

SECTION II
COMMUNITY RELATIONS

TABLE OF CONTENTS

SECTION II

COMMUNITY RELATIONS

2.1	COMMUNITY RELATIONS POLICY.....	1
2.2	CLOSING OF SCHOOL FOR BAD WEATHER.....	3
2.2 - 1.0	EMPLOYEE WORK AND PAY DURING CLOSING OF SCHOOL FOR BAD WEATHER.....	3
2.3	BOARD OF EDUCATION COMMUNITY RELATIONS.....	4
2.4	SPEAKING PRIVILEGES OF THE PUBLIC.....	5
2.5	NATIVE AMERICAN COMMUNITY RELATIONS.....	6
2.6	DISTRIBUTION OF MATERIALS AND SPONSORING OF CONTESTS.....	9
2.7	ADVERTISING ON SCHOOL PREMISES.....	13
2.8	USE OF SCHOOL FACILITIES.....	14
2.9	CHARGES FOR USE OF FACILITIES.....	21
2.10	TENNIS COURT POLICY.....	23
2.11	PARENT AND PATRON PARTICIPATION IN EDUCATION.....	24
2.11 - 1.0	COMMITTEE WORK.....	24
2.11 - 2.0	VISITORS TO A SCHOOL OR OTHER FACILITIES.....	24
2.11 - 3.0	DISTRICT WIDE PARENTAL INVOLVEMENT (TITLE I, PART A PROGRAM).....	25

2.12	RELATIONS BETWEEN LOCAL GOVERNMENT UNITS	28
2.13	RELATIONS WITH OTHER EDUCATION AGENCIES	29
2.13 – 1.0	GOALS AND OBJECTIVES.....	29
2.13 – 2.0	INTERDISTRICT RELATIONS.....	29
2.13 – 3.0	COLLEGES AND UNIVERSITIES	29
2.13 – 4.0	EDUCATION ACCREDITATION AGENCY RELATIONS.....	29
2.14	RELATIONS WITH OTHER ORGANIZATIONS.....	30
2.15	GIFTS TO THE DISTRICT	31
2.15 – 1.0	ENDOWMENTS, MEMORIALS, AND GRANTS FROM PRIVATE SOURCES.....	31
2.16	COMPLAINTS.....	32
2.17	CONSULTANTS, RESOURCE PERSONS, AND VISITORS FROM OTHER AGENCIES	33
2.18	BROADCAST OF ATHLETIC EVENTS	34
2.19	NAMING OF BUILDING FACILITIES	35
2.20	CLASS MEMORIALS ON SCHOOL PREMISES	37

SECTION II - COMMUNITY RELATIONS

2.1 COMMUNITY RELATIONS POLICY

The Board of Education recognizes the right of the public to information concerning all of its actions, its policies, and the details of its educational and business operations. The Board encourages study, discussion, and active participation by all concerned in the promotion of the best possible program of education in the community. It is the practice of the Board to utilize the advice and assistance of all interested individuals and groups in the solution of its educational and financial problems.

In recognizing interested individuals and groups in the Ponca City School District, and by encouraging their active participation in the educational policy making, the Board wishes to make it clear that in no way does it wish to avoid its responsibility to the citizens of the community as the official governing body responsible for a final decision on all matters of policy and educational programs.

Community Information

- A. The Superintendent and staff shall decide upon and follow a continuing program of information designed to acquaint the citizens of the community and the public generally with the achievements and the needs of the schools.
- B. The Superintendent or his or her designee shall be responsible for:
 - 1. News releases and the publication of educational reports;
 - 2. The photographing of school activities for publication;
 - 3. The presentation of school programs on radio and television;
 - 4. All news, radio or television information of a general and controversial nature:
 - a. Academic areas and co-curricular activities of a particular school. Communication will be made by the Superintendent or the Principal of the school.
 - b. In the area of athletics, communications relative to schedules, officials, eligibility of the students, discipline related to contests or trips will be made by the appropriate

building principal. In his or her absence, the Superintendent of Schools will assume this responsibility.

- c. School Board members, as well as school employees, are encouraged to be actively involved in the community.

REVISED: July 23, 1984; October 21, 1993; February 26, 1996

2.2 CLOSING OF SCHOOL FOR BAD WEATHER

The decision to close school for bad weather will be made by the Superintendent of Schools. In the event of the Superintendent's absence, the decision will be made by his or her designee. The decision to close school due to bad weather will be made as early in the morning as possible after receiving the best information available from weather reports, school personnel, and bus drivers. As soon as a decision to close school due to bad weather has been made, the local news media will be contacted. If no announcement is made, it may be assumed that the schools will be open. If school is closed, extra-curricular practices for that day will be cancelled. Pre-scheduled activities will be held at the discretion of the Superintendent.

2.2 - 1.0 EMPLOYEE WORK AND PAY DURING CLOSING OF SCHOOL FOR BAD WEATHER

1. If schools are closed due to bad weather, the following classifications of employees are expected to report to work when conditions are safe enough to travel. Safety is a personal decision. These employees will be paid at their normal hourly rate for the hours they work on the school closing day. At the discretion of their site supervisors, these employees have the opportunity to make up lost work hours.

Twelve Month Employees
Administrative Staff
Site Secretaries

Maintenance Employees
Custodial Employees

All employees required to report to work may utilize earned comp time, personal business, sick leave (if appropriate), or earned vacation.

2. If schools are closed due to bad weather, the following classifications of employees are not expected to report to work.

Teachers
Teacher Assistants*
Bus Drivers*

Child Nutrition Hourly Employees*
Crossing Guards *

* Bus Drivers, Child Nutrition Employees, Crossing Guards, and Teacher Assistants will not be paid for this day unless a make-up day is scheduled.

REVISED: July 20, 1987; July 25, 1988; December 10, 1990; October 21, 1993;
February 26, 1996; November 9, 1998

2.3 BOARD OF EDUCATION COMMUNITY RELATIONS

Prior to each Board meeting, an agenda will be made available in the Superintendent's Office, by 3:00 p.m. the day of posting for public inspection. Additional copies will be made for each Board meeting for visitors' use. A complete packet will be made available upon request.

APPROVED: August 11, 1975

REVISED: October 21, 1993; February 26, 1996

2.4 SPEAKING PRIVILEGES OF THE PUBLIC

The views of all Ponca City patrons are of interest to the Board of Education. Three primary ways exist for citizens to address the Board during regular meetings.

1. Citizens can ask that an item of interest be placed on the agenda by contacting the Office of the Superintendent before noon on the Tuesday preceding the regular Board meeting. With the approval of the Board President, items presented to the Board in this way will be acted upon if the majority of the Board feels adequate information is available.
2. "Comments from the Public": The Board President will ask visitors wishing to make brief comments to identify themselves and the topic they are wishing to address. When several members of one group or organization wish to speak to the Board concerning the same issue, the group will be asked to select a single spokesperson to address the Board. A time limit of five minutes has been set for each identified member of the audience to speak to the Board, although the Board retains the right to limit the cumulative time allocated to public comment or to dispense with it if the Board believes it is in the best interest of the meeting to do so.

The Board will take no action during "Comments from the Public;" however, it may take the matter under deliberation and direct the Superintendent to follow-up with written response and a report at the next regular Board meeting.

Because of the desire to present a fair public agenda of items to be discussed and considered by the Board, members of the Board of Education shall not address the Board during public comment. Board members shall, in the absence of proper new business as determined by the Chairperson, request that any business they wish to discuss with the Board be placed on the agenda as a regular item or otherwise be discussed under the proper agenda item.

3. Recognition by the President: Individuals or groups in attendance at the meeting may be given the opportunity to offer comments at the direction of the President. The President will retain full authority to limit public comment in order to maintain an orderly business meeting.

Emergency meetings of the Board are extremely rare, and state statute limits the topics to be discussed to only those arising from the emergency. The Board President must exercise extreme care not to allow unrelated topics to come before the Board during emergency meetings. Therefore, public comments at emergency meetings may necessarily be curtailed.

APPROVED: May 4, 1982

REVISED: July 23, 1990; Oct. 21, 1993; Feb. 26, 1996; July 16, 2001; Sept. 19, 2005

2.5 NATIVE AMERICAN COMMUNITY RELATIONS

The Ponca City Board of Education supports the basic premise that parents must be actively involved in the education of their children in order for the child to receive the maximum benefit from his or her education. The Board hereby approves the following policies and procedures in order to facilitate such involvement:

1. Children living on Indian land and attending Ponca City Public Schools shall be encouraged to participate in all school programs on an equal basis with all other children attending the schools in this district. An annual study will be conducted by the district to determine the extent of participation by Native American children in the various programs offered by the district. If inequities exist that are a product of a program or its implementation procedures, then plans for modification will be immediately formulated to alleviate that problem. Both school officials and patrons from the Indian community will be involved in planning and modifications.
2. No teacher, administrator or program director shall exclude or limit participation of any student in any district sponsored program(s) or activity(ies) on the basis of race.
3. Pertinent and relevant information about school programs, policies, applications for assistance, and evaluations of programs will be disseminated to affected parents and officials through one or more of the following methods:
 - a. Local newspaper
 - b. Radio
 - c. Mailouts
 - d. Carry-home material sent with students
 - e. Tribal information sources
4. By scheduling through the Superintendent's office, any tribe (or its designee(s)), any parent(s), or any group of parents concerned about the educational opportunities of any student or group of students attending the Ponca City Public Schools may secure a place on the agenda of any scheduled Board of Education meeting and may:
 - a. Present their views regarding applications for educational assistance;
 - b. Make recommendations regarding the needs of the students;

- c. Provide input into the planning and development of any of the educational program(s) of the district;
 - d. Present their views on the implementation and operation of any of the district's educational program(s).
5. The Board of Education shall conduct at least one public hearing each year at which time parents of children living on Indian land and/or tribal officials may discuss the current status of any school program(s) and express their views on desired directions for future development. Such comments shall be used by the Board in any future consideration of the topics discussed.

The Board of Education makes these further assurances:

1. Copies of all applications, program plans and program evaluations will be made available to any Native American parent(s) upon request. Such request should be made to the Superintendent's office.
2. Notice of all meetings regarding any educational program(s) assisted with funds provided under P.L. 81-874 (Impact Aid) will be provided to the Native American parents and to the tribe (the tribe referred to in this policy statement shall be the Ponca Tribe of Oklahoma with tribal headquarters located in Ponca City, Oklahoma). Said notice shall be given by one or more of the methods described in 3 above.
3. Input will be actively sought from Native American parents by using available forms of communication.
4. All meetings involving or discussing any program(s) assisted with funds provided under P.L. 81-874 will be held on district property at such a site as will accommodate all Native American parents who wish to attend.
5. Ample time will be provided for full discussion of any educational program(s) assisted with funds provided under P.L. 81-874.
6. Comments and suggestions from the Native American community will be actively sought by holding as many meetings as necessary with the Native American parents and/or tribal officials to insure that the views of the Native American community are received and considered.
7. District employees will be encouraged to establish amicable relationships with the Native American community to open up better lines of communication between the school district and the Native American community.
8. District employees will be encouraged to elicit input about any school program(s) that may then be forwarded to the administration and/or Board of Education.

9. After input is received from any or all of the sources mentioned above, the administration and Board will use that input in the decision making process as it regards the educational program(s) of the district.
10. A review of this policy statement will be conducted by the Board at the annual public hearing (described earlier in statement 5) and changes will be made when circumstances indicate that revisions would be in the best interest of the parties concerned.
11. Appropriate records will be maintained by the district indicating how the statements above were implemented as well as documenting involvement by the Native American community.
12. A Native American Task Force will review the Native American input and opportunity for input as well as the Board's response to the Native American comments. The task force or committee shall recommend modification of the policies and procedures, if necessary, to respond to the Native American input. The Board of Education shall provide for a school board meeting to modify the policies and procedures, if necessary.

The Board of Education, Ponca City Public Schools, District I-71, Kay County, Oklahoma, did adopt this Policy Statement and make it a part of its district's Policy Manual by official action taken on December 9, 1991, at a regular scheduled board meeting with this topic being a specified agenda item. This policy shall remain in effect until rescinded or revisions are made as per assurance statement 10 and 12 above.

This policy statement supersedes and makes void any previously adopted policy(ies) that relate to this matter.

This policy statement will be distributed to the affected parties (tribal officials and Native American parents) within ten (10) days following official passage.

If such parties should desire an immediate review of the statement, notification should be given to the Superintendent of Schools and the item will be placed on the agenda at the next regularly scheduled meeting.

APPROVED: October 8, 1979

REVISED: July 17, 1989; December 9, 1991; October 21, 1993

2.6 DISTRIBUTION OF MATERIALS AND SPONSORING OF CONTESTS

1. DISTRIBUTION BY THE SCHOOL DISTRICT

A. Materials that are neither school-sponsored nor part of the normal school curriculum may be distributed by the School District upon approval by the Superintendent or his or her designee.

B. Distribution of such materials by the School District will be authorized if the material is determined to be of educational value to the students.

C. The School District will not distribute political or commercial materials.

D. The School District will not distribute material that interferes with the functioning of the educational process. This prohibition includes but is not limited to material that is:

1) Obscene to Minors, meaning (a) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (b) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors of the age to whom distribution is directed.

2) Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.

3) Vulgar, Lewd or Indecent, meaning material which, taken as a whole, an average person would deem improper for presentation to minors because of sexual connotations or profane language.

4) A Display or Promotion of Unlawful Products or Services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.

5) Group Defamation, meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender identity or preference, or handicapping condition. This includes racial and religious epithets, "slurs", insults and abuse.

6) Disruptive of School Operations, meaning material which, on the basis of past experience or based on specific instances of actual or threatened disruptions relating to the written material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

E. The Superintendent or his or her designee may designate appropriate time, methods, and location of distribution of materials by the School District.

2. DISTRIBUTION BY STUDENTS

A. Students may distribute written materials at any entrance or exit to a school building for a period of not to exceed thirty (30) minutes prior to the commencement of the earliest class and not to exceed thirty (30) minutes after the end of the last instructional class. Students may distribute written materials at an entrance or exit to a school cafeteria when lunch is being served in the cafeteria. Students may distribute written materials before and after regular school hours at the entrances and exits to school gymnasiums, school stadiums, school auditoriums or other school facilities when those facilities are being used. Students may not distribute written materials at bus loading and unloading areas. Students will not distribute written materials in or on school grounds or facilities except as stated above.

B. Students shall not distribute written materials in a manner which disrupts a school activity or which impedes the flow of traffic within hallways or entranceways to the school. No person will be compelled to accept any written material. A person who declines to accept written material will not be threatened, treated with disrespect (verbally or by gesture) or impeded in any manner.

1) Clean-Up. Students who distribute written materials will be responsible for removing discarded and leftover materials from the school facility and grounds before the students leave the school premises after distributing the material.

2) Content. The distribution of written material shall not be restricted or denied solely because of the political, religious or philosophical content of the material. However, students must realize that rights go hand-in-hand with responsibilities and that student have a responsibility to refrain from the distribution of written material which is:

a) Obscene to Minors, meaning (a) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (b) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors of the age to whom distribution is directed.

b) Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.

c) Vulgar, Lewd or Indecent, meaning material which, taken as a whole, an average person would deem improper for presentation to minors because of sexual connotations or profane language.

d) A Display or Promotion of Unlawful Products or Services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.

e) Group Defamation, meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender identity or preference, or handicapping condition. This includes racial and religious epithets, “slurs”, insults and abuse.

f) Disruptive of School Operations, meaning material which, on the basis of past experience or based on specific instances of actual or threatened disruptions relating to the written material in question, is likely to abuse a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

Students will have the right, but are not required, to submit written materials to the school principal in advance of distribution. If the school principal concludes that the submitted written material falls within one or more of the categories of prohibited materials described above, the principal shall notify the students in writing stating the reasons within twenty-four (24) hours (excluding nonschool days) of the principal’s receipt of the material. Students may elect to distribute written material disapproved by the principal, but students should understand that such distribution may subject them to disciplinary action as provided herein and that the principal may elect to take action to halt distribution of the material.

C. Students who violate this policy will be subject to disciplinary action, including suspension.

D. As used in this policy:

a) “Distribution” means the circulation of written material by handing out copies, selling or offering copies for sale and accepting donations for copies.

b) “Written Material” includes but is not limited to, leaflets, magazines, books, brochures, flyers, petitions, newspapers, buttons, badges or other insignia, computer software and any medium of expression whether audio or visual.

c) “Minors” means persons under the age of eighteen (18).

E. If a student is suspended for violation of this policy or if distribution of a publication is halted by a principal, the student may appeal the decision in accordance with the School District student suspension procedures currently in effect.

F. This Policy does not apply to official school publications, such as yearbooks or student newspapers published as a part of the school curricula. All schools within the School District shall provide a notice on school bulletin boards and in material distributed generally to students and parents stating that by permitting the on-campus distribution of written materials by students under this policy, the school, the School District and the Board of Education are not approving any written material distributed by students or endorsing, supporting or advocating the content of the material. A copy of this policy

will be posted conspicuously in each school building. Any student shall be entitled to a free copy of this policy upon request.

ADOPTED: September 19, 2005

2.7 ADVERTISING ON SCHOOL PREMISES

The Board of Education declares its intention that all of its elementary buildings and any school newspapers that may be published by an elementary building are not intended to institute a public forum. With respect to secondary buildings and any school newspapers published by secondary buildings, it is the express intention of the Board of Education that school newspapers produced by or with the assistance of students are curriculum related activities. It is the intention of the Board of Education that the Superintendent or building Principals reserve the right to impose reasonable curriculum related restrictions on any activity of a school newspaper. Any advertising availability of a secondary school newspaper is intended to constitute at most a limited public forum and the district reserves the right to impose reasonable restrictions on advertising that may be placed in secondary newspaper publications, including restrictions on the time, manner and place of advertising.

Persons desiring to request permission to distribute or post advertising or promotional materials in school buildings must make a request of the Principal of that building or the Superintendent. THE Superintendent and building Principals may impose reasonable restrictions on the location of or the place of distribution and time of distribution of any advertising or promotional materials.

ADOPTED: October 21, 1993

REVISED: February 26, 1996

2.8 USE OF SCHOOL FACILITIES

Policy

The School District will permit use of school facilities by educational, political, literary, cultural, religious, scientific, civic or recreational community organizations provided that:

- 1) The intended use of the facility by the organization meets certain established criteria; and
- 2) When required, a previously established fee is paid by the organization.

Providing every student with the best education possible is the primary function and responsibility of the Board. Therefore, school-related functions will be given priority when it is necessary to use school facilities. However, the Board is also vitally interested in helping out-of-school activities that support and supplement the efforts of this School District.

School facilities are often useful in carrying on the activities of various non-school organizations. Since many constructive educational activities take place outside the classroom, the administration should do as much as possible to encourage and aid the commendable efforts of many parents and citizens who work with youth to attain objectives which are similar to the goals of this School District.

Procedures for Use of School Facilities

Application

All organizations must make application in writing on a provided application form to the superintendent's office at least ten (10) days prior to the date of the meeting requested.

If the organization's request is one with regularly occurring dates, approval may be given for the entire schedule. Should a conflict develop with a school activity, the School District reserves the right to cancel the permission granted or to require a change to a mutually satisfactory date and time.

Although application by a minor is not acceptable, this does not prohibit the use of school premises by them, provided the application is made by a competent adult who will supervise and be responsible for the group.

Permitted Use

Permission for use of school facilities belonging to this School District may be granted to educational, political, literary, cultural, religious, scientific, civic or recreational organizations for purposes and programs which:

- 1) Are beneficial to the youth of the School District and to the programs of the School District; and
- 2) Do not result in an increased monetary burden on the citizens of the School District.

Priority Use

The superintendent or designee is to determine whether the proposed use of the building will conflict with scheduled school programs and is to monitor the building for signs of misuse or abuse.

Prohibited Use

School facilities will not be used for:

- 1) Meetings which promote subversive teachings and doctrines contrary to the spirit of American institutions;
- 2) Activities tending to cause unrest in the community or which reflect upon or promote discrimination against citizens of the United States because of race, color, national origin, disability, religion, gender, age or sexual orientation;
- 3) Any activity that may be destructive or injurious to the buildings, grounds or equipment; or
- 4) Any purpose in conflict with school objectives.

Payment in Advance

All payments for the use of school facilities must be received at the office of the superintendent at least 72 hours in advance of the meeting time.

Responsibility of Applicant

The applicant and his/her organization will be held responsible for the proper use of the building, for payment for the use of school facilities, for the conduct of persons attending the meeting, and will see to it that activities are confined to the areas requested and to the hours agreed upon in the application. The applicant will indemnify the School District for any theft, loss or damage to school property over and above normal wear which might be expected from his/her use thereof, and will make prompt payment for such theft, loss or damage. An indemnity bond or a deposit may be required if circumstances warrant. It is required that users of school facilities will see that the activities are conducted at all times under competent adult supervision. The superintendent or his/her designee will be the judge of unwarranted damages to the school property.

All rooms or areas will be left in as good condition as they were found, except the usual accumulation resulting from normal building use. No applicant may sublet any part of the building area named in the application request. All applications for repetitious use of the school facilities will be renewed at the beginning of each school year and are subject to review by the superintendent.

Users of school property must assume responsibility for the safety and protection of the audience, workmen and participants to the extent required by law. The superintendent has the right to require minimum limits of public liability and property damage insurance for all groups using any school facility, and to require that there be evidence presented to the superintendent in the form of a certificate of insurance, showing Independent School District No. 71 of Kay County, Oklahoma, as an additional named insured.

Time Limits

The superintendent shall approve times for all meetings on school property.

Cancellations

Requests for cancellation of the use of school facilities must be received at least 24 hours in advance of the meeting time. Failure to do so will obligate the applicant and his/her organization to pay for all custodial and such other expenses as are incurred in opening the building for his/her use.

Cancellation of permission may be ordered whenever such action is deemed in the best interest of the School District. However, such cancellations will not be made except when unforeseen emergencies arise, and then with as much advance notice as possible. Permission may be canceled by the superintendent if conduct or infraction of regulations warrant.

Holidays

As a general rule school properties will not be available for use by outside organizations on school or national holidays. Should one or more meetings approved as a series of meetings fall on such days, such meeting dates will be automatically canceled for these days only. The superintendent may, in his/her best judgment, authorize limited exceptions to this rule for good cause shown.

Non-School Days

School facilities will be available on non-school days, such as weekends and summer months, provided proper application is made and approved by the superintendent and provided such use is not a conflict with use of the facilities by school organizations or students.

Charges

Charges made for use of school facilities are not rentals as that term is generally used, but are based on the cost of operating expenses that would not otherwise have been incurred, such as utilities, supplies, maintenance of facilities, custodial and cafeteria services, as well as clerical services necessary to process each application. Such reimbursement charges are subject to change as the superintendent may deem necessary. With prior permission of the board of education, a fee in excess of operating expenses may be charged to a facilities user if such user is using school property as a part of a profit-making operation. Such fee will be set by the board of education after recommendation of the superintendent.

Building Use Without Charge

School organizations such as student organizations, school employee groups and educational organizations, such as the OEA, school board organizations, etc., are granted building use without charge as long as such use does not conflict with regular school sessions.

No fee will be assessed against school-affiliated and youth-serving organizations for their regularly scheduled meetings, including but not limited to:

- 1) Parent-Teacher Association, booster clubs, band parents--monthly meetings (afternoon or night);
- 2) Cub Scouts--monthly pack and committee meetings (night);
- 3) Girl Scouts--weekly afternoon meetings and one monthly night meeting;
and
- 4) Camp Fire Girls--weekly afternoon meetings and one monthly night meeting.

Other groups may present information to the superintendent so that he/she can establish whether they are school-affiliated and youth-serving organizations for whom fees will be waived for periodic meetings. If there should be additional meetings of the above-mentioned or other school-affiliated and youth-serving organizations, they will be charged for custodial services and/or cafeteria employee services as required, according to the regular fee as determined by the superintendent.

Organizations which qualify for use of meeting space without charge on weekdays will be charged regular rates for meetings held on Saturdays and Sundays, for weekday meetings which extend beyond 11:00 p.m., for use of recreational facilities such as gymnasiums and for all fund-raising activity meetings.

Custodial Care

A school custodian is assigned for continuous duty during the time the group will be using the school facility. The custodian will return to open the building prior to the time set for the meeting, arrange the requested facilities and serve as the official representative of the School District. No one except the qualified custodian will be allowed to operate or adjust equipment in the building. Upon conclusion of the meeting the custodian will clean, properly arrange the facilities and carefully inspect the premises before locking the building. For situations in which the meeting does not materialize and has not been previously canceled, the custodian will remain on duty for one hour after the requested starting time of the meeting and, if no word is received within that period indicating a later starting time, he/she will lock the building.

Custodians are instructed not to open any areas other than those required in the application. Additional space may be arranged by filing an additional application. Emergency needs may be requested by telephone.

Police Guards

Uniformed officers must be on duty when so directed by the superintendent.

Alcohol, Drugs, Tobacco and Dangerous Weapons

The use or possession of alcoholic beverages, low-point beer or controlled substances (drugs) will not be permitted on school property. Organizations using school property for any purpose are expected to comply with district policy concerning the use of tobacco. Dangerous weapons, including but not limited to firearms, are prohibited on school property.

Apparatus and Equipment

Requests to use public address systems, projection equipment and screens, spotlights, stage sceneries, pianos and so forth will be included in the application. The costs of transparencies, gelatins, special scenery, and special lighting effects are to be paid by the using groups. All such equipment and properties will be operated, moved and controlled only by persons specifically designated by the principal.

As a precaution against fire, no request will be granted for the use of lighted candles or other actual flame equipment in connection with building usage.

Classroom apparatus, such as shop, science, physical education, home-making, music, business education, art laboratory, data processing equipment and athletic equipment which is regularly used for school instruction will not be available for use by non-school groups.

School equipment is not available for use off school premises unless it is beneficial to the district in carrying forward its programs.

Cafeterias

Use of cafeterias will be granted with or without use of kitchen facilities. No organization will have access to the cafeteria kitchen area unless the cafeteria manager is present and in charge, together with such additional paid help from the cafeteria manager's staff as may be required. In planning an event which will use the cafeteria kitchen equipment, the area dietitian, the cafeteria manager, and whatever number of helpers they deem necessary, must all be involved in the planning, operation and supervision of such project. Because of the food supplies and expensive equipment, and because of the rigid requirements of health and sanitation authorities, the use of cafeteria facilities must be under the direct control of the cafeteria department.

Refreshments will be served only in cafeterias, unless other areas have been approved in writing by the principal.

Parking Lots

Parking lots are provided with the use of most school buildings. If use of only a parking lot is desired, application will be made as for use of any school facility. Parking areas are not reserved exclusively for groups using school buildings. Playgrounds will not be used for parking.

Use of School Grounds and Recreational Facilities

School grounds will be made available to the general public at times when they are not being used for school purposes. The general public has a responsibility not to cause damage to the property or become a nuisance to adjoining property owners and others in the neighborhood.

The Board realizes that each case should be dealt with separately. However, the following regulations will serve as a guide:

- 1) School playgrounds may be used by organized athletic leagues when not in conflict with school programs, upon approval of application to use such facilities;
- 2) Approval of such application does not include uses of any building facilities. Application for use of restrooms may be made subject to advance payment of a standard charge;
- 3) No automobiles, motor scooters, motor bikes or other such licensed vehicles are to be driven on the playgrounds;
- 4) Baseball and other such sport activities will be permitted as long as there is no damage to neighboring or school property; and

- 5) No organized athletic leagues will be permitted on school grounds on Sundays.

Church Services

Church services by established religious groups may be scheduled in school facilities on a temporary basis due to emergency situations or to early organizational efforts of such groups to build or expand a church facility. Under no circumstances will such usage be beyond one (1) calendar year from first usage.

Concessions

Concession rights at all school facilities are reserved for this School District. These may be assigned to school organizations upon request or may be contracted by outside vendors.

Interpretation of the Policy and Procedures

The superintendent shall interpret and enforce all provisions of this policy and procedures. The superintendent's interpretation shall be final unless at least two board members direct that the issue be brought to the board of education for review.

ADOPTED: September 19, 2005

2.9 CHARGES FOR USE OF FACILITIES

Use of any Ponca City Public Schools facility is always subject to the usual rental fees, unless exempted by Superintendent, and provided there is no conflict with school activities.

1. Old Gymnasium and Elementary Gymnasiums: \$40.00 per hour, with a minimum of one cleanup hour at \$20.00 per hour.
2. All Cafeterias: \$80.00 per hour, with a minimum of one cleanup hour at \$20.00 per hour.
3. All Secondary Auditoriums: \$100.00 per hour, with a minimum of one cleanup hour at \$20.00 per hour.
4. Sullins Stadium: \$200.00 per hour, without lights plus \$200.00 with lights, with a minimum of TWO cleanup hours at \$20.00 per hour.
5. Allen Robson Fieldhouse: \$200.00 per hour, plus \$200.00 per hour when cooling, with a minimum of THREE cleanup hours at \$20.00 per hour.
6. High School Commons or Assembly Center: \$150.00 per hour, with a minimum of one cleanup hour at \$20.00 per hour
7. Middle School Gymnasiums: \$60.00 per hour, with a minimum of one cleanup hour at \$20.00 per hour.
8. Classrooms and Equipment: Requests to use classrooms or classroom equipment within will be handled on an individual basis with a minimum charge of \$20.00. Approved supervision may be required, and an agreement to repair damaged equipment or to replace missing equipment will be required.
9. Use of School Facility by School Employee for Profit: A \$60.00 annual fee will be assigned per employee for any school employee who wishes to use school facilities for approved private lessons for Ponca City students (e.g., music, academic tutoring, summer camps).
10. Non-School Sponsored Basketball Teams Composed of Ponca City Students: Must have approved insurance and will be charged \$10.00 per hour for available gym use. Payment will be paid in advance for monthly use, with any adjustments to be made for the following month. It is understood that any approval for such use of any gym may have the schedule changed as building needs or re-scheduling of school sponsored athletic uses have priority. Any other facility use such as using athletic fields will be very limited, should have some precedent for use, and must have the Athletic Director's and Property Committee approval. If granted, charges for such use will be dependent on items such as lights, in-kind

type of improvements to the site, or reimbursements from gate receipts or concession monies.

11. Approved athletic groups that use any of the fenced athletic fields must have approved insurance and will need to pay use fees as determined by the following schedule:

No lights are used – Concession stand, restrooms, sound system (if one is installed) and scoreboard are included in fee. If a custodian or other school personnel is required to be present, those personnel costs will be added to the fee.

West Middle School soccer field, West Middle School softball field, and Sr. High basefield

Fee: \$50.00 for a half day and \$100.00 for an entire day
If cleanup of the facility is required, additional fee up to \$50.00 will be assessed.

IF LIGHTS ARE USED – there is an additional \$10.00 per hour use fee that is part of the above fee schedule for use of all fenced athletic fields except Sullins. The additional fee for using Sullins Field lights is \$200.00 each hour the lights are used.

The use of Sullins Stadium is very restricted and would be available for use by approval on an individual basis. There would not be any approval for use of any group for commercial use. However, the Board of Education may allow the facility to be used for a community event.

12. Use of a school facility by school support groups, booster clubs, civic groups, community groups such as League of Women Voters, approved student groups, clubs, organizations may be approved with no fees being charged if the use is during times the custodian is on duty or if a school staff can open/lock the building. If a custodian is required to open/close or is needed to clean up after an event, then the overtime fees will be charged to the organization or group using the facility. Other recognized groups such as Boy Scouts or Blue Birds may also use a facility without charge if the use is during school operating hours.

<p>NOTE: LIABILITY COVERAGE MUST BE PROVIDED BY ALL PERSONS USING FACILITIES AS REQUIRED BY BOARD OF EDUCATION POLICY. EVIDENCE OF SUCH COVERAGE MUST BE PRESENTED PRIOR TO USE OF ANY FACILITY.</p>
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(This notice is to be included in all letters of approval for use of facilities.)

Approved: July 20, 1987

Revised: October 21, 1993; May 9, 1994; February 26, 1996; September 19, 2005

2.10 TENNIS COURT POLICY

The ten (10) tennis courts owned by the Ponca City Board of Education shall be considered public courts and should be used by the public on a first-come, first-serve basis with the schools having precedence.

APPROVED: June 14, 1982

REVISED: October 21, 1993; February 26, 1996

2.11 PARENT AND PATRON PARTICIPATION IN EDUCATION

It is the policy of the Board of Education to encourage the participation of parents and patrons in the system of education.

2.11 - 1.0 COMMITTEE WORK

Members of the general public who have an interest in education are encouraged to participate on advisory committees selected from time to time by the Superintendent. Selection of members of the general public to serve on advisory committees shall be made by the Superintendent or the Board based upon such factors as experience in the subject matter of the advisory committee or the desire to achieve a broad-based representation. Members of the public who have a special desire to be available to serve on advisory committees may contact the office of Superintendent, who will maintain a list of names, addresses and phone numbers of persons who have indicated such an interest. Whenever possible and when the Superintendent deems advisable, the Superintendent shall draw from such list of volunteers in selecting representation for advisory committees.

REVISED: February 26, 1996

2.11 - 2.0 VISITORS TO A SCHOOL OR OTHER FACILITIES

The Board encourages its patrons and parents to visit the district facilities.

Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or groups of the district will be under the jurisdiction of the building Principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.

The Principal has the authority to request aid from any law enforcement agency if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this Board policy and its rules may be subject to the state trespass law and may be prohibited from return to school property for up to six months.

Not every day is the most advantageous time for a parent to view actual instruction or student activity; for example, students may be taking standardized tests. For that reason guidelines have been adopted by the Board to make parent visitations more profitable to each parent. Violators of this Board policy and its rules may be subject to the state trespass law.

Parents should be aware that Oklahoma law prohibits assaults or batteries on school employees. Each school site shall post a sign stating that felony charges may be filed against any person committing an aggravated assault or battery upon any school employee.

Parent visits shall be made in accordance with the following guidelines:

1. Parent conferences shall be scheduled ahead of time, when possible, with the teacher and the building Principal; parent visits are encouraged at any time;
2. Such visits are for the purpose of becoming acquainted with school instruction, programs, personnel, operation and/or the facility; and
3. Parents shall refrain from giving directives or making evaluations of personnel or operating procedures during their visits.

If after a school visit the parent has a concern, the parent is urged to discuss this concern with the building Principal before leaving the building.

Board members who have children in the schools and, therefore, have parental opportunities to converse with their child's teacher, counselor or administrator shall make it clear that they are speaking and/or visiting as a parent and not as a member of the Board.

ADOPTED: October 21, 1993

REVISED: February 26, 1996; July 16, 2001

2.11 - 3.0 DISTRICT WIDE PARENTAL INVOLVEMENT (TITLE I, PART A PROGRAMS)

The purpose of this policy is to establish the district's expectations for parental involvement. *[Section 1118(a)(2), ESEA.]*

The Ponca City School District agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a

component, a school-parent compact consistent with section 1118(d) of the ESEA.

- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its individual schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring –

- (A) that parents play an integral role in assisting their child's learning;*
- (B) that parents are encouraged to be actively involved in their child's education at school;*
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*

(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

- The school district will inform parents and parental organizations of the purpose and existence of the parental information and resource center in the state, known as *Parents as Partners in Education*.

ADOPTED: September 19, 2005

2.12 RELATIONS BETWEEN LOCAL GOVERNMENT UNITS

The Ponca City School District intends to cooperate in its relations with police, legal and other governmental authorities. To carry out its responsibilities, school officials should observe the following procedures.

The police, legal and other governmental authorities will inform the school principal or his/her designee before interrogating a student enrolled in the Ponca City School District on School District property. The term “police, legal and other governmental authorities” does not include agents, officers or employees of the School District, including Ponca City police officers while they are serving as security or resource officers for the School District.

As to child abuse investigations, at the request of appropriately identified investigators of DHS or the district attorney’s office, the school principal or his/her designee will permit the investigators access to a student about whom DHS has received a child abuse or neglect report. The school principal or designee will arrange the interview in a manner that minimizes embarrassment to the child. School personnel will not contact the parent, guardian or other person responsible for the child’s health or welfare prior to the interview.

As to all other interrogations of Ponca City School District students by police, legal or governmental authorities on School District property, the school principal or his/her designee will make a reasonable effort to notify the student’s parent or guardian prior to the interrogation. Any objection to the interrogation by the student’s parent or guardian will be handled between the parent or guardian and the police, legal or other governmental authorities. If an interrogation is to take place on school property, the school principal or designee will make a reasonable effort to arrange the setting in a manner that minimizes embarrassment to the child. One or more school employees will be present during the interrogation, but will not participate in the interrogation of the student. The sole responsibility to ensure compliance with applicable procedural and substantive rights afforded the child by federal, state or local law rests with the police, legal or other governmental authorities conducting the interrogation.

The police, legal or other governmental authorities will notify the school principal or his/her designee before removing a student from school property. The school principal or designee will notify the student’s parent or legal guardian of the removal as soon as possible.

BOARD OF EDUCATION AUTHORIZATION: April 3, 1967
REVISED: July 17, 1989; October 21, 1993; September 19, 2005

2.13 RELATIONS WITH OTHER EDUCATION AGENCIES

2.13 - 1.0 GOALS AND OBJECTIVES

The Board of Education will seek to work harmoniously with all educational agencies having an interest in the schools in the district.

2.13 - 2.0 INTERDISTRICT RELATIONS

The Board of Education will work cooperatively with other districts to provide services to students when it is in the best interest of students and the districts.

2.13 - 3.0 COLLEGES AND UNIVERSITIES

The Board of Education may consider the use of student teachers in classes maintained by the district upon conclusion of appropriate written documents with colleges and universities.

2.13 - 4.0 EDUCATIONAL ACCREDITATION AGENCY RELATIONS

The high school shall remain a member of the North Central Association of Colleges and Secondary Schools. Other schools in the district shall determine the appropriateness of being North Central accredited on a per site basis.

ADOPTED: October 21, 1993
REVISED: February 26, 1996

2.14 RELATIONS WITH OTHER ORGANIZATIONS

The Board of Education will seek to establish a satisfactory working relationship with governmental and private agencies having an interest in the operation of public schools.

The Board of Education will seek to foster an atmosphere of cooperation between the schools and community groups and organizations.

The Board of Education will consider the establishment of programs sponsored jointly by the district and community groups or organizations whenever, in the judgment of the Board, such programs cannot be or should not be wholly under the control of the Board.

ADOPTED: October 21, 1993

2.15 GIFTS TO THE DISTRICT

Any organization or individual making a gift to the district shall have the prior approval of the Board. All gifts will be regarded as district property. Persons or organizations desiring to make gifts to the schools should contact the Superintendent in writing.

ADOPTED: October 21, 1993
REVISED: February 26, 1996

2.15 - 1.0 ENDOWMENTS, MEMORIALS, AND GRANTS FROM PRIVATE SOURCES

Grants of money, securities, property, etc. from private sources will be sought and officially received by the Board for scholarships, staff development, and other educational improvement purposes.

Such grants and/or the income derived from them will be used in keeping with the terms of the gift or bequest and will be administered by the superintendent and his or her designee.

No bequests, endowments, or other gifts will be accepted by the Board if the conditions of gift remove any portion of the public schools from control of the Board.

ADOPTED: February 26, 1996

2.16 COMPLAINTS

The Board encourages all complaints regarding the district to be resolved at the lowest possible administrative level.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the administration for study and possible solution.

The Superintendent shall report any unresolved complaint about policies to the Board at the next regularly scheduled Board meeting.

**2.17 CONSULTANTS, RESOURCE PERSONS, AND VISITORS
FROM OTHER AGENCIES**

The use of resource persons in classrooms and for staff development is encouraged. Visitors from outside entities and other school districts are welcome. All persons named above shall have the prior approval of the Superintendent or designee.

2.18 BROADCAST OF ATHLETIC EVENTS
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It is the policy of the Ponca City School District that licensing for broadcasting of Ponca City school athletic events shall be by contract and negotiated with the Athletic Director and approved by the Board of Education. Fees shall be consistent with conference rules for regular season games and play-off games. For the purpose of this policy, broadcasting shall include radio and television transmissions excluding delayed broadcast. All broadcasting agreements will be contingent upon maintaining good sportsmanship.

ADOPTED: September 12, 1994

REVISED: February 26, 1996

2.19 NAMING BUILDING FACILITIES

The Ponca City Board of Education will consider requests from school and community groups to: (1) name a portion of a building, (2) name a single building on a campus with multiple buildings, or (3) name a specific area on a campus for a person who is deceased for at least three (3) years or has been retired for three (3) years, provided the proposed name has special significance and/or the person has made an outstanding contribution to the school or the school system. The group making the request must agree to provide approved recognition, such as plaque, portrait, or marker for the school. The Board will consider the request after its approval by the administration.

When a school or building is to be named, the superintendent will appoint a project name committee from the geographic area of that school. The committee will include the principal as chairman, the principal of the nearest like school, and at least five other citizens in the community. Citizens, Board members and school personnel may submit names for consideration by the committee.

The Project Name Committee, in accordance with policy and other guidelines that may be outlined by the Board, will recommend to the Board a proposed name or alternatives for each school or building and will include background information as may be required to support the name(s) selected for recommendation.

In selecting names, special consideration will be given to those names that will have special meaning to students and citizens and will enhance the education and moral and spiritual values of the particular schools or buildings. In the absence of a name that honors an individual, school facilities will be called by the most practical identification that is associated with its function, i.e., Mid-High Auditorium.

Donations that are made in someone's name may be recognized by a plaque or by some other means. Donations made in connection with the naming of a building will be considered on an individual basis by the Board.

Schools or buildings named for a person will retain that person's name as part of the building's name as long as the facility is used for instructional purposes by the district. Exceptions to this may be made by the Board. When it is the wish of a local school community to change the official designated name of an existing school (e.g., from public or middle or elementary, or in any other respect), an appropriate recommendation will be forwarded to the Board by staff, with cost estimates and any other implications.

When the use of a school or building changes and it no longer houses a regular school program, the Board, upon the recommendation of the school administration, will consider changing the name of the facility only if the proposed name has special significance and/or the person has made an outstanding contribution to the school or school system and has been deceased for at least three years.

The official name of all schools will be approved or altered only by motion and approval of the Board after the aforementioned procedures have been followed.

ADOPTED: May 12, 1997

2.20 CLASS MEMORIALS ON SCHOOL PREMISES

The Ponca City Board of Education is appreciative of the alumni support and interest in the district's educational programs and facilities. In order to maintain an orderly, planned, and non-intrusive program for memorials on school premises, the following policy is adopted.

No graduating class can establish a memorial on school premises until a minimum of forty (40) years has passed since graduation. All requests for the establishment for the memorial will go the Property Committee of the Board for consideration and will include a drawing that is consistent with any established memorials. The drawing is to reflect the manner in which the outside memorials will be constructed and materials. The reason for the memorial, a time line, and whether funds will be set aside in an endowment so that the memorial would have future maintenance should also be part of the proposal. If approved, the location of the memorial must be coordinated with the Director of Maintenance to avoid underground utilities or any future maintenance project such as new sidewalks or relocating of underground utilities.

ADOPTED: May 21, 2001