasonably interfering with a person's work performance, or creating an intimidating hostile or offensive working environment.
- C. All employees and board members are strictly prohibited from engaging in any form of sexual harassment of any other employee or applicant for employment. Any employee engaging in sexual harassment is subject to disciplinary action including, but not limited to, suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed, based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context, and gravity of such activities or incidents.
- D. Any employee who is or has been subjected to sexual harassment or knows of any employee who is or has been subjected to sexual harassment shall report all such incidents to either the superintendent of schools or other administrator or board members of the school district. It is preferred that all such reports be made in person or in writing signed by the reporting party. All such reports should state the name of the employee or applicant involved the nature, context, extent, of the prohibited activity, the dates of the prohibited activity, and any other information necessary to a full report and investigation of the matter.
- E. Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act, and may report such incidents to the United States. Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.

**500 PUPIL PERSONNEL**

**501 STUDENT ORIENTATION**

Orientation of new students to the system or to a school building will be conducted upon admission to the school or upon promotion to the next organizational level within the district. Organization and implementation of this orientation will be the responsibility of the building principal.

**502 STUDENT RESIDENCY**

It is the intent of Warner Public School to provide a quality education to every student who is legally entitled to attend school in this district. Verification of district residence shall include, but not limited to , documented evidence provided by the parent, guardian, or person having care and custody of the student (here-in-after referred to as the parent). Such documentation may include proof of provisions of utilities, payment of ad valorem taxes, a written agreement, or contract for housing with the district boundaries.

Verification of student residency may be required at the beginning of each school term. If during the course of the school term, a dispute arises about the legal residence of a student who is currently enrolled and attending school, the student shall be allowed to continue in school until the conflict is resolved. In the event that the district initially denies a student, who claims to be a resident the following procedures will be implemented.

- A. The building principal shall inform the parent who claims to be a resident of the right to request a review of the decision by the local residency officer.
- B. The parent must notify the residency officer in writing of the review request within three (3) school days from the original denial of admittance.
- C. Upon receipt of the written request for review, the residency officer shall allow the parent to provide pertinent information in accordance with this policy and state statutes.
- D. The residency officer shall render a decision and notify the parent in writing of the decision and reasoning within three days of the receipt of the request for the review.
- E. If the parent disagrees with the decision, the parent shall notify the residency officer within three (3) days of receipt of the residency officer's decision.
- F. The residency officer will submit all finds, documents, and other pertinent information to the local board of education who shall review the case and render a decision at the next scheduled board meeting. This decision shall be the final administrative decision.

Unless both parties agree to an extension of the timelines delineated in this policy, any violation of the timelines will render the process null and void.

## **503            TRANSFER STUDENTS**

### **503.1           SPECIAL EDUCATION TRANSFERS FROM WARNER SCHOOLS**

The Warner Public Schools will not grant any kind of an out-of-school-district transfer for an eligible handicapped student for which Warner Public Schools would be obligated to pay tuition, unless this district does not offer an appropriate special education program for the handicapping condition. For handicapping conditions for which this district does not have an appropriate program, the placement team will recommend after consulting with the parents, the most appropriate placement for each student, which is subject to the approval of the superintendent of schools.

### **503.2           SPECIAL EDUCATION TRANSFERS TO WARNER SCHOOL**

The Warner Public School will accept special education transfers from other schools districts, provided the building principal recommends the transfer and approved by the superintendent of schools. These transfers will be granted only as available space permits. For all special education transfers into this district, the sending district may be charged a per-capita portion of the total cost of the program and related services being used by the transferred student. The per capita will be calculated per day based on the days the student on the days the student is enrolled in the special education class.

### **503.3           EMERGENCY AND REGULAR TRANSFERS FROM WARNER SCHOOL**

Emergency or regular transfers from Warner Public School to another district may be granted when a valid reason is presented.

### **503.4           EMERGENCY AND REGULAR TRANSFERS TO WARNER SCHOOL**

Emergency and regular transfers to Warner Public School may be granted for students who live in another district, but wish to attend school at Warner.

Emergency and regular transfers will be considered only on the recommendation of the building principal. Such transfer requests will be evaluated upon the following criteria.

- A. Space available in the grade or subject requested
- B. Student ability to provide documentation of a satisfactory academic, attendance and disciplinary record
- C. Ability to provide own transportation

Even in the event that all of the above criteria are met, accepting out of district transfers is still at the discretion of the superintendent of school.

### **503.5           OPEN TRANSFER POLICY**

It is the policy at the Warner Board of Education that any legally transferring student shall be accepted by the district unless it would be in the best interest of the school or student not to accept the transfer.

In order that any student may be transferred, the parents of the student must complete an application form specified by the State Board of Education. For the purposes of the Education Open Transfer Act, the term “parent” means the parent of the student or person having custody of the student as provided for in paragraph 1 of subsection A of section 1-113 of this title. The application shall be obtained from and filed with the Superintendent of the receiving school district for transfers to school districts in the State of Oklahoma and with the State Board of Education for transfers to school districts in another state. Except as otherwise provided for in this section, application shall be filed no later than April 1 of the school year preceding year for which the transfer is desired. By April 1 of the same school year, the receiving school district shall notify the resident school district that a student enrolled in the resident school district has filed an application for transfer. The board of education of the receiving district shall approve or deny the application for transfer not later than June 1 of the same year and shall notify the parents of the student of the decision. By July 1 of the same year, the parents shall notify the receiving school district that the student will be enrolling in that school district. Failure of parents to notify as required may result in loss of the student’s right to enroll in the district for that year.

The application forms shall be obtained and filed with the Superintendent of the receiving school during business hours. All transfers will be approved or denied subject to the following criteria.

1. Availability of programs
2. Staffing availability
  - a. If accepting the transfer will require the addition of personnel. the transfer application may be denied
3. Space limitations

The district may consider a class, program, or building non-available due to space due to space if such class, program or building is at 85% capacity. This practice will allow space for students moving into the district.
4. Disciplinary records of students transferring to this district will be requested as part of the student’s records. It shall be within the discretion of the board of education and/or the board is authorized as to whether a transfer will be approved or denied.
5. Attendance record

Students who have poor attendance records from their previous school or such poor attendance exceeds the number of days set forth by the Warner Public School may warrant a denial of the transfer.

The district shall not accept or reject any transfer based on ethnicity, national origin, and gender income level, disability, proficiency in English language, measure of achievement, aptitude, or athletic ability. Notwithstanding , the provisions of the Oklahoma Education Open Transfer Act, the transfers of children with disabilities will be granted as authorized in section 13-103 of Title 70 of the Oklahoma statutes.

### **503.6 TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION**

It is the policy of the Warner Board of Education to adhere strictly to Oklahoma and Federal law concerning the transfer and release of confidential information including student records.

For the purposes of this policy, “confidential information” means any information regarding a child receiving services supported in whole or in part by state or federal funds, a family member of such child, or other persons residing in the home of such child, and which is required by state or federal law or regulation to be maintained in a confidential manner.

The school district will transfer and release confidential information in accordance with this policy to:

- (1) The Department of Human Services,
- (2) The Department of Mental Health and Substance Abuse Services,
- (3) The State Department of Health,
- (4) The State Department of Education,
- (5) The State Department of Career and Technology Education,
- (6) The Oklahoma Commission on Children and Youth,
- (7) The J.D. McCarty Center for Handicapped Children,
- (8) The Department of Corrections,
- (9) Private agencies receiving public funds pursuant to a grant or contract with one of the agencies listed in (1) through (8) and providing institutional, community residential or community-based services as defined by Title 10, Section 7001-1.3 of the Oklahoma Statutes, to children and family,
- (10) Persons and agencies subject to the rules promulgated by the agencies listed in (1) through (8),
- (11) Statutorily-constituted juvenile bureaus, and
- (12) Other school districts upon their request and in compliance with state law.

Unless otherwise permitted by state or federal law or regulation, confidential information will only be released to the above-described entities pursuant to (1) a court order or (2) an informed consent that has been executed by (a) the parent or guardian of the child or other person authorized by state or federal law to execute such consent, if the subject of the confidential information is a child or (b) the individual who was the subject of the confidential information or other person authorized by law to execute such consent on his or her behalf, if the subject of the confidential information is an adult. A copy of the school district’s informed consent form may be found at FLE-E.

The school district will follow the rules promulgated by the State Department of Education for authorizing access to and the transfer or release of confidential information for the purpose of gathering statistical information or conducting studies or research otherwise authorized by law.

The school district shall charge \$. 10 per page for all copies made pursuant to this policy plus the actual cost of mailing the copies.

REFERENCE: 10 O.S. §620.1, et seq. 10 O.S. §7001-1.3 70 O.S. §24-101.4

**504 POLICY ON EXTRACURRICULAR ACTIVITIES STUDENT ALCOHOL AND DRUG TESTING**

The Board of Education of the Warner School District (the “School District”), in order to protect the health and safety of students participating in extracurricular activities and to educate and direct students participating in extracurricular activities away from drug and alcohol use and abuse, thereby setting an example for all other students of the School District, adopts the following Policy for testing of students participating in extracurricular activities for the use of illegal drugs, alcohol and performance enhancing drugs.

**505 STATEMENT OF PURPOSE AND INTENT**

1. It is the desire of the Board of Education, administration, and staff that every student in the School District refrains from using or possessing alcohol and illegal or performance enhancing drugs. Notwithstanding this desire, the administration and board of education realize that their power to restrict the possession or use of alcohol and illegal or performance enhancing drugs is limited. Therefore, except as provided below, the sanctions of this Policy relate solely to limiting the opportunity of any student determined to be in violation of this Policy to participate in extracurricular activities. This Policy is intended to supplement and complement all other policies, rules and regulations of the School District regarding possession or use of alcohol and illegal or performance enhancing drugs.
2. Participation in school-sponsored extracurricular activities at the School District is a privilege, not a right. Students who participate in these activities are respected by the student body and are expected to conduct themselves as good examples of behavior, sportsmanship and training. Accordingly, students who participate in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible example of conduct, which includes avoiding the use or possession of alcohol and illegal or performance enhancing drugs.
3. The purpose of this Policy is to prevent alcohol and illegal or performance enhancing drug use, to educate students who participate in extracurricular activities as to the serious physical, mental and emotional harm caused by alcohol and illegal or performance enhancing drug use, to alert students participating in extracurricular activities who have possible substance abuse problems to the potential harms of use, to prevent injury, illness and harm as a result of alcohol and illegal or performance enhancing drug use, and to strive within the School District for an environment free of alcohol and illegal or performance enhancing drug possession and use. This Policy is not intended to be disciplinary or punitive in nature. The sanctions of this Policy relate solely to limiting the opportunity of any student who

participates in extracurricular activities and who is found to be in violation of the Policy to participate in extracurricular activities. There will be no academic sanction solely for a violation of this Policy.

## **506 DEFINITIONS**

1. “Extracurricular” means any School District sponsored team, club, organization or activity in which student participation is not required as a part of the School District curriculum and in which students represent the School District in competitions sanctioned by the Oklahoma Secondary Schools Activities Association.
2. “Student extra curricular activities participant” means any student participating in any competitive extracurricular activity. “Student Athlete” means a 6<sup>th</sup>-12<sup>th</sup> grade member of any School District sponsored interscholastic sports team, including athletes and cheerleaders.
3. “Coach/Sponsor” means any person employed by the School District to coach athletic teams of the School district, to act as a sponsor or coach of a cheerleader team of the School District, or to serve as sponsor for any other extracurricular activity.
4. “Athletics” and “athletic activity” means participation by a student athlete on any athletic team or cheerleader team sponsored by the School District.
5. “In-season” means anytime during the day, night, weekends or holidays, including all time in and away from school during the entire school year for all student extracurricular activities participants.
6. “Alcohol” means ethyl alcohol or ethanol and any alcoholic beverage and includes “low-point beer” as defined by Oklahoma law.
7. “Illegal drugs” means any substance, which an individual may not sell, possess, use, distribute, or purchase under either federal or Oklahoma law.
- 8.. “Illegal drugs” includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used for an abusive purpose, and paraphernalia to use such drugs.
9. “Performance enhancing drugs” include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term “performance enhancing drugs” does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.
10. “Drug or alcohol use test” means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal or performance enhancing chemical substances or their metabolites in a student’s blood, bodily tissue, fluids, products, urine, breath or hair.
11. “Random selection basis” means a mechanism for selecting student extracurricular activities participants for drug and/or alcohol use testing that:
  - a. results in an equal probability that any student extracurricular activity participant from a group of student extracurricular activity participants subject to the selection mechanism will be selected, and
  - b. does not give the School District discretion to waive the selection of any student extracurricular activity participant selected under the mechanism.
12. “Positive” when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal or a performance enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug or alcohol use test.

13 “Reasonable suspicion” means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student extracurricular activity participants and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight or other athletic abilities.

14. “Games/competitions” mean regular season, tournament and playoff games/competitions and do not include practice games and scrimmages.

**507-519 RESERVED FOR EXPANSION**

**520 PARTICIPATION AND PROCEDURES**

Alcohol and illegal or performance enhancing drug possession or use is incompatible with participation in extracurricular activities on behalf of the School District, For the safety, health and well being of the student extracurricular activity participants of the School District, the School District has adopted this Policy for use by all participating students at the 6<sup>th</sup>-12<sup>th</sup> grade level. Any student found to be in possession of, or having used alcohol or illegal or performance enhancing drugs, either by observation or drug or alcohol use test, will be considered to have violated this Policy.

1. Each student extracurricular activity participant shall be provided with a copy of this Policy and the “Student Extracurricular Activity Participant Alcohol and Illegal or Performance Enhancing Drugs Contract (the “Contract”) which shall be read, signed and dated by the student, parent or custodial guardian and a coach/sponsor before such student shall be eligible to practice or participate in any extracurricular activity. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed contract.
2. The principal and sponsor, or , in the case of student athletes only, the athletic director and applicable coach, shall be responsible for determining whether a violation of this Policy has occurred when an observation of possession or use of alcohol or illegal drug by a student extracurricular activity participant has been reported. If a violation of the Policy is determined to have occurred by a student extracurricular activities participant other than a student athlete, the principal will contact the student, the sponsor, and the parent or custodial guardian of the student and schedule a conference. If a violation of the Policy is determined to have occurred by a student athlete, the athletic director will contact the student, the sponsor or head coach, the applicable principal, and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the Policy will be described and the restrictions explained.
3. The Contract for alcohol and illegal or performance enhancing drug and/or alcohol use testing shall be to provide a urine sample: a) for student athletes, as part of the annual physical examination, and for all other student extracurricular activity participants, either (i) prior to the start of the season for the extracurricular activity in which a student extracurricular activities participant competes, or (ii) if the extracurricular activity has no established season, within one week after the first day of classes at the beginning of the school year; b) as chosen by the random selection basis; and c) at any time a student extracurricular activities participant is requested by the principal or athletic director or by the sponsor or coach, based on reasonable suspicion, to be tested for alcohol and illegal or performance enhancing drugs.



4. All student extracurricular activities participants shall be required to provide a urine sample for drug use testing for illegal drugs as part of the annual physical examination for student athletes and either (i) prior to the start of the season for the extracurricular activity in which a student extracurricular activities participant competes, or (ii) if the extracurricular activity has no established season, within one week after the first day of classes at the beginning of the school year. Student athletes who have physical examinations performed by their personal physicians must nonetheless sign the Contract and comply with all Policy requirements.

5. Drug and/or alcohol use testing for student extracurricular activities participants will also be chosen on a random selection basis monthly from a list of all in-season student participants. The School District will determine a monthly number of student names to be drawn at random to provide a urine sample for drug and/or alcohol use testing for alcohol and/or illegal or performance enhancing drugs.

6. In addition to the drug and alcohol use tests required by paragraphs 4, 5 and 6, any student extracurricular activities participant may be required to submit to a drug and/or alcohol use test for alcohol or illegal or performance enhancing drugs or the metabolites thereof at any time upon reasonable suspicion.

7. The School District will set a fee charge to be collected from each student when the Contract is signed and returned to the coach or sponsor.

8. Any alcohol or drug use test required by the School District under the terms of this Policy will be administered by or at the direction of a professional laboratory chosen by the School District, using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.

9. All aspects of the alcohol or drug use-testing program, including the taking of specimens, will be conducted to safeguard the personal and privacy rights of the student extracurricular activities participants to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal or athletic director shall designate a sponsor or coach or other adult person of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure, the monitor has reason to believe or suspect that a student is tampering with the specimen; the monitor may stop the procedure and inform the principal or athletic director who will then determine if a new sample should be obtained. If a student is determined to have tampered with any specimen or otherwise engaged in any conduct that disrupts the testing process of any student, then the student will be deemed to have committed a second offense under this Policy and the sanctions for a second offense will be imposed. The monitor shall give each student a form on which the student may list any medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance enhancing drugs in the preceding thirty (30) days. The medication list may be submitted to the lab in a sealed and confidential envelope.

10. If an initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectroscopy technique. A specimen shall not be reported positive unless the

second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or performance enhancing drug or the metabolites thereof. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method. The unused portion, if any, of a specimen that tested positive for alcohol or illegal or performance enhancing drugs shall be preserved by the laboratory for a period of six (6) months.

11. If the alcohol or drug use test for any student extracurricular activities participant has a positive result, the laboratory will contact the principal or the athletic director with the results. In the case of student extracurricular activities participants who are not athletes, the principal will contact the student, sponsor, and the parent or custodial guardian of the student and schedule a conference. In the case of student athletes, the athletic director will contact the student, the sponsor or head coach, the applicable principal, and the parent or custodial guardian of the student and schedule a conference. At the conference, the principal or the athletic director will solicit any explanation for the positive result and ask for doctor prescriptions of any drugs that the student was, taking that might have affected the outcome of the alcohol or drug use test. If the student and his/her parent or custodial guardian desires another test of the remaining portion, if any, of the specimen, the principal or athletic director will arrange for another test at the same laboratory or at another laboratory agreeable to the principal or athletic director. Any such re-test shall be at the expense of the student and his/her parent or custodial guardian.

12. If the student extracurricular activities participant asserts that the positive test results are caused by other than consumption of alcohol or an illegal or performance enhancing drug by the student, then the student will be given an opportunity to present evidence of such to the principal or to the athletic director. The School District will rely on the opinion of the original laboratory that performed the test in determining whether the positive test result was produced by other than consumption of alcohol or an illegal or performance enhancing drug.

13. A student who has been determined by the principal or the athletic director to be in violation of this Policy shall have the right to appeal the decision to the superintendent or his/her designee(s). Such appeal must be lodged within five (5) business days of notice of the initial report of the offense, during which time the student will remain ineligible to participate in any extracurricular activities. The superintendent or his/her designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this Policy shall be the sole and exclusive judgment and discretion of the superintendent, which shall be final, and non-appeal able.

14. Before a student extracurricular activities participant who has tested positive in an alcohol or drug test may rejoin his/her extracurricular activity after a first or second offense, such student may be required to undergo one or more additional alcohol or drug use tests to determine whether the student is no longer using alcohol or illegal or performance enhancing drugs. The School District will rely on the opinion of the laboratory, which performed or analyzed the additional alcohol or drug use test in determining whether a positive result in the additional alcohol or drug use test was produced by alcohol or illegal or performance enhancing drugs used by the student before the offense or by more use that is recent.

15. 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 nor be considered a "disciplinary" record.

**521****VIOLATION**

1. Any student who is determined by observation or by alcohol or drug use tests to have violated this Policy shall be subject to the loss of the privilege to participate in extracurricular activities and offered educational and support assistance to stop using.

2. **For the First Offense:** Suspension from participation in all scheduled extracurricular activities (including all meetings, practices, performances and games/competitions) for 30 school days which may be reduced by 15 school days (five school days reduced for professional drug/alcohol evaluation/assessment and ten school days reduced for participating in and successfully completing at least four (4) hours of substance abuse education/counseling participating in and successfully completing at least four (4) hours of substance abuse education/counseling provided by the School District or an outside agency). A student extracurricular activities participant must miss a minimum of two (2) games/competitions. If the student is not competing in an extracurricular activity during any suspension period due to injury, academic ineligibility or the games or competitions for that sport or activity are finished or have not begun for that school year and, therefore, does not miss a minimum of two games/competitions during the suspension period, then the student will be required to miss the next two games/competitions after he or she returns from the injury, becomes eligible or the games or competitions resume in the following school year or begin later in the same school year. These restrictions and requirements shall begin immediately following the determination of an observed violation or the reporting of the results of a positive alcohol or drug use test. Such suspension will extend into a succeeding competition season if necessary to fulfill the suspension.

3. **For the Second or Subsequent Offense (in the same school year):** Complete suspension from participation in all extracurricular activities including all meetings, practices, performances and competition for eighteen (18) continuous and successive school weeks from the date of the determination of a violation or the reporting of the results of a positive alcohol or drug use test under this Policy.

4. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. Offenses shall not accumulate from school year to school year; the eighteen (18) week suspension from participation in all extracurricular activities shall come into play only when two (2) or more offenses are committed in the same school year.

**522 REFUSAL TO SUBMIT TO ALCOHOL OR DRUG USE TEST**

If , after signing the Contract, a student extracurricular activities participant refuses to submit to an alcohol or drug use test authorized under this Policy, such student shall not be eligible to participate in any extracurricular activities including all meetings, practice, performances and competition for eighteen (18) continuous and successive school weeks. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.

**523-539 RESERVED FOR EXPANSION**

## **540-552 STUDENT DISCIPLINE**

### **540 STUDENT BEHAVIOR AND SUSPENSION**

The school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in obtaining those norms. Further, when the behavior of an individual student comes into conflict with the rights of others, disruption of public order or immoral by generally accepted standards of this community, corrective actions are necessary for the benefit of the individual and the good of the school. The teacher of a child attending a public school shall have the same rights as a parent or guardian to control and discipline that child while the child is in attendance or in transit to or from the school or while participating in any school function authorized by the school district.

All students will be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances.

- A. The student's attitude
- B. The seriousness of the offense
- C. The effect of the offense on other students
- D. Whether the offense is physically or mentally injurious to other people
- E. Whether the incident is isolated or habitual behavior
- F. Any other circumstances, which may be appropriately considered

The Board of Education recognizes the students do not surrender any rights of citizenship while in attendance at Warner Public School. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides, must also accept the responsibilities that membership demands, including respect for and obedience to school rules.

Following are types of punishment and correction that the school has at its disposal when dealing with students who find themselves in violation of school rules and expectations.

- A. Warning student; generally used for first time offenses that could be described as minor or not very serious.
- B. Advising parents: May be used for any student violation. Will be used for any serious violation where corporal punishment or suspension may be used.
- C. Temporary removal from the classroom; generally used for first time offenses that could be described as minor nor not very serious
- D. Parent Conferences; May be used for any violation.
- E. Lunch room detention; generally used for first time offenses that could be described as minor or not very serious.
- F. After school detention.
- G. Corporal punishment; Used for minor offenses or recurring problems. Will only be administered by the building principal in his office or designated place in the presence of another certified person. Punishment must be applied to the buttocks only. The witness should be informed of the infraction in the presence of the student. Parents may request, in writing, that this form of

punishment not be used on their child(ren). Any student in DHS custody will not be subjected to corporal punishment. If an employee were to inadvertently administer corporal punishment to a child in DHS custody, that employee could be prosecuted and ultimately could lose their administrative certificate.

- H. Financial restitution; May be used by itself or in conjunction with other sanction, when district personnel or other students' property is damaged or destroyed.
- I. Involve law enforcement; Will be used only in extreme cases where a local, state or federal law has been violated or the student refuses to cooperate with school officials. This may be used on any occasion that the building principal feels that situation warrants to protect others and property from damage.
- J. Involve other social agencies.
- K. Suspension; The judicial extension of the Fourteenth Amendment to students in the public schools emphasizes the need for school administrators to protect the procedural due process rights of students and must provide proper machinery for fair and consistent treatment of students.
- L. Longs term suspension; Long-term suspension can be no longer than the remainder of the current semester and all the next semester of the current school year.
- M. Saturday School; generally used as an alternative to out of school suspension administered at the principal's discretion.
- N. Any other disciplinary action deemed appropriate by the principal for the infraction.

#### **540.1 HARASSMENT**

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, gestures or written, verbal, or physical acts, or electronic communications. Such behavior is specifically prohibited.

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

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

The superintendent shall develop procedures providing for:

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

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

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

## **540.2 HAZING**

It is the policy of this school district that no student or employee of the district shall participate in or be members of, any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced

consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees.

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

REFERENCE: 21 O.S. §1190

#### **541 DISCIPLINE CODE**

The principal shall have the authority to take disciplinary action which may include suspension against any student for any of the following acts while in attendance at school or in transit by school transportation or under school supervision to from or at any school function authorized by the school or when present at any school facility under the control of the school district. The following behaviors will result in disciplinary action, which may include suspension.

- A. Public display of affection; the school recognizes the relationships that arise between boys and girls during the school year. However, the school is not the place to show undue affection. Anything more than holding hands will be considered showing too much affection and punishable at the principals discretion.
- B. Theft
- C. Vandalism of school property
- D. Use of profane or obscene language on school property or at any school function
- E. Physical or verbal abuse to other students or members of the faculty or staff on school property or at any school function.
- F. Gambling on school property or at any school function.
- G. The use of, possession of, being under the influence or transportation of alcoholic beverages, or drugs on school property or at any school function.
- H. Inappropriate attire.
- I. Possession of, threat, or use of dangerous weapon.
- J. Improper, violent, unruly, or inappropriate behavior.
- K. Failure to attend assignee detention without prior approval.

- L. Disruption of educational process.
- M. Refusal to attempt a reasonable academic effort/achievement.
- N. Willful disobedience of a request of any school official.
- O. Immorality and any persistent violations of regulations of school authority
- P. Since Warner Public School has a closed campus, no student shall leave the campus without proper authorization from the principal or his designee.
- Q. Sitting in parked cars during school hours
- R. Moving cars during school hours without the principal's express permission
- S. Refusal to accept punishment that has been issued by the principal
- T. Creating false emergencies
- U. Harassment of non-certified employees
- V. Fighting
- W. Non-participants entering the playing area anytime during a school sponsored event without the express approval of the principal.
- X. Violation of cell phone or electronic device policy
- Y. Dress, conduct, or activity that is associated with gangs or gang related activity.
- Z. Violation of any school rule or regulation

**542 SUSPENSION PROCEDURES PRESUSPENSION CONFERENCE**

1. When a student violates board policy, or a school rule or regulation, the principal shall conduct an informal conference with the student.
2. At the conference with the student, the principal will advise the student of the policy, rule, or regulation that he/she is being charged with having violated and will discuss the conduct of the student, which has a violation of the policy, rule or regulation.
3. 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.
4. 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.
5. The principal will notify the parents by phone, if possible. A copy of the due process notification, and notification that the student is being suspended by the principal, signed by the student, will be sent by certified mail to the parent. Students will not be dismissed from school before the end of the school day, without advance notice to the parent.
6. Parents will be informed that if they wish to appeal the suspension an evidentiary hearing will be conducted within seventy-two (72) hours of the original suspension.

**543 IMMEDIATE SUSPENSION WITHOUT A PRESUSPENSION CONFERENCE**

1. A student may be suspended without the above presuspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building or on the grounds will constitute a danger to the



health or safety of the other students, to school property, to school personnel or to be a continued disruption of the educational process.

2. In such cases, a suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building or grounds.

#### **544 CONFERENCES WITH PARENTS**

1 The principal will seek to hold a conference with the parent or guardian as soon as possible after the suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she has been notified that a suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.

2. At the conference, the principal will advise the parent or guardian of the policy rule, or regulation, which the student is charged with having violated, and will briefly outline the conduct on the part of the student. The principal should ask the parent if he/she understands the rule and the charges against the student.

3. At the conclusion of the conference, the principal will state whether he will terminate or modify the suspension. In all cases, the parent will be advised of his or her right to have the suspension reviewed by the Superintendent of Schools and the Board of Education.

#### **545 LIMITS ON SUSPENSION**

1. School suspension will be limited to the current school semester and succeeding semester with the exception of a suspension due to a weapons violation, which can carry a one calendar year penalty. Suspensions should have a definite commencement and ending dates; indefinite suspensions are not permitted.

2. Suspensions should be consistent; that is, one student should not be suspended for a few days and another suspended for an extended period for the same or a similar offense. The principal however may take previous conduct and previous suspensions of the student into consideration.

3. Suspensions until the student performs some remedial act are not permitted, however, the student may be advised that a suspension of definite length may be terminated at an earlier date, if he/she performs remedial act.

#### **546 RECORDS AND REPORTS**

The principal will keep written records of each suspension conference containing the date of the conference, the names of the persons present, and the time duration of the conference. A record of all discipline contracts, including phone calls, should be kept in writing.

#### **547 RIGHT OF APPEAL**

##### **Right of Appeal**

Long-Term Out-Of-School Suspension/Out-Of-School Suspension  
In Excess Of Ten (10) School Days:

##### **Right of Appeal:**

A parent or the student may appeal the principal's out-of-school suspension decision in

excess of ten (10) school days to the Superintendent of Schools and the Board of Education.

**Method of Appeal to the Superintendent of Schools or His/Her Designee:**

Letter to the Superintendent of schools can request an appeal, within five (5) calendar days after the violation. For more information, contact the building principal.

The parent or student receives principal's decision:

The principal's out-of-school suspension decision will be final and non-appealable

- The Superintendent of Schools or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
- At the conference, the Superintendent of Schools or his/her designee will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct on the part of the student.
- The Superintendent of Schools or his/her designee should ask the parent if he/she understands the rule and the charges against the student.
- At the conclusion of the conference the Superintendent of Schools or his/her designee will state whether he/she shall terminate or modify the out-of-school suspension. If the parent is in agreement with the decision of the Superintendent of Schools or his/her designee, he/she shall be requested to sign a waiver of review by the Board.

**Method of Appeal to the Board of Education:**

- An appeal can be requested by letter to the Superintendent of the Schools or to the Clerk of the Board of Education.
- If no appeal is received within five (5) calendar days after the decision of the Superintendent of Schools or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final and cannot be appealed.

**Hearing the Appeal:**

- The Board will hear the appeal as soon as possible. The Board's decision is final and cannot be appealed.
- The parent and student will be notified in writing of the date, time, and place of the hearing.
- Reasonable efforts will be made to accommodate the work schedule of Parents.

**Procedure for Student Out-of-School Suspension Appeal Hearing before the Board of Education.**

The Board President should:

- A. Announce that the next agenda item is a Proposed Executive Session.
- B. In Executive Session the parent will be asked if they wish the hearing to be open to the public or in executive session.
  - a. The offer of an open hearing and their response is to be made as part of the minutes of the meeting.
  - b. If parents/child requests a closed hearing, a motion to go into executive session per their request should be made and voted on.

- C. The Board President should advise the parents/child that they are entitled to legal counsel, if they desire it.
- D. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.
- E. That the parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration.
- F. That the Board will consider the evidence and documents and reach a decision, which will be recorded by vote in open session.
- G. That the parents/child may ask any questions about the procedure.
- H. Following presentation of (A) and (B) above, all administration witnesses and documents should be presented subject to cross-examination.
- I. Parents/child may call any witnesses and present any documents subject to cross-examination.
- J. After each witness is presented, School Board members may ask the witness any questions.
- K. Parent's/child's closing statement
- L. Administration's closing statement
- M. Deliberate in private, (If the hearing is not in executive session, the Board may deliberate in executive session only with permission of the parents or student)
- N. Return to open session and vote,
- O. After adopting a motion making certain findings of fact, the Board must make a motion to (1) affirm the out-of-school suspension; (2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension) or (3) revoke the out-of-school suspension.

**Attendance at School Pending Appeal Hearing:**

Pending the appeal hearing of an out-of-school suspension to the Board, the student will have the right to attend school under such "in-house" restrictions, as the principal deems proper. Except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing. If in the judgment of the principal the conduct for which the student was given suspended out-of-school.

- Reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members, school property, or the conduct for which the student was suspended out-of-school.
- Reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

**548 PARENTS HAVE THE RIGHT TO APPEAL TO THE SUPERINTENDENT FOR SHORT TERM OUT-OF-SCHOOL SUSPENSIONS/OUT-OF-SCHOOL SUSPENSIONS OF TEN (10) OR FEWER SCHOOL DAYS:**

The Board of Education recognizes that student out-of-school suspensions of ten (10) or fewer school days (referred to as "short-term out-of-school suspensions") involve less stigma and require less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days. Appellate rights in such instances are satisfied in an effective and expedient

manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and or teachers. The composition of the committee shall be reserved to the District's discretion.

### **Right of Appeal:**

A student who has been suspended out of school for a period of ten (10) or fewer school days is entitled to all pre-appeal rights presently accorded by school district policy to students who have been suspended out of school for periods of greater than ten (10) school days. A student who has been given a short-term out-of-school suspension and that student's parent have a right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers.

The student with a short-term out-of-school suspension and his /her parent shall be informed by the principal of his/her rights and the method of submitting an appeal.

### **Method of Appeal to a Committee:**

- An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) calendar days after the principal's out-of-school suspension decision is received by the student or his/her parent. The out-of-school suspension decision will become final and cannot be appealed if a request is not timely submitted.
- Upon receipt of the request, the school principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized.

If the school principal determines that the period of out-of-school suspensions is greater than ten (10) school days, or if for any reason, the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term out-of-school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.

### **Hearing the Appeal:**

- The Superintendent of Schools shall appoint a review committee consisting of not less than three school district employees who shall be certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
- The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time, and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing

to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.

- The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy rule or regulation that the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.
- At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student the committee shall also determine the reasonableness of the term of the out —of-school suspension.
- The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal, and the Superintendent of Schools.
- The decision of the committee shall be final and cannot be appealed.

**549                    STUDENT PRIVILEGES WHILE UNDER OUT-OF-SCHOOL SUSPENSION  
OR UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES:**

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school-suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school.

In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

“Extracurricular activities” include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics, and all other school sponsored activities and organizations.

NOTE: Administrators reserve the right to modify consequences based on individual circumstances.

**550-552                RESERVED FOR EXPANSION**

**553                    POLICY FOR DEALING WITH SPORTS-RELATED CONCUSSION**

## MANAGEMENT

### Requirements:

**Coaches:** All district coaches must view the 20-minute video “Concussion in Sports: What You Need to Know” at the National Federation website at [www.nfhslearn.com](http://www.nfhslearn.com) and documentation of viewing must be kept on file in the athletic director’s office. Compile the required forms for each of their athletes and submit those forms to the athletic director to be kept on file for one school year. Report the name of any student-athlete that has been determined to have suffered a concussion to the athletic director. Submit the health care provider written clearance to the athletic director prior to the student-athletes return to participation.

**Parent/Guardian:** Parent/Guardians must read the *Concussion/Head Injury Fact Sheet* provided to them by the district and sign the *Concussion and Head Injury Acknowledgement* form before their student-athlete will be allowed to take part in competitive athletics. This form is to be returned to the head coach of the sport that the student-athlete is participating in.

**Student-Athlete:** The student-athlete must read the *Concussion/Head injury Fact Sheet* provided to them by the district and sign the *Concussion and Head Injury Acknowledgement* form before they will be allowed to take part in competitive athletics. The student-athlete will return the signed form to their head coach.

**Athletic Director:** The AD must insure that all coaches have viewed the required video “Concussion in Sports: What You Need to Know.” The AD will require all coaches to gather the signed *Concussion and Head Injury ~Acknowledgment* form of each player to be filed in the athletic directors’ office. The AD will maintain all necessary incident, report forms, as well as clearance forms. The AD will be the final approval for a student-athlete to return to participation.

### Policy/Procedure:

1. An athlete suspected of sustaining a concussion or head injury during practice or game must be removed from participation immediately. The head coach will file a *Concussion Management Incident Report* form with the athletic director as soon as possible.
2. An athlete who has been removed from participation may not participate in practice or competition until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to participation from that health care provider.
3. A licensed health care provider for the purpose of this policy will be defined as a licensed medical doctor, nurse, or paramedic that has been trained in concussion management.
4. Upon receiving written clearance to return to athletic participation the parent/guardian, head coach, and athletic director will agree on a plan that gradually returns the athlete to practice and competition.

The principals of the respective schools and grade levels are authorized by the Board of Education to enforce standards of appropriate dress at their sites. Any unusual manner of dress or appearance which, in the judgment of the principal, tends to detract from the chief function of the school shall be prohibited. Principals should seek the cooperation of parents in solving specific problems in this area, but the decision of suitable dress and grooming rests with the principal.

#### **555 DRESS GUIDELINES**

While enrolled in Warner Public School, students are expected to dress appropriately for school. The general guideline is simply that students be neat and well groomed at all times.

Specifically, items of clothing that are not permitted include, bicycle shorts, spandex shorts, tennis shorts, gym shorts (except in PE class only).

#### **556 POSSESSION OF FIREARMS OR OTHER DANGEROUS WEAPONS**

In order to provide a safe environment for the students and staff of Warner Public School the Board of Education adopts this policy prohibiting the possession of dangerous weapons.

For the purposes of this policy, a facsimile or replica of a firearm will be treated in the same manner as a firearm. Any student found in possession of a firearm in violation of this policy may be placed in emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Additionally the school may seek to file criminal charges against the student

If a student is found in possession of a firearm violation of this policy, the principal or his designee shall follow the following procedure.

1. Take possession of firearm.
2. Contact police
3. Notify the Superintendent of schools or his designee
4. Notify the parents
5. Cooperate fully with police
6. Transfer the confiscated weapon to the police department

Students in violation of this policy may be suspended for the maximum period authorized by law.

A dangerous weapon includes, but is not limited to an air gun, spring gun, slingshot, bludgeon, black jack, brass knuckles of any kind. nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife having a blade greater than three inches, any knife the blade of which can be opened by a flick of a button or pressure on the handle, razor, dart, ice pick, Chinese star, explosive smoke bomb, incendiary device, sword cane, hand chains, and any replica or facsimile thereof.

Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy may be placed under emergency suspension from school, pending an investigation of the incident by the proper school or legal authorities. Additionally, school administrative staff members may seek to file criminal charges against the student.

If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found, if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the principal or principal's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal or principal' designee of the situation.

A student who has been suspended, from another school at any time for possession of a dangerous weapon will not be accepted as a transfer student into Warner Public School.

An exception to this policy may be granted for students or employees participating in an authorized curricular or extra-curricular activity or team involving the use or demonstration of a firearm. For this exception, written prior approval by the building principal, in consultation with the superintendent of schools is required.

School district employees who willingly or negligently fail to enforce this policy shall be subject to disciplinary action, which could result in termination. Any disciplinary action will be in accordance with state statutes, board policies, and any negotiated agreement, which may be in place.

## **557 STUDENT ATTENDANCE POLICY**

### Attendance Policy

In accordance with the board of education, each high school student is required to attend each class a minimum of 90% of the time in order to receive credit for that class. A maximum of nine days a semester may be missed. Three tardies to a class will result in an unexcused absence. The following absences will not count against the 90% attendance requirement:

- (a) Illness substantiated by a doctor's statement.
- (b) Medical appointments substantiated by a doctor's statement.
- (c) Court related absence substantiated by court clerk verification.
- (d) School related activities
- (e) Military related absence verified by recruiter
- (f) Special situation absence must have prior administrative approval

Illnesses reported by a parent/guardian, but not verified with a doctor's note, will count against the 90% attendance requirement per semester.

Documented absence verification must be received in the office no later than two (2) days, ~ following the student's return to school.

An attendance appeals committee will be formed at the end of each semester to assist students that have accumulated an excessive number of absences. The appeals committee will consist of three teachers, counselor, and administrator.

Attendance Procedure (918-463-5172) press 6

When a student is absent, the following should occur:



- (a) The parent/guardian must call the office the morning of the absence by 8:00 a.m. All absences should be reported to the office on or before the day of the absence.
- (b) Medical, court or military absence verification must be provided to the office upon the student returning to school.
- (c) If phone contact is not possible a written note from the parent/guardian must be provided to the office upon the student returning to school.
- (d) An admit from the office is required to allow a student to return to class if they were absent the previous day. Students should report directly to the office after an absence to submit documentation and to receive their admit to class. The admit to class may be a paper document or handled electronically by the office.

**Student Incentive — Semester Exam Exemption**

The following policy is proposed for students in grades 7-12 in an effort to improve student attendance, academic performance and reduce discipline referrals.

Students may be exempt from semester exams if they meet the following criteria:

Grade Days Absent Discipline Referrals

A	4	3
B	3	2
C	2	1

**Senior Attendance Incentive**

During the second semester of the school year, seniors may be excused from the last week of classes by meeting specified attendance requirements.

**Suggested Requirement:**

- Students must have 4 or less absences for the semester. Activity and school related absences will not be included in this number.
- Students must accept the grade that they have as of the Friday before graduation as their final grade in the course.

**558 BUILDING PASSES**

Students who leave campus should check out through the office. If a student leaves campus without checking out through the office, his/her absence will be recorded as truancy.

**559 SCHOOL VISITORS**

It is the policy of Warner board of Education that all visitors to any school facility obtain a visitor's pass at that building principal's office. Parents are requested not to send or allow siblings to visit students in the classroom. Staff members are not normally expected to have personal visitors during the school day. Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without written consent from the Superintendent. The Superintendent or Principal of any school shall have the authority to order any person (not including students, officers, or employees of the district) out of the school building and off the school property when it appears that

the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. Any person who refuses to leave the school building or grounds after being ordered to do so by the Superintendent or Principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or by an imprisonment in the county jail for not more than 90 days, or by both fine and imprisonment. A person, who has been banned from campus, may appeal to the Board of Education. The written request for appeal must be presented to superintendent 10 days prior to the board meeting.

## **560 SCHOOL VISITORS (GRIEVANCE/APPEALS PROCESS)**

Any person who has been removed from this institution shall be given written notice of the procedures for requesting a hearing and filing a grievance or appeal with the board of education by their receipt of a copy of this policy.

### **Filing a Grievance or Appeal**

Within five (5) working days of being directed to leave premises, the individual (“complainant”) may request a hearing before the board of education regarding their removal from school premises. The request shall be submitted in writing to the superintendent. Such request shall be mailed certified mail, return receipt requested. If the complainant fails to request a hearing within five (5) working days of being directed to leave the premises, the right to a hearing shall be deemed to be waived.

Upon receipt of the complainant’s request for a hearing, the administration shall prepare a written summary of the reason(s) why the individual was directed to leave school premises. The written summary may include the date, time, place, witness statements, and reasoning behind the administrator’s decision to direct the individual to leave school premises. The written summary prepared by the administration shall be mailed to the complainant no later than ten (10) days prior to the date set for hearing before the board of education.

### **Hearing**

The hearing shall be conducted by the board of education as follows:

1. The administration shall present each of the board members with a copy of the written summary provided to the complainant;
2. The complainant shall present each of the board members with a copy of a written response to the administration’s paperwork;
3. Members of the board of education shall be afforded the opportunity to ask questions related to the summary and response;
4. The board of education shall vote to accept, amend, or reject the recommendation of the administration with regard to the directive to complainant.

The decision of the board of education shall be final and un-appealable.

**561                    DISRUPTIVE STUDENT BEHAVIOR**

Student behavior may not materially and substantially interfere with the requirement of appropriate discipline in the operation of the school. Student speech or action may not intrude upon the work of the school or the rights of others.

**562                    STUDENT CONDUCT: DISRUPTION OF SCHOOL**

It is the purpose of the Board of Education, acting within the intent and the letter of the laws and constitution of this state, to provide instruction for students at public expense. An act of any person or persons to interfere with or to thwart that purpose is unlawful. Therefore, action of student or students to interfere materially or substantially with the operation of the school by infringing upon the rights of others to accept instruction by defacing or destroying school property, by rioting, break-ins, smash-in and picketing to force students not to cross picket lines are illegal. Students who engage in such activities will be prosecuted fully of the law.

**563                    STUDENTS RIGHT'S AND RESPONSIBILITES: FREEDOM OF SPEECH**

Provision for expression of differences of opinion as provided in the First Amendment shall be adequately provided and protected. Prohibition of a particular expression of opinion or means of expression shall be based upon something more than a mere desire to avoid the discomfort and unpleasantness that always accompany an unpopular point of view. However, no person; parent, student or teacher has an absolute right to freedom of speech. It is myth to say that any person has a constitutional right to say what he pleases, where he pleases, and when he pleases. Uncontrolled liberty is an enemy to domestic peace. For example: no person has the right to cry "fire" falsely in a crowded theater. Freedom of speech in our schools is limited by board policy, grammar of good taste as acceptable in classes, clubs, and other school activities. Special emphasis to the matter shall be made in such classes as social studies, civics, and problems of democracy.

**564                    PAGING DEVICES AND CELL PHONES**

A. A student may possess a wireless telecommunication device upon the prior consent of both a parent or guardian and school principal or superintendent; however they are not to be used during class time, whether they are in the classroom, in the hallway, restrooms, or outside. will be referred to the building principal.

\*Sexting is strictly prohibited on WHS property. Any student caught sexting will be immediately disciplined and the parents will be notified.

1<sup>st</sup> -Warning

2<sup>nd</sup> - Detentions(s)

3<sup>rd</sup> & beyond-Discipline assigned by building principal.

B. Elementary Students ARE NOT PERMITTED to use cell phones during school hours unless a catastrophic event occurs. This includes (outside time, restroom time, cafeteria time, or changing of classes) Warner Schools will not be responsible for stolen, lost, or otherwise damaged phones.

**SUSPENSION OF HANDICAPPED STUDENTS****A. Short Term Suspension**

The school district may suspend a handicapped student for a period of ten (10) days or less for any conduct which would warrant suspension for a non-handicapped student. The school district will follow its policy for the suspension of non-handicapped students in conjunction with the short-term suspension of handicapped students.

**B. Long Term suspension**

Before implementing the suspension of a handicapped student for more than ten consecutive days, the school district will notify the parents or guardian in writing of the proposed suspension and convene a meeting of the student's I.E.P. team. The I.E.P. team will determine whether the misbehavior is caused by the student's handicapping condition.

**C. Emergency removal**

If the student poses an immediate threat to his or other person's safety, the district may immediately suspend the student for up to ten (10) days. During the suspension period, the student's I.E.P. team will meet to determine whether the misbehavior is caused by the student's handicapping condition and whether further evaluation is necessary.

**D. Relationship between Misbehavior and Handicap**

Misbehavior caused by handicap. If the IEP team determines that the student's misbehavior is caused by his or her handicapping condition, the team will consider whether the student's current educational placement is appropriate and what, if any, modification to the IEP should be made. The modification may include a more restrictive placement.

If the IEP team determines that the student's placement should be modified, the school district will give the student's parents/guardian written notice of the proposed modification and allow at least ten (10) calendar days for a response. The school district will also advise the parent that the student is entitled to all due process procedures available under the Education for All Handicapped Children Act of 1975, and applicable state policies and procedures. The school district will maintain the student's current placement during the ten-day period, unless the student's parent/guardian agrees to the modification before the period expires or an emergency suspension is necessary under Section C or E of this policy. If the IEP team determines that the student's handicap caused his/her behavior, the school district will not suspend the student as discipline for that misbehavior episode.

Misbehavior caused by handicap: If the IEP team determines that the misbehavior is not caused by the student's handicapping condition, the child may be suspended from school as discipline for the misbehavior. If the school district proposes a suspension that will cause the student's days suspended to total more than ten days during the current school year, the school district will give the student's parent/guardian written notice of the proposed suspension. The school district will also advise the student's parent or guardian that the student is entitled to all due process procedures available under the EHA and applicable state policies and procedures, as well as the due process available to non-handicapped students for whom suspension has been recommended.

E. STAY PUT.

If either the student or the school district initiates due process proceedings under EHA, the student will remain in his/her current educational placement until those proceedings have been completed, unless the school district and the parent/guardian agrees otherwise. If the student poses an immediate threat to his/her own safety or the safety of others, the school district may impose an emergency suspension or bring a civil action to enjoin the student from attending school for the duration of the due process proceedings or to seek other appropriate relief.

F. CONTINUING EDUCATION SERVICES

The school district will not provide educational and/or related services to handicapped students during short-term suspensions. The school district will provide appropriate educational and/or related services during long term suspensions to any students who is categorized as handicapped under EHA whether or not the student's misbehavior is caused by his/her handicapping condition. The student's IEP team will determine an appropriate program educational program for the student during the term of the suspension.

G. MULTIPLE SUSPENSIONS

The school district may suspend a handicapped student for multiple periods of ten consecutive school days or less. When the student has been suspended for a total of eleven (11) days during the current year, the school district will implement the procedures described in Sections B and D of this policy for any subsequent suspension.

H. SUSPENSION FROM SCHOOL TRANSPORTATION

The school district may suspend a handicapped student from transportation as a disciplinary measure.

I. EVALUATING SUSPENDED REGULAR STUDENTS

The school district will not refer for special education assessment and

evaluation a regular education student who has been suspended for disciplinary reasons to determine if he or she might be handicapped.

## **566 PUPIL BEHAVIOR ON SCHOOL BUSES**

In cases where the bus driver is, having difficulty in controlling children on buses the driver will bring the child to the principal's office for a conference regarding the difficulty. It is the principal's prerogative as to which type of discipline to assign to the student. The principal may deny the student the privilege of riding on the bus for a specific amount of time. If this is done, the principal will contact the parent concerning this decision.

This policy is not intended to relieve the driver of his responsibility for maintaining control of the children, and if a principal thinks the driver is not doing all that they could or should, he should meet the driver to discuss other options. Failure secure acceptable bus behavior by the driver may result in disciplinary action up to and including termination.

### **566.1 BUS POLICY**

#### **Parents**

Appropriate behavior on the school bus is vitally important for your child's safety. You can imagine how difficult it is to concentrate on driving with 66 to 80 children behind you who are loud and disruptive. Because a distraction can cause a tragedy with injuries or death, we insist on good bus behavior.

**RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT!!! BELOW ARE THE BUS RULES, PLEASE GO OVER THEM WITH YOUR CHILD**

- Stand back from the street while waiting for the bus.
- Check the bus number (color) to make sure that you get on the right bus.
- Do not push or shove other students while waiting for the bus.
- If you drop something around the bus, leave it along and tell the bus driver. Stay away from the bus wheels, as they are very dangerous.
- Obey the bus driver.
- Do not fight, push, or trip other students.
- Talk quietly (unless the bus driver says no talking at all).
- Do not be rude, discourteous, or annoying to others
- Always stay seated. Do not stand.
- Do not use profane language or obscene gestures.
- Do not hang out of the windows.
- Enter and leave the bus properly.
- Do not bring objects in or out of the bus.
- Do not destroy property.
- Do not tamper with bus equipment.
- Do not spit, litter, eat, or drink on the bus.
- Behave in a safe, respectful way with consideration for the well being of others — on the bus and at the bus stop

## **CONSEQUENCES FOR NOT FOLLOWING BUS RULES:**

- 1st Bus Conduct Report-Warning.
- 2nd Bus conduct Report-Off for 3 days
- 3rd Bus Conduct Report-Off for 10 days.
- 4th Bus Conduct Report-Off for the rest of the school year
- Fighting can/will result in being off the bus immediately.

### **567 PAYMENT FOR DAMAGE**

Each student shall pay for damages he/she may do to school property or property of other students or district employees within two (2) weeks of demand unless arrangement, payment is deferred until a later date. Failure to make such payment shall be cause for suspension.

### **568 ILLEGAL AND ILLICIT DRUGS AND ALCOHOL**

Any student using, under the influence of, in possession of, or selling alcoholic beverages, non-intoxicating beverages (as defined by law), illegal or illicit drugs or other mood altering substances while at school, while in school vehicles, or at any school sponsored event, will be subject to disciplinary measures, which may include suspension for the current semester and the following semester. Illicit drugs include steroids and prescription and over the counter medications being used for an abusive purpose, ( i.e. when they or not used in compliance with the prescription or directions for use, and not being used to treat a current health condition of the student.) Mood altering substances include by are not limited to paint, glue, aerosol sprays, and similar substances.

For students enrolled in Warner Public School, tobacco, and tobacco products are, by definition illegal drugs.

Any student or district employee caught in unlawful possession, use, being under the influence of, furnishing, or selling alcoholic beverages, non-intoxication beverages (as defined by law), illegal or illicit drugs, or mood altering substances will be held until parents (for students only) and-or legal authorities can be contacted.

Personnel in violation of this policy will face disciplinary action up to and including terminates of employment. Compliance with this policy is mandatory for all students and personnel of Warner Public School.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be available at any time during the school day through the counselors” offices.

### **569 GANG AND GANG RELATED ACTIVITY**

It is the policy of this school district that membership in secret fraternities, sororities or in other club, gangs not sponsored by established agencies or organizations is prohibited.

Gangs, which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any jewelry, accessory, or manner of grooming which by virtue of its color, arrangement, trademark, symbol, or any other

attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and district and are strictly forbidden.

Incidents involving initiations, hazing, intimidation, and/or related activities of group affiliations which are likely to cause, bodily danger, physical or mental harm, or personal degradation or disgrace are prohibited.

Any student wearing, carrying, displaying or promoting gang paraphernalia, or exhibiting behavior or gestures, which symbolizes gang membership, or causing and/or participating in activities, which intimidate or affect the attendance of another student will be subject to disciplinary action up to and including the maximum suspension allowed by law.

### **570 EQUAL ACCESS (STUDENT ORGANIZATIONS)**

The board of education is aware that the Equal Access Act (Title VIII of Public Law 98-377) requires that school districts grant equal access to student groups who wish to meet for religious, political, or philosophical purposes, if the school allows other types of non-curricular related student groups to meet. The Superintendent will establish whatever procedures are necessary to ensure equal access to student groups' use of facilities to conduct meetings provided that:

- A. The meeting will take place during open forum. Open forum is defined as non-instructional time during lunch hour, after school or as determined by the building principal.
- B. The meeting is voluntary and student initiated. The Superintendent and appropriate principal will be assured that only students are promoting such activities and the students are participating of their own volition. Only students enrolled in a particular school may request meetings at that school.
- C. School authorities or district employees do not promote, lead, or participate in such meetings. Such supervision will not constitute sponsorship by the district of such meetings.
- D. The meeting will not in any way interfere with the conduct of regular instructional activities of the schools. The school may deny facilities to such students if such activities or meetings interfere, or are likely to interfere with the instructional program.

#### **570.1 SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS**

Booster clubs and parent organizations are encouraged to promote a positive relationship between the school and the community. The primary purpose of these organizations is to assist and support the school in recognizing and promoting students' activities. The principal is responsible for maintaining close communication with such organizations to ensure the organizations' goals are in compliance with district policies. After receiving the superintendent's recommendation, the following criteria will be used in determining if an organization will be recognized (sanctioned) by the Warner Board of Education as a viable booster club or parent organization.

1. The organization must be managed or operated by adults, rather than students, and will present its by-laws and/or constitution to the board of education. These will clearly identify the



organization as a parent organization or booster club separate from school district student organizations and will provide details of the structure of the organization including:

- A. Officers and their duties;
  - B. Election of officers and term limits;
  - C. Purpose and goals;
  - D. Dues structure, if any;
  - E. Intended use of funds generated by the organization.
2. The organization must include one representative from the school faculty as a sponsor.
  3. No fund raising activities will be conducted within the school by the organization during school hours and students will not participate during regular class periods.
  4. The organization may not use school materials in advertising its activities. Use of school property by the organization for its activities will meet all regulations established by the board.
  5. All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted.
  6. The organization must maintain bank, financial, and tax exempt status separate from the school. The organization will provide to the board of education, annually or upon request, a complete set of financial records or detailed treasurer's report.
  7. Any plan, project, or movement instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties, or provide academic achievement awards and other educational recognition to students or student bodies will be presented to the board of education in official session for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.
  8. In no manner will board sanctioning of an organization preclude the organization from compliance with state and federal laws as they pertain to equal opportunity and treatment of all students. Gifts or services provided to the school should benefit both boys' and girls' activities.
  9. The board of education reserves the right to revoke the sanctioning of any organization if it is found. That the organization's operations and purpose are not consistent with the policies and procedures adopted by the board of education.

REFERENCE: 70 0.5. §5-129.1 Title IX, Education Amendment of 1972, 20 U.S.C. § 1681, et seq.

## **570.2 STUDENT CLUBS AND ORGANIZATIONS SPONSORS**

The Warner Board of Education believes that certain extracurricular and social activities can enhance the learning environment of our schools. The board of education shall annually notify

parents or guardians of students about clubs and organizations sponsored by or under the direct control and supervision of the school district. The annual notification shall be placed in the student handbook and by posting information on the school district's Internet website. The annual notification shall include, but is not limited to, the following information about each club or organization:

1. Name;
2. Mission or purpose; and
3. Name of the faculty advisor, if known.

Parents or guardians of students will notify the school administration that they are withholding permission for their child(ren) to join or participate in one or more clubs or organizations. Parents or guardians shall be responsible for preventing their child from participating in a club or organization in which permission is withheld. Parents or guardians are also responsible for retrieving their child(ren) from attendance at a club or organization in which participation is withheld.

if clubs or organizations are created or formed after the annual notification is distributed, the school district shall send additional notification to the parents or guardians containing the above-listed information regarding the additional clubs or organizations

### **570.3 STUDENT ACTIVITIES EXPENSE REIMBURSEMENT**

It is the policy of the Warner Board of Education to reimburse pre-approved itemized and necessary meal and lodging expenses incurred by school district students and sponsors involved in authorized school-sponsored co-curricular activities.

Requests and arrangements for student travel will originate from the appropriate building administrators office. Travel requests will be made as early as possible and placed on the building calendar as well as the master calendar.

The school will reimburse reasonable costs, subject to the availability of funds, for approved and documented lodging and meal expenses.

Claim forms for travel expenses are available in the building administrator's office. The forms will be completed and approved in the respective building and hand-delivered to the business office for payment.

The board of education will determine if reimbursement will be made from the general funds of the school district or from the school activity funds.

REFERENCE: 70 O.S. §5117

### **571 STUDENT HANDBOOKS**

Student rules governing action on or near school premises, in school vehicles as well as dress regulations, etc. is stated in the student handbooks given to the student at the beginning of the year.

These rules have been approved by the board of Education and are to be considered an extension of board policy governing students.

## **572 CHILD NUTRITION PROGRAMS (REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern the comprehensive nutrition programs in this school district.

### School Cafeterias:

1. Any student may eat in the school cafeteria or other designated place.
2. Students may bring or otherwise provide their own lunch. Milk or other beverages may be purchased in the dining hall, if desired. These students may eat their lunch in the school cafeteria or designated area. Vending machines (“junk food”) items shall be limited in the dining hall to be in line with state statutes.
3. Meal prices will be established by the Superintendent and food service supervisor, with the approval of the board of education, at the beginning of each year.
4. Meal prices will be conspicuously posted in each cafeteria.
5. A guest must be cleared through the food service supervisor by his/her host to be eligible to eat in the cafeteria.
6. Use of dining room facilities by non-district organizations or individuals must have approval of the superintendent
7. The food service supervisor will develop in-service training programs, approved by the Superintendent, for the food service staff.
8. Under federal law, a school that operated on a commodity program is prohibited from serving free meals to any adult, including employees of the district.
9. Qualifications for free and reduced price lunches will vary annually in accordance with the annual eligibility schedule.

### Definitions

1. Competitive foods means any food or drink sold in competition with the National School Lunch Program and/or School Breakfast Program in food service areas during the meal periods
2. Dietary guidelines for Americans means the current set or recommendation of the federal government that are designed to help people choose diets that will meet nutrient requirements, promote health, support active lives, and reduce chronic disease risks.
3. Nutrition education means a planned sequential instructional program that provides knowledge and teaches skills to help students adopt and maintain lifelong healthy eating habits.
4. Foods of minimal nutritional value mean;
  - A. In the case of artificially sweetened, a food that provides less than five percent of the Reference Daily Intakes (RDI) for each of eight nutrient per serving; and
  - B. In the case of all other foods, a food that provides less than five percent of the RDI for each of eight specified nutrients per 100 calories and less than five percent of the RDI for each of eight specified nutrients per serving. The eight nutrients to be assessed for this purpose are protein, vitamin A, vitamin C, niacin, Riboflavin, thiamine, calcium, and iron.
  - C. Food that is classified into four categories:

a. Carbonated soft drinks, Chewing gum; Water Ices; certain candies made predominately from sweeteners: such as hard candy, licorice, jelly beans, gumdrops, marshmallows, fondant, cotton candy and candy-coated popcorn.

5. Food service area means any area on school premises where child nutrition meals are both served and eaten, as well as any area in which such meals are either served or eaten.

6. Meal period means the period(s) during which breakfast or lunch meals are served and eaten and as identified on the school schedule.

In order to reinforce and support district nutrition education efforts, the building principal is responsible for ensuring:

1. Nutrition instruction is closely coordinated with the school's nutrition and food services operation and other components of the school health program to reinforce messages on healthy eating, and includes social learning techniques. To maximize classroom time, nutrition concepts shall be integrated onto the instruction of other subject areas where possible.

2. Links with nutrition service providers (e.g. qualified public health and nutrition professionals) are established to provide screening, referral and counseling for nutritional problems; inform families about supplemental nutritional services available in the community (e.g. food stamps, local food pantries, summer food services program, child and adult care food program); and implement nutrition education and promote activities for school staff, board members, and parents.

#### **572.1 NUTRITION AND FOOD SERVICES OPERATION**

In order to support the school's nutrition and food services operation as an essential partner in the educational mission of the district's comprehension nutrition program, the building principal is responsible for ensuring:

1. The school encourages all students to participate in the school's child nutrition program meal opportunities.

2. The school notifies families of need-based programs free or reduced price meals and encourages eligible families to apply.

3. The school's child nutrition program maintains the confidentiality of students and families applying for or receiving free or reduced meals (or free milk) in accordance with the National School Lunch Act.

4. The school's child nutrition program operates to meet nutrition standards in accordance with the Healthy Meals for Healthy Americans Act of 1994, as amended, and with applicable state laws and regulations.

5. The school sells or serves varied and nutritious food choices consistent with the applicable federal government Dietary Guidelines for Americans.

6. Food prices set by the district are communicated to students and parents. District pricing strategies will encourage students to purchase full meals and nutritious items.

7. Procedures are in place for providing to families, on request, information about the ingredients and nutritional value of the foods served.

8. The district will provide substitute foods to students with disabilities upon written parental permission and a medical statement by a physician that identifies the student's disability, states why the disability restricts the student's diet, identifies the major life activity affected by the disability, and states the foods to be omitted and the food or choice of foods that must be substituted.

9. Food service equipment and facilities meet applicable local and state standards concerning health; safe food preparation, handling and storage; drinking water; sanitation; and workplace safety
10. Students are provided adequate time and space to eat meals in a pleasant and safe environment. School dining areas will be reviewed to ensure:

- A. Tables and chairs are of the appropriate size for student;
- B. Seating is not overcrowded;
- C. Students have a relaxed environment;
- D. Noise is not allowed to become excessive
- E. Rules for safe behavior are consistently enforced;
- F. Tables and floors are cleaned between meal periods;
- G. The physical structure of the eating area is in good repair;
- H. Appropriate supervision is provided

### **572.2 FOODS OF MINIMAL NUTRITIONAL VALUE AND COMPETITIVE FOOD SALES**

In keeping with federal regulations, the district controls the sale of foods of minimal nutritional value and all competitive foods.

#### Other Foods Offered or Sold

Ongoing in-service and professional development training opportunities for staff, in the area of food nutrition, will be encouraged.

Any students Pre-K thru 6<sup>th</sup> grades will not be allowed to bring outside drinks into the cafeteria for breakfast, lunch, or snack time. If the student brings their lunch from home, they are allowed to bring drinks with that meal excluding coffee base drinks or energy drinks.

This regulation shall be included in our Warner Public School Child Nutrition and Physical fitness Program.

### **572.3 FAMILY AND COMMUNITY INVOLVEMENT**

In order to promote family and community involvement in supporting and reinforcing nutrition education in the schools, the building principal is responsible for ensuring;

1. Nutrition education materials and cafeteria menus are sent home with students.
2. Parents are encouraged to send healthy snacks/meals to school.
3. Families are invited to attend exhibitions of student nutrition projects or health fairs.
4. Nutrition education workshops and screening services are offered.
5. Nutrition education home work that students can do with their families, is assigned (e.g., reading and interpreting food labels, reading nutrition related newsletters, preparing healthy recipes, etc.) and
6. School staff is encouraged to cooperate with other agencies and community groups to provide opportunities for student volunteer or paid work related to nutrition as appropriate.

#### **572.4 NUTRITION EDUCATION**

Nutrition education shall focus on student eating behavior, be based on theories and methods proven effective by research and be consistent with state and local district health education standards. Nutrition education at all levels of the district's curriculum shall include, but not be limited to, the following essential components designed to help students learn.

1. Age appropriate nutritional knowledge, including the benefits of healthy eating; essential nutrients; nutritional deficiencies; principles of healthy weight management; the use and misuse of dietary supplements ; safe food preparation, handling and storage; and cultural diversity related to food and eating.
2. Age appropriate nutrition related skills, included, but not limited to; planning a healthy meal; understanding and using food labels, and critically evaluating nutrition information, misinformation, and commercial food advertising
3. How to assess one's personal eating habits, set goals for improvement and achieve those goals

#### **573 CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM**

The Warner Board of Education recognizes that childhood obesity has reached epidemic levels throughout the country. Overweight children are at a higher risk for developing severe long-term health problems, and overweight children are affected by discrimination, psychological stress, and low self-esteem. however, research indicates that obesity and subsequent diseases are largely preventable through diet and regular physical activity. Research also indicates that becoming active and maintaining a regular physical activity program significantly reduces the risk of some obesity and some cancers, diabetes, and other chronic diseases.

Children who eat well balanced meals land is healthy are more likely to learn in the classroom. The board supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well being of our district's youth. Therefore, it is the policy of the Board to:

1. Provide students access to nutritious food;
2. Provide opportunities for physical activity and developmentally appropriate exercise;
3. Provide accurate information related to these topic

#### **574 LOCAL WELLNESS POLICY**

Warner Public School District is committed to the philosophy that healthy children perform better in school and are therefore more likely than unhealthy children to successfully complete their education are. Additionally, healthy staff members can more effectively perform their assigned duties and serve as role models of appropriate wellness behaviors for the students in the District.

Reflecting this philosophy, the following Local Wellness Policy, in compliance with the requirements of Public Law 108-265, shall serve as a framework for the students, staff and patrons of the district illustrative of a sound commitment to local health and fitness:

1. It is the goal of the Warner Public School District to provide nutrition education, physical activity and other school-based activities designed to promote student wellness. Such

activities shall be undertaken in a manner that the Board of Education determines is most appropriate for the students of the District.

2. Guidelines selected by the District for all foods available on campus during the school day shall have the objective of promoting student health and reducing childhood obesity.
3. Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child nutrition Act (42 U.S.C. 1779) and sections 9 (f) (1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758 (f) (1), 1766 (a)), as those regulations and guidance apply to schools.
4. The District shall measure implementation of the Wellness Policy. At least one person within the District shall be responsible for such measurement, ensuring that the District meets the guidelines and objectives of the Wellness Policy.
5. Wellness is an ongoing and dynamic process. As the Wellness Policy is developed and implemented, the District shall involve parents, students, representatives of the school food authority, the school board, school administrators and the public in this process.

References:

Child Nutrition and WIC Reauthorization ACT of 2004, Public Law 108- 265, Section 204

**600 SCHOOL PLANT AND PROPERTIES**

**601.1 MAINTENANCE DIRECTOR**

The maintenance director is directly responsible to the Superintendent of Schools. His major function are to provide physical conditions, which insure maximum safety, supervise building repair

and provide the physical environment for effective learning. In addition, he is responsible for directing the general and specific duties of building custodians and for supplying them with necessary equipment materials to successfully complete their duties.

## **601.2 CUSTODIANS**

Custodians shall be responsible for the safe and satisfactory condition of the buildings and grounds and all machinery and equipment relating to heating, ventilating, and operation of the school except such equipment or machinery used for instructional purposes and shall be under the immediate direction of the building principal and under the general supervision of the Maintenance Director.

Additionally custodians will be responsible for opening and closing the buildings as directed by the principal or maintenance director. They shall assist the principals and teachers in every way possible and perform such other duties as may be assigned.

They shall, at all times, comply with rules and regulations of the health department and State Board of Health.

Custodians may be required to be on duty during evenings for events sponsored by the school or when any buildings are used for school permitted activities.

Custodians shall conform to all rules relating to the use of school buildings established by the Board, and assist the staff in enforcing such rules.

## **602 NEW BUILDING PROGRAM**

Warner Public School, with continual research, will improve and expand school plant facilities as needs become evident.

## **603 ARCHITECTURAL SERVICES**

Warner Public Schools will employ architectural firms for the purpose of plans and specifications for construction of building additions and new school facilities.

## **604 USE OF SCHOOL BUILDINGS AND FACILITIES**

The Board of Education is eager for the people of the community to use the buildings of the school district for educational and education related purposes. To extend this privilege to the citizens of Warner, the Board finds it necessary to ask that some regulations be observed. A charge may be made for the use of the buildings by persons or organizations not connected with the public school.

The fees, used defray the expenses, involving heat, light, and extra custodial services will be set on a case-by-case basis.

### **604.1 RENTAL/USAGE REGULATIONS**



The use of the buildings must in keeping with the general program of educations and must not be for commercial use of or for gain or profit without express permission granted by the Board of Education in a legal board meeting. Political meetings, which are open to the public, are considered to be within the general program of education. Group using the buildings must be supervised by a sufficient number of adult sponsors to insure orderly use of the buildings and equipment. No smoking will be permitted inside any school building. Any school equipment that will be used will be operated by school appointed personnel only.

No permanent changes may be made to any facility or part of a facility. Failure to follow any or all of these regulations or any applicable school district policy will result in forfeiture of privilege to use or rent school district property,

## **605 VEHICLES AND BUSES**

A in-district rate, if the majority of students are from Warner School, will be \$1.00 per mile and out-of-district rate will be \$2.00 per mile with the school approving the bus driver and the organization paying the driver.

### **605.1 USAGE OF FACILITIES**

The football lights will have a \$150.00 fee for anyone not affiliated with or sponsored by the school. An additional fee of \$50.00 for clean up will be collected. If this area is not cleaned to administration's satisfaction, the \$50.00 fee will be forfeited and the organization will not be allowed to use facilities again.

### **605.2 EVENT CENTER HOSPITALITY ROOM USAGE**

Warner Board of Education approved the public to rent the Warner Event Center providing the following guidelines be followed:

1. A 2-hour minimum facility usage charge at \$15.00 an hour.
  2. A \$50.00 cleaning deposit to be refunded if facility is left clean after usage.
- This is strictly for the use of the hospitality room and at no time shall anyone use the concession stand or gym floor.

## **800 COMMUNITY RELATIONS**

### **801 COOPERATING WITH THE COMMUNITY AGENCIES**

It shall be the policy of the board of Education to cooperate with all community work, which enhances the cause of education.

Every effort should be made in planning school activities to avoid conflict with Wednesday or Sunday school activities that would conflict with traditionally scheduled church activities when such conflicts are unavoidable, students should be notified well in advance. When circumstances warrant activities on Sunday afternoons, the activity time shall be restricted between 1:00 and 5:00 p.m. and written permission granted by the building principal. Students shall not be punished for missing activities on Sundays.

The district will work with community-based organizations in areas that are beneficial to the community and/or school system. Such cooperation may require the loaning of property and personnel, as is legally permissible but should not unduly interfere with the daily operations of the school district.

**900 MISCELLANEOUS**

**901 ADMINISTRATION BUILDING OFFICE HOURS**

The administration office hours during the regular school term shall be from 8:00 am to 4:00 p.m. Monday through Friday. The Superintendent of schools shall set the summer schedule.

#### **902 INSURANCE APPRAISAL**

Periodic property and equipment appraisals shall be authorized by the Superintendent or Board of Education in order to adequately determine the amount of insurance that should be carried to safeguard the district against undue loss in the event of destruction of school properties and/or equipment.

#### **903 LENDING OR RENT OF SCHOOL PROPERTY**

Property of the school district such as machinery, tools educational equipment, furniture, etc, has been purchased to further the education of our students. As a result, it is imperative that these things remain in good working condition and available. Under special circumstances, however, the district would not be adverse to loaning particular pieces of equipment to appropriate civic groups or governmental agencies. School district property will not be rented or leased for profit and ventures.

#### **904 USE OF SCHOOL BUSES**

The use of school buses of this district for any purpose provided in Section 9-101 of Title 70, Oklahoma Statutes, as amended, which may be designated by the superintendent of schools of the district is approved by the board of education, except as to such cases as the board may rule otherwise.

#### **905 RELIGIOUS OR HOLY DAYS**

Members of some religious faiths observe certain holy days, which are not school holidays. Children belonging to such faiths who are absent from school to observe these holy days will be excused upon written request of the parents but will be counted absent.

#### **906 SOLICITATION OF FUNDS FROM STUDENTS AND TEACHERS**

No solicitation of funds from students or teachers for any purpose shall be made without the approval of the Superintendent or the Board of Education.

#### **907 SALESMEN, SOLICITORS, PROPAGANDA**

No salespersons, solicitors, or peddlers are permitted to interview teachers during school hours without permission of the Superintendent of schools or his designee. Also, no circulars, advertisements, or other propaganda will be passed out in the classrooms or on school premises to teachers without permission from the Superintendent of Schools or his designee.

#### **908 PETITIONS**

No petitions for any cause may be circulated in a school building or on school property without approval of the Superintendent of Schools his designee, or the Board of Education.

### **909 REPORTING ACCIDENTS**

Any employee witnesses an accident or injury in a school building or on the school grounds at any time, shall make an immediate report to the principal or administrator on duty.

Any employee who is involved in an accident or injury in the school building or on the school grounds, or while on duty at any time or place shall make a report to the supervisor, principal or superintendent of schools within four (4) hours of the accident.

### **910 LOST OR STOLEN BOOKS**

Books belonging to the school, the person responsible shall pay for which are lost, stolen, or mutilated. When responsibility cannot be determined, then the person to whom the books were checked out or loaned will be considered the responsible person.

### **911 PUBLIC LAW 874 (IMPACT AID)**

Children living on Indian land shall be allowed to participate in school programs on an equal basis with all other children attending school in Warner Public School. No teacher or program director is to exclude or limit participation in any district activity on the basis of race.

### **912 DISASTER DRILLS**

Periodically throughout the year we will conduct fire and tornado drills. These drills are for your safety and well being. Please follow all instructions of the school personnel in charge.

Instructions for specific actions are posted in each room. The signal for a fire (or a drill) will be a long, continuous ring of the bell. The signal for a tornado (or a drill) will be an intermittent ring (on and off) of the bell. Students will exit the building as instructed during a fire. Students will be escorted to the safe room in the event of a tornado. Lock down and emergency drills will also be conducted throughout the year.

It is the building principal's responsibility to develop a written plan and to communicate that plan to students and staff.

### **913 MEDICATION POLICY**

The term "medicine" as used in this policy means "non-prescription medicine" and "filled prescription medicine." Filled prescription medicine is prescription medicine contained in a prescription vial with a label, which correctly states the name and address of the pharmacy, date of filling, name of patient, name of prescriber prescription number, and directions for the administration of the medication.

Only the following personnel shall be authorized to administer medication at school: the school nurse, or in the absence of a school nurse, the school principal or school employees who have been designated in writing by the school principal as authorized to administer medication.

No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school written authorization to administer the medicine. The parent or guardian of any student requiring medication during school shall bring the medication to the principal or principal's designee and sign the "Parental Authorization Form." When a student enrolls in a particular school, the parent or guardian of the student may sign a "Clinic Card" authorizing the appropriate personnel to administer nonprescription medication to the student during an emergency when the parent or guardian cannot be reached. Each school shall keep on file the written authorization.

Filled prescription medicine shall be administered pursuant to the directions for the administration of the medicine listed on the label, or as otherwise authorized in writing by the physician prescribing the medicine. Non-prescription medication may be dispensed and administered only in compliance with written directions on the label of the medication, or as otherwise authorized in writing by the child's physician.

All medicine shall be properly stored, and not readily accessible to persons other than the person who will administer the medication.

Each school in which any medicine is administered shall keep a record of the name of the student to whom the medication was administered, the date the medication was administered, the name of the person who administered the medication, The type or name of medicine which was administered, the dosage of the medicine which was administered, and the time the medicine was administered. The "Log of the Administration of Medicine" shall be used by each school to keep a record of all medicine administered during each school year.

The Board of Education adopts this policy pursuant to the provisions of 70 OS 1984, 11-116.2. Under this statute, a school nurse, administrator or designee, are not liable to the student or his parent or guardian for civil damages or any personal injuries to the student or his parent or guardian for any acts or commissions constituting gross, willful or wanton negligence.

### **913.1 SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION**

In compliance with state law, the Warner Public Schools permits the self-administration of inhaled asthma medication by a student for treatment of asthma. The parent or guardian of the student must provide the district with written authorization for the student to self-administer the medication. The parent or guardian must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

1. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.

2. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
3. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
4. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.
5. Definitions:
  - A. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
  - B. Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.

REFERENCE: 70 O.S. §1-116.3

#### **914 NON-SMOKING POLICY**

State Law prohibits smoking, the use of snuff, chewing tobacco or any other use of tobacco products in the buildings or on the grounds of the facility by all persons during the hours of 7:00 am to 4:00 pm during the school session, or when a class or any program established for students is in session. § 1-1523, S.L.O. § 941.

This policy applies to all employees of and visitors to Warner Public School.

#### **915 OPEN RECORDS ACT**

It is the policy of this school district to recognize and facilitate the public's right of access to and review of public records. The district is not required to release information contained in its education records except in conformity with the provisions of the Open Records Act, title 51, Oklahoma Statutes, Section 24A1.

The Superintendent shall be the district's custodian of public records and shall be responsible for the preservation and care of these public records.

However, the Superintendent may designate an individual to be responsible for releasing public records for inspection and copying such for the public. Additionally, the Superintendent may establish reasonable rules of procedure by which public records may be inspected.

**916                    CONTROLLING THE SPREAD OF COMMUNICABLE DISEASE BY PROPERLY HANDLING BODY FLUIDS**

The body fluids of all people should be considered to contain potentially infectious agents (germs, bacteria, or viruses) The term body fluids includes blood, semen, drainage from scraps and cuts, feces, urine, vomit, respiratory secretions,(such as nasal discharge), Diseases such as hepatitis, shigella, salmonella, and AIDS are transported through body fluids.

**917                    CALENDAR PLANNING**

The superintendent will be responsible for planning the calendar for the upcoming school year. He may consult with members of WCTA, other classroom teachers or building administrators while planning for the upcoming year. A proposed calendar will be presented for board approval as soon as one can be legitimately constructed.

**918                    POLICY REGARDING STUDENT RECORDS**

The purpose of this policy is to assure parents and eligible students the full implementation, protection, and enjoyment of their rights under the Family Rights and Privacy Act of 1974 (Public Law 93-380. 93<sup>rd</sup> Congress FERPA)

Parents of students or eligible students (a eligible student is one who is 18 years of age or is attending an institution of post secondary education) shall have the right to inspect and review any and all official records, files, and data directly related to the student, included all materials incorporated into the cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data: academic work completed: level of achievement (grades and standardized achievement test scores); attendance; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings; and observation and verified reports of serious or recurrent behavior patterns. Comments in official school records regarding students shall be limited to facts within the personal knowledge or observation of the person making the comment. Conclusions based upon such facts shall be made only by persons professionally competent to make the conclusion. If the educational records shall student contain information on more than one student, the parent or the eligible student may inspect and review and informed of only the specific information which pertains to that student,

In the event a parent deems the content of a student or an ineligible student wishes to have copies of documents from the subject's file, such copies will be provided. However, a reasonable charge may be assessed to cover the cost of copying

In the event a parent deems the content of a student's record is inaccurate misleading or in violation of the privacy or other rights of the student, the parent, or eligible student may request that the educational agency or institution, which maintains the records, amend them. If the district's decision is to deny the request for amendment, the parent or eligible student will be given an opportunity to place permanently, a statement comment upon the information in the educational records of the student and stating reasons for disagreeing with contested information.

**919                    RELEASE OF STUDENT INFORMATION WITH PARENTAL AUTHORIZATION**

Except as provided in this policy, no personally, identifiable information contained in personal school records shall be released except upon prior written consent of a parent of a student or eligible student specifying the records to be released, the reason for such releases and to whom it is to be released.

While a parent of a student or eligible student may waive any of his or her rights under this policy, a waiver shall not be valid unless in writing and signed by the parent or eligible student and under no circumstances shall the district require a parent of a student or eligible student to waive his or her rights under this policy.

**920                    RELEASE OF RECORDS WITHOUT PARENTAL AUTHORIZATION**

Personally, identifiable information contained in personal school records may be released without parental authorization only as provided in this section and only under the conditions herein contained.

Such information may be furnished in compliance with judicial order or pursuant to a lawfully issued subpoena, upon the condition that the parent and child are notified of all such orders or subpoenas in advance of the compliance therewith. The district will use its best efforts to notify the parent in writing as far in advance as possible of compliance.

Such information may be released without prior parental authorization in connection with a student's application for, or receipt of financial aid, provided that personally identifiable information from the education records of the student may be disclosed only as may be necessary for such purposes:

- a. to determine the eligibility of the student for financial aid
- b. to determine the amount of financial aid
- c. to determine the conditions, which will be imposed regarding the financial aid
- d. to enforce the terms or conditions of the financial aid

Such information may be released to:

- a. other school officials, including teachers within the system who have legitimate educational interests
- b. officials of other schools or school systems in which the student intends to enroll, on the condition that the parent be notified of the release of the records, receive a copy of the records if desired and have an opportunity to request amending the record as set forth in this policy.
- c. authorized representatives of the Comptroller General of the United States; the Secretary of Education; the Commissioner and Director of the National Institute of Education and the Assistant Secretary for Education
- d. state educational authorities



Before being granted access to student records, the foregoing persons shall be required to indicate, in writing, the specific, legitimate educational or other reason has for seeking this information. This written explanation shall be kept on file.

#### **920.1            DIRECTORY INFORMATION**

The school district may disclose personally identifiable information from the education records of a student who is in attendance if that information has been designated as Director Information. Directory Information includes; the student's name, the name(s) of the student's parent(s), the student's date of birth, the student's class designation, the student's extracurricular participation, the student's achievement awards or honors, the student's weight and height if he/she is a member of an athletic team, the student's photograph, the school or school district the student attended before he/she enrolled in the Warner School District.

This information will be distributed annually to all students in an inclusive means. After the student's or parents have been informed, they will have two weeks to advise the school district in writing of any or all of the items they refuse to permit the district to designate as directory information about the student. Permanent records will be marked appropriately and will continue to be so until the district is given written direction by the student or his/her parents to modify the directory information.

The school district may disclose Directory Information from the education records of an individual who is no longer in attendance at the school without following the procedure set out above.

#### **920.2            RIGHTS OF STUDENTS**

When a student has attained the age of 18 years or is attending an institution of post secondary education, the permission or consent required of and the rights accorded to the parent of the student shall thereafter be required of and accorded only to the student unless a specific statute or a court decision directs otherwise.

#### **921                DEFINITION OF PARENT**

For the purpose of this Policy, the term Parent shall have the following meaning;

- a.     If both parents are living and residing with the student in the family home, the term shall mean either parent.
- b.     If one parent is deceased and the student is residing with the surviving parent, the term shall mean the surviving parent.
- c.     If the parents are separated or divorced, the term shall mean either parent, it being intended that the parent not having custody of the student (noncustodial parent) shall have the same rights as the parent having custody the student (custodial parent) except in instances where the custodial parent shall have furnished a certified copy of

a court order which specifically denies the non-custodial parent access to the student's records. The school district will regard the parent enrolling the student as the custodial parent unless the school officials are furnished with a certified copy of a court order vesting custody in the other parent

- d. If both parents are deceased, the term shall mean the legal guardian of the student
- e. In the instance where there is no legal guardian or a parent of the student is not available the term shall mean that person who appears to be performing the functions and duties of parent to the student.

## **922 BLOODBORNE PATHOGENS POLICY AND EXPOSURE CONTROL PLAN**

One of the major goals of the Occupational Safety and Health Administration (OSHA) is to regulate facilities where work is carried out. to promote safe work practices in an effort to minimize the incidence of illness and injury experienced by employees. Relative to this goal OSHA has enacted the Bloodborne Pathogens Standard (19 CFR 1910.1030) The purpose of the Bloodborne Pathogens Standard is to reduce occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other bloodborne pathogens that employees may encounter in their workplace.

Warner Public Schools believes that there are a number of good general practices that should be followed when working with bloodborne pathogens. These include that:

- a. It is prudent to minimize all exposure to bloodborne pathogens
- b. Risk of exposure to bloodborne pathogens should never be underestimated
- c. Our school should institute as many engineering and work practice controls as possible to eliminate or minimize employee exposure to bloodborne pathogens

## **923 DRUG AND ALCOHOL TESTING FOR BUS DRIVERS**

Warner Public Schools will comply with and subsequently perform all Necessary and required drug and alcohol testing on employees and applicants that are subject to the authority of the Federal Highway Administration (49 C.F.R. Part 382 and Part 40).

In addition, the Board of Education has the responsibility to all of its employees to provide a safe workplace and a responsibility to the students of the district and the public to ensure that their safety and trust is protected. Therefore, the district cannot condone the following behavior by employees who are covered by this policy:

Use of illicit drugs\*

Abuse of legal (prescription or over the counter) drugs\*

Arrival for work under the influence of illegal drugs or other mind-altering substances\*

Misuse of alcohol\*

\*As defined in the policy manuals that cover these programs

Employees are responsible for making their own lifestyle choices. The Board of Education, however, sees no reason to accept even small risks that on the job drug use or alcohol use by employees might cause.

The policy manuals for these areas outlines expected employee behavior that is considered an essential qualification for covered job assignments. It also covers the responsibilities of various district managers for administering the Drug and Alcohol Abuse Programs. These manuals will be available for inspection at the bus garage, the transportation director's office, and the superintendent's office.

Refusal of any employee covered by this policy to participate fully with all of the requirements of the policy manuals will be grounds for disciplinary action up to and including termination.

## **924 USE OF SCHOOL VOLUNTEERS**

The Board of Education recognizes that volunteers can make valuable contributions to the students of this district and, as a result, to the educational program of this district. Any such assistance, however, must be regulated to protect the interests of the student, the district, and the volunteer.

The following list provides examples of appropriate activities for volunteers:

1. Making bulletin boards
2. Clerical tasks such as filing, typing, gathering resource material, etc.
3. Working with children on basic skills: listening to children read, drilling spelling words, reinforcing math facts, conducting flash card drills, ect.
4. Maintaining a friendly, courteous relationship with all school employees.
5. Maintaining positive, constructive relationship with students

The following list provides examples of inappropriate activities for volunteers:

1. Grading papers or recording grades in any manner
2. Assuming complete responsibility for playground or lunchroom duties
3. Assuming complete control of a classroom except in an emergency situation and even then just until the principal can place a certified employee or substitute in the classroom.
4. Disciplining any student
5. Reprimanding any employee
6. Operating any school equipment without direct permission from the building administrator

Volunteers will serve at the discretion of the administration and teaching staff. Their presence will not be allowed to hinder the school climate in any way. It is the direct responsibility of the building principal to evaluate the use of volunteers and to promote, discourage, or discontinue their use.

Volunteers must be at least eighteen (18) years of age to serve at Warner Public Schools. They must also, submit to a felony record search by name. If the felony search reveals a prior felony offense conviction of if the applicant provides a false response to one or more of the questions on the Authorization and Release Form, the volunteer will be denied the opportunity to participate. (See Policy 401.10)

## **925 GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS**

(STUDENTS AND) EMPLOYEES)

Definitions

## Discrimination Complaint:

A written complaint alleging any policy, procedure or practice, which discriminates, based on race, color, national origin, religion, sex (including sexual harassment), age or qualified disability.

B. Grievant: Any person enrolled in or employed by the School District who submits a complaint alleging discrimination based on sex (including sexual harassment), race, color, national origin, religion, age or qualified disability. Sexual harassment is a prohibited type of sexual discrimination under Title IX for which a grievance under this policy can be filed with the Title IX Coordinator. For purposes of any complaint alleging a violation of Section 504, in addition to those identified as possible grievant in this paragraph, members of the public may also be potential grievant. For purposes of this policy, a parent's complaint or grievance shall be handled in the same manner, as a student's complaint would be.

C. Title IX, ADA, Title VII and 504 Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973 and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title IX, ADA, Title VII, and 504 is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons.

D. Respondent: The person alleged to be responsible for the violation contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

E. Day: Day means a working day when the School District's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

## II. Pre-Filing Procedures

A. Prior to the filing of a written complaint, the student or employee is encouraged to visit with the applicable Coordinator, and reasonable effort should be made to resolve the problem or complaint.

## III. Filing and Processing Discrimination Complaints

A. Grievant: Submits written complaint to the applicable Coordinator, stating name, nature and date of alleged violation; names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the superintendent for assignment. Complaints must be submitted within 10 days of alleged violation. Complaint forms are available from the office of the superintendent and the Coordinators.

B. Applicable Coordinator: Conducts an investigation, within 10 days, to the extent reasonably possible, which would include but not be limited to, interviewing the complainant, any witnesses, review of any supporting documents and interviewing the respondent; and asks respondent to:

- 1) Confirm or deny facts;
  - 2) Indicate acceptance or rejection of student or employee's requested action; or
  - 3) Outline alternatives.
- C. Respondent: Submits written answer within 10 days to the applicable Coordinator.
- D. Applicable Coordinator: Within 5 days after receiving respondent's answer, applicable Coordinator schedules a hearing.
- E. Grievant, Respondent, and Applicable Coordinator: Hearing is conducted. In circumstances involving allegations of sexual harassment, the applicable Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.
- F. Applicable Coordinator: Issues within 5 days after the hearing a written decision to the Grievant and Respondent.
- G. Grievant or Respondent: If the Grievant or Respondent is not satisfied with the decision, they must notify the applicable Coordinator within 5 days and request, in writing, a hearing with the superintendent or his/her designee. This step is applicable only to situations in which a Coordinator other than the superintendent or his/her designee conducted the initial hearing.
- H. Superintendent or Designee: Schedules within 10 days of request a hearing with the Grievant and Respondent
- I. Superintendent or Designee, Grievant and Respondent: Hearing is conducted.
- J. Superintendent or Designee: Issues a written decision within 5 days following the hearing.
- K. Grievant or Respondent: If the Grievant or Respondent is not satisfied with the decision, they must notify the superintendent, in writing, within 5 days and request a hearing with the Board of Education.
- L. Superintendent: Notifies Board of Education, in writing, within 5 days after receiving request. Superintendent schedules hearing with the Board of Education. Hearing is to be conducted within 30 days from the date of notification to the Board of Education.
- M. Board, Grievant, Respondent, Superintendent and Applicable Coordinator; Hearing is conducted. Board issues a final decision at the hearing regarding the validity of the grievance and any action to be taken.
- IV. General Provisions
- A. Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 120 days.
- B. Access to Regulations: Upon request, the School District shall provide copies of any regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified disability, or veteran status.

- C. Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the School District. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.
- D. Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.
- E. Retaliation: No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of a discrimination complaint.
- F. Basis of Decision: At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context, and gravity of the activities or incidents.
- G. Section 504 Due Process Procedures: For information concerning due process procedures under Section 504, the Grievant should contact the Section 504 Coordinator.