

SECTION III
ADMINISTRATION

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SECTION III

ADMINISTRATION

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SECTION III- ADMINISTRATION

3.1 MINIMUM CRITERIA FOR EFFECTIVE ADMINISTRATIVE PERFORMANCE

I. Practice

A. Administrator Management Indicators

1. Preparation: The administrator and staff develop goal statements which are the result of a needs assessment, a written analysis of student test scores and other data as well as community input.
2. Routine: The administrator uses a minimum of instructional time for non-instructional routines thus maximizing time-on-task.
3. Discipline: The administrator works with staff to develop and communicate defined standards of conduct which encourage positive and productive behavior.
4. Learning Environment: The administrator establishes and maintains rapport with staff and students, providing a pleasant, safe, and orderly climate for learning.

B. Instructional Leadership Indicators

1. The administrator works with staff in collegial and non-threatening ways to promote and improve instruction.
2. The administrator sets high expectations for staff.
3. The administrator provides needed resources for staff.
4. The administrator works with staff to establish curriculum objectives, sequence, and lesson objectives.
5. The administrator works with staff to assure that all learners are involved in the learning process.
6. The administrator assists the staff in monitoring student progress.

7. The administrator works with the staff to develop a program to recognize academic achievement.
8. The administrator educates the staff to recognize and display the teaching criteria upon which the evaluation is conducted.
9. The administrator observes in the classroom the performance criteria as defined by the District.
10. The administrator summarily evaluates staff only after classroom observations are made, performance feedback is given, growth goals are set, and alternative methods are offered.

II. Administrator Product Indicators

1. The administrator provides written discipline policies to which students are expected to perform.
2. The administrator provides a written school building improvement plan that is data driven by effective schools research.
3. The administrator provides a written analysis of student test scores and other data to assure that the various student populations are benefiting from the instructional program.
4. The administrator provides for the evaluation of those he or she supervises so as to promote continued professional growth.

APPROVED: October 10, 1977

REVISED: July 20, 1987, July 25, 1988, October 21, 1993

3.2 CIVIL RIGHTS, FIRST AMENDMENT RIGHTS, AND AMERICANS WITH DISABILITIES ACT COMPLIANCE

3.2 - 1.0 FEDERAL CIVIL RIGHTS ACT OF 1964 AND OTHER FEDERAL AND STATE EMPLOYMENT DISCRIMINATION STATUTES

It is the policy of the Board of Education that no person in Ponca City School District No. 71 shall, on the grounds of race, color, sex, age, religion, veteran status, disability, marital status, or national origin, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity in violation of any federal or state statute prohibiting such discrimination.

REVISED: August 12, 1985, July 17, 1989, October 21, 1993

3.2 - 2.0 FIRST AMENDMENT PROTECTION

It is the policy of the Board of Education that no person in Ponca City School District No. 71 shall be discriminated against as a result of such person's exercise of protected speech under the First Amendment to the United States Constitution.

ADOPTED: October 21, 1993

3.2-3.0 GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS

Definitions

- A. Discrimination Complaint: A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex (including sexual harassment), religion, age or 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 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 grievants in this paragraph, members of the public may also be potential grievants. For purposes of this policy, a parent or guardian's complaint or grievance shall be handled in the same manner as a student's complaint would be.

- C. Title IX, ADA, Title VI and 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, Titles VI 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 VI and 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 alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
- 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.

Pre-Filing Procedures

Prior to the filing of a written complaint, the student or employee is encouraged to visit with the building principal or the District's Title IX, ADA, Title VI and VII or 504 Coordinator, as applicable, and reasonable effort should be made at this level to resolve the problem or complaint.

Filing And Processing Discrimination Complaints

- A. The Grievant submits a written complaint to the Coordinator, as applicable, stating the basis, nature and date of the alleged discrimination, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the Superintendent for assignment. Complaints must be submitted within 30 days of alleged violation or date Grievant has become knowledgeable of alleged violation. Complaint forms are available from the offices of the District's Title IX, ADA, Title VI and VII and 504 Coordinators.
- B. The Coordinator conducts an investigation within 10 days of receiving the complaint, to the extent reasonably possible, which may include but not be limited to, interviewing the Grievant, any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to a. confirm or deny facts; b. indicate acceptance or rejection of the Grievant's requested action; and c. outline alternatives.

As to complaints of discrimination by students and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the Grievant and only when the disclosure is required or permitted by law. If a complainant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the School District's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with its investigation.

- C. The Respondent will submit a written answer within 10 days to the applicable Coordinator.
- D. Within 5 days after receiving Respondent's answer, the applicable Coordinator will refer the written complaint and Respondent's written answer to the Principal or Other Designee for a hearing. If any person charged with decisionmaking responsibility at any level of this grievance procedure is the person alleged to have committed the discriminatory act(s), then a different decisionmaker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent, the Principal or Other Designee. The hearing will be conducted within 10 days after the Coordinator receives Respondent's answer.
- E. At the hearing, the Principal or Other Designee will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.
- F. Within 5 days after the hearing, the Principal or Other Designee will issue a written decision to the Grievant, Respondent and applicable Coordinator.
- G. If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator within 5 days and request, in writing, an appeal to the Superintendent. The written appeal shall contain a specific statement of the basis for the appeal.
- H. Within 5 days after receiving the appeal, the applicable Coordinator will refer the appeal and the evidentiary record created below to the Superintendent. The applicable Coordinator will schedule a hearing with

the Grievant, Respondent and Superintendent within 10 days of receiving the appeal.

- I. The Superintendent will act as an intermediate level of appeal by reviewing the Principal or Other Designee's decision and the oral and written evidence presented below and making a decision. At the hearing, the Superintendent may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented.
- J. Within 5 days after the hearing, the Superintendent will issue a final decision in writing to all parties involved.
- K. If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within 5 days and request an appeal to the Board of Education. The written appeal shall contain a specific statement of the basis for the appeal.
- L. The applicable Coordinator will notify the Board of Education, in writing, within 5 days after receiving the appeal. The Clerk will place the appeal on a board agenda within 30 days from the date of notification to the Board of Education.
- M. The Board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the Board meeting, the Board may ask for oral or written evidence from the parties and any other individual it deems relevant. The Clerk will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the Board will issue a final decision in writing to all parties involved.

General Provisions

- 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 the date the complaint is filed until the complaint is resolved shall be no more than 120 days.
- B. Access to Regulations: Upon request, the School District shall provide copies of any School District regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age or disability.
- 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 decisionmaker 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 504 Coordinator.

READOPTED: September 19, 2005

3.2-4.0 PROCEDURE FOR PROVIDING REASONABLE ACCOMMODATIONS

This policy is intended to implement the Americans with Disabilities Act.

Should an employee or patron have a disability for which he or she seeks to acquire a reasonable accommodation under federal or state law, he or she shall notify the ADA Compliance Officer in writing, describing the nature of the disability and why an accommodation is needed and suggesting possible accommodations.

The Compliance Officer will investigate to determine, among other things, whether the disability is legally protected under federal or state law, whether it affects an essential job function and what reasonable accommodations are available.

The School District is not required to provide an accommodation if it will impose an undue hardship on the operation of its business. Undue hardship is defined by the ADA as an action that is “excessively costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the business.”

The Compliance Officer will evaluate and determine whether a particular accommodation will impose an undue hardship on a case-by-case basis. The factors he or she will consider are as follows:

1. The nature and cost of the accommodation needed.
2. The financial resources of the facility making the accommodation, the number of employees, at the facility, and the effect on expenses and resources of the facility.
3. The overall financial resources, size, number of employees, and type of location of facilities of the entity covered by the ADA.
4. The operation of the District including the structure and functions of the work force, the geographic separateness, and the administrative or fiscal relationship of the facility involved in making the accommodation to the larger entity.
5. The impact of the accommodation on the operation of the facility that is making the accommodation.

Each of the related factors will be considered in determining whether an accommodation will pose an undue hardship.

The Compliance Officer will confer with the employee or patron, investigate the accommodations under consideration and issue a report.

READOPTED: September 19, 2005

3.3 TOBACCO FREE SCHOOL POLICY

The Ponca City Public School District understands that the use of tobacco is widely recognized as a major public health problem. In an effort to provide a healthy and pleasant environment for the students, school personnel, and visitors, the use of tobacco is hereby prohibited on all school grounds, school facilities, and school vehicles. As permitted by 63 O.S. Section 1-1523 (as amended), the district will designate certain areas for adult smoking or adult use of tobacco products to be used by adults after 4:00 p.m. on school days for those student events or activities, but not limited to, athletic contests. Any use by adults of tobacco products during weekends will also be restricted to designated areas. Under no condition is there to be any tobacco use of any kind inside of any building or in any of the exterior public stands or seating areas.

APPROVED: August 1, 1994

REVISED: October 16, 2000

3.4 BOARD REQUIREMENTS FOR DRUG- AND ALCOHOL-FREE SCHOOLS UNDER THE DRUG FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989

The Board of Education of the Ponca City Public Schools adopts the following requirements addressing drug and alcohol use by students and employees, to comply with Section 22(b)(1) of the Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. § 3224a).

1. The School District has adopted and shall maintain, as part of its curriculum age-appropriate, developmentally-based drug and alcohol education and prevention programs (which address the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol) for all students in all grades offered by the School District.
2. The drug and alcohol education and prevention programs shall clearly convey to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
3. The School District has adopted and shall maintain, as part of its student conduct and discipline policies, mandatory standards of conduct and disciplinary sanctions applicable to all students regarding the use of drugs and alcohol. The standards and sanctions shall be included in the student handbook which is distributed to all students, and copies of those provisions shall be sent to students' parents at the beginning of each school year.
4. Information for students about drug and alcohol counseling and rehabilitation and reentry programs available to them in the geographical area shall be maintained in each school in the District. Administrators in each school shall develop age-appropriate measures for making students and/or their parents aware of the availability of the information and for making it easily and freely accessible to them.
5. The School District has adopted and shall maintain, as part of its personnel policies, mandatory standards of conduct and disciplinary sanctions applicable to all employees regarding the use of drugs and alcohol. The standards and sanctions shall be distributed to all employees at the beginning of each school year and to new employees hired in mid-year.
6. Information for employees about drug and alcohol counseling and rehabilitation and reentry programs available to them in the geographical area shall be maintained in each school in the District. The information shall be provided to employees during in-service training at the beginning

of each school year, and shall otherwise be made easily and freely accessible to them.

7. The administration shall conduct an annual review and evaluation of all the programs and practices implementing these requirements, and report to the Board of Education as to their effectiveness, any recommended changes, and enforcement of sanctions.

REVISED: April 8, 1996; April 7, 1997; September 19, 2005

3.5 GUN-FREE SCHOOLS POLICY

It is the policy of the Ponca City Public Schools that any student who is determined to have brought a weapon to a school under the jurisdiction of the School District shall be suspended out of school for a period of not less than one year.

Any out-of-school suspension imposed under this policy may be modified for any student on a case-by-case basis by the chief administrative officer of the School District.

For the purposes of this policy, the following definitions shall control:

1. The term “weapon” means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.
2. The term “chief administrative officer” means the superintendent of schools or the board of education of the District.
3. The term “determined to have brought a weapon to a school under the jurisdiction of the School District” means any student being in possession or control of a weapon on property owned, leased or rented by the School District, including, but not limited to, school buildings, parking lots and motor vehicles and any student who is in possession or control of a weapon at any School District sponsored function regardless of whether such function is conducted on School District property.

Enforcement of this policy shall be consistent with state and federal laws dealing with discipline of students with disabilities.

It is the policy of this School District to refer to the appropriate criminal justice or juvenile delinquency system any student who violates this policy. Any firearm seized from a student by any school employee shall immediately be delivered to a law enforcement authority for disposition pursuant to applicable law.

Any out-of-school suspension initiated pursuant to this policy shall be subject to the procedural safeguards set forth in the School District’s policy for the out-of-school suspension of students.

Before the District, through its designated representatives recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension, but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension and as a part of the chief administrative officer’s case-by-case review of violations of this policy.

Consistent with Oklahoma law, for an out-of-school suspension under this policy, no education plan shall be implemented during the term of the suspension.

This policy applies only to students who are determined to have brought a weapon to school under the jurisdiction of the School District, as defined above; current School District policy on student suspensions for non-weapon violations are unaffected by this policy.

ADOPTED: September 12, 1994

REVISED: September 19, 2005

3.5-1.0 POLICY PROHIBITING STUDENT AND EMPLOYEE POSSESSION OF DANGEROUS WEAPONS

1. In order to provide a safe environment for the students and staff of the Ponca City School District, the Board of Education adopts this policy prohibiting the possession and/or use of dangerous weapons, replicas or facsimiles of dangerous weapons and items or instrumentalities which are used to threaten harm or are used to harm any person.
2. Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the School District. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the School District.
3. For the foregoing reasons and except as specifically provided in paragraph 12 below, possession by any student or employee of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited. Further, use of any item or instrumentality by a student or employee to threaten harm to any person or which is used to harm any person, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited.
4. For purposes of this policy, “possession of a dangerous weapon” includes, **BUT IS NOT LIMITED TO**, any person having a dangerous weapon: (1) on his person; (2) in his locker; (3) in his vehicle; (4) held by another person for his benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity.
5. A dangerous weapon includes, **BUT IS NOT LIMITED TO**, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk

knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife, regardless of the length or sharpness of the blade, any pen knife, "credit card" knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, garrotes, choking devices, mace, pepper spray, and any item whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person's consent. **THE FOREGOING LIST OF "DANGEROUS WEAPONS" IS DESCRIPTIVE AND BY WAY OF EXAMPLE ONLY AND IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS. IT WILL NOT BE A DEFENSE TO ANY DISCIPLINARY ACTION UNDER THIS POLICY THAT THE STUDENT OR EMPLOYEE POSSESSING THE DANGEROUS WEAPON DID NOT KNOW THAT IT IS A DANGEROUS WEAPON, BUT SUCH CLAIM OF A LACK OF KNOWLEDGE MAY BE CONSIDERED IN MITIGATION OF ANY DISCIPLINARY PENALTY.**

6. Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy or who uses any item or instrumentality to threaten harm to any person or is used to harm any person may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school and barred from school property and all school activities for any period of time up to the maximum period authorized by law. Additionally, appropriate school staff members may seek to file criminal charges against the student.
7. Any employee in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy may, pursuant to applicable board policy, be placed under immediate suspension from duties pending an investigation of the incident by the appropriate school or legal authorities and may be dismissed or subjected to or other disciplinary action as deemed appropriate by the superintendent of schools or board of education. In addition, School District employees who willfully or negligently fail to enforce this policy are subject to disciplinary action, which may include dismissal. Any disciplinary action for any employee, including dismissal, will be in accordance with any board policy and any negotiated agreement which is applicable to the employee. Nothing contained in this Policy will prevent an employee of the School District

from carrying a pocketknife whose blade does not exceed three inches in length.

8. If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or 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 the 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 the principal's designee of the situation.
9. If a teacher or other school employee has a reasonable suspicion to believe that any employee or other person is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, in violation of this policy, he shall immediately report the matter to his immediate supervisor or the superintendent of schools or his designee.
10. If the principal or his designee learns that a student or employee is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the principal or designee shall observe the following procedure:
 - a. Immediately investigate the matter and contact the police or campus security, if appropriate.
 - b. If not already confiscated by an employee of the School District and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile.
 - c. Notify the superintendent of schools or designee.
 - d. In the case of a student, notify the parents.
 - e. Cooperate fully with the police.
 - f. Transfer confiscated weapon to the police department, if feasible.
11. A student who has been suspended from another school district because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the School District.
12. An exception to this policy may be granted for students or employees participating in an authorized curricular or extracurricular activity or team

involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, prior written approval by the principal, in consultation with the superintendent of schools, is required.

13. A student or employee's inadvertent or unintentionally possession of a dangerous weapon or replica or facsimile thereof on school property, a school bus or vehicle, or at a school activity is no defense or excuse to compliance to this policy, but may be considered in determining the length or severity of any punishment for violation of this policy.
14. Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of disabled students must be observed in accordance with applicable law and school board policies.

ADOPTED: September 19, 2005

3.6 ADMINISTRATIVE OFFICE HOURS

Administrative office hours shall be set by the Superintendent.

ADOPTED: October 21, 1993

3.7 TELEPHONE USE

Security and use of telephone to ensure against abuse and personal use is the responsibility of the principals and administrators. Use of school telephones for personal business should be limited to emergencies. If an employee makes a long distance personal business phone call at the District's expense, this employee is responsible for notifying the site principal, building administrator or his or her designee of such expenditure. The employee shall then reimburse the District for charges incurred within a reasonable time. Personal telephone calls may also be made by the following methods:

- (1) 3rd party billing
- (2) Collect
- (3) Telephone card

APPROVED: July 23, 1990; October 21, 1993

3.8 PRINTED MATERIALS AND PRESS RELEASES

Any material of a school public relations nature which is to be printed or otherwise produced for general distribution in the community, shall first be approved by the Superintendent or his or her designee. This limitation does not apply to the individual school bulletins. Press releases relating to Board of Education activities or the activities of the schools at large shall be cleared through the Superintendent's office before release.

ADOPTED: October 21, 1993

3.9 EQUIPMENT CONTROL POLICIES AND INVENTORIES

3.9 - 1.0 INVENTORY

An inventory of all equipment and other contents of each school or department shall be listed on a regular inventory form giving adequate description of all articles and condition of same.

An inventory check shall be made once each year and at other times as needed or appropriate.

A copy of each inventory is to be filed with the Principal of the school and the Director of Building Operations. One copy of classroom inventories is to remain with the classroom teacher.

3.9 - 2.0 STOLEN OR DAMAGED EQUIPMENT

A report should be made to the building Principal and Director of Building Operations immediately upon discovery of damages or theft of any equipment or supplies. Also, equipment worn to the point of disuse should be reported at the end of each school year.

REVISED: April 8, 1996

3.9 - 3.0 LOAN OF EQUIPMENT

No equipment or tools shall be rented or loaned to individuals or corporations without the written approval of the Superintendent or his or her designee. Requests in buildings should be made through the principal.

3.9 - 4.0 PROCEDURE FOR DISPOSITION OF OBSOLETE OR UNSERVICEABLE SUPPLIES AND EQUIPMENT

The following procedure will be used if it is determined by the Superintendent or his or her designee that obsolete or unserviceable supplies and/or equipment are surplus at a school or department.

1. Surplus supplies and equipment no longer needed by a particular school or department shall be picked up by maintenance personnel for disposal, storage, or reassignment upon approval by the Superintendent or his or her designee.
2. Useable surplus items may be transferred to any other requesting department or school if the need for the items exists.
3. Saleable surplus items will be advertised and sold for the highest offer either through written bids or by auction. Such sales will occur on an as-needed basis. In some cases, if a higher price can be obtained through private sale for surplus

items no longer needed by the District, the Superintendent may authorize such sale.

4. Proceeds from the sale of surplus material shall be deposited into the District's general fund unless otherwise noted by Board resolution.

APPROVED: November 12, 1990

REVISED: December 9, 1991, October 21, 1993

3.9 - 5.0 EQUIPMENT SECURITY PROCEDURE

Rental or lease of District property shall be accomplished only under written contract approved by the Board of Education or in accordance with written regulations approved by the Board of Education.

All floater policy equipment should be inventoried on an ongoing basis and losses reported immediately. Projectors, tape recorders, record players, television sets and other valuable equipment should be placed in charge of one person and in a specific area and checked out when needed. The area where this equipment is kept should be adequately secured with a non-master lock. This equipment then could be checked daily and items missed could be reported immediately. When an item is missed, a report should be made immediately to the Director of Building Operations. If it is found or returned, the Director of Building Operations should be notified in writing. Sometimes equipment is borrowed. A loan ticket should always be made on this equipment so that its location will be known.

Current inventory of keys should be maintained by each principal and the Director of Building Operations. Care must be exercised to see that keys are recovered after seasonal use or upon termination of employment.

APPROVED: July 23, 1990

REVISED: December 9, 1991; October 21, 1993; April 8, 1996

3.10 EMERGENCY SITUATIONS

In the event of a bomb threat, inclement weather, and other emergency situations, please refer to the Emergency Procedure Manual issued to each administrator.

ADOPTED: April 8, 1996

3.11 INSTRUCTIONAL MATERIALS AND SUPPLIES

Instructional supplies are purchased on the basis of estimates and priority of needs made before June 30 each year. The budgetary allowance for instructional supplies will be set each year.

ADOPTED: October 21, 1993

3.12 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 building Principal.

ADOPTED: October 21, 1993

3.13 SALESMEN, SOLICITORS, PROPAGANDA

No salesmen, solicitors, or peddlers are permitted to interview teachers or students during school hours without permission of the Superintendent or his/her designee. Also, no advertisement, circulars, posters, or other propaganda will be passed out in the classroom or on the school premises to teachers or students without compliance with Board policy.

ADOPTED: October 21, 1993

REVISED: April 8, 1996

3.14 PETITIONS

Petitions for any cause which are to be circulated in a school building or on the school grounds are to have prior approval by the Superintendent or building Principal, who shall have the right to dictate the time, manner and place that such petitions may be presented.

ADOPTED: October 21, 1993

3.15 SCHOOL PROPERTY - NO EXPECTATION OF PRIVACY

The Ponca City School District owns all school property and has access at any and all time to school property, which includes school lockers, desks, file cabinets, school equipment and tools and tool boxes, school vehicles, including school buses, school buildings, grounds and premises, including parking lots and any and all other school property as well as contents, objects or things located or placed in school property. In order to attempt to properly supervise the welfare of the students, school personnel and school property, in the best interest of the District, school property, including, but not limited to items of school property above listed, may be opened and examined by school officials or administrators at any time. As such, school personnel and students should have no reasonable expectation of privacy towards school officials or administrators in school property, or the contents thereof.

In addition, school property, and the contents thereof, and personal items or property of school employees in or on school property, will be searched whenever in the opinion of school officials or administrators a reasonable suspicion for said search exists.

The school reserves the right to use inspection animals or devices to inspect all areas of the District's buildings for the purpose of locating any illegal drugs, contraband, dangerous substances, and other prohibited substances.

ADOPTED: October 21, 1993

3.16 RETURN OF PROPERTY

Employees are responsible for items issued to them or in their possession or control. Such items may include:

- Equipment
- Meal Cards
- Keys
- Manuals
- Protective equipment
- Tools
- Uniforms
- Vehicles
- Written materials

All school-owned property must be returned by employees on or before their last day of work.

ADOPTED: October 21, 1993

3.17 USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using school-provided property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify your immediate supervisor if any equipment, machine, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, including termination of employment.

ADOPTED: October 21, 1993

REVISED: April 8, 1996

3.18 CONSERVE HEAT AND LIGHT

Every effort should be made to provide a comfortable learning environment for students. Conservation of electricity and other utilities is encouraged. Any problems with heating or air conditioning should be reported to the Principal.

ADOPTED: October 21, 1993

3.19 CLEANING PROGRAM

Sanitation: The Superintendent or designated representative will develop such cleaning schedules as are necessary to see that all attendance centers and grounds are free from litter and refuse.

Repairs: The Superintendent or designated representative shall have any items repaired at the earliest possible time after a defect has been discovered.

Any cleaning program initiated by the District shall include, but not be limited to the following: at least once each fiscal year, all attendance centers will be thoroughly cleaned; all floors will have the wax removed and rewaxed or refinished as the case may be; all gym floors will be refinished as necessary; all student and faculty desks will be sanded and/or cleaned as necessary; all windows and sills will be cleaned and/or recaulked as necessary; all door locks will be repaired and cleaned as necessary; all gym shower rooms will be cleaned and disinfected once daily; and all restrooms will be cleaned daily.

ADOPTED: October 21, 1993

REVISED: April 8, 1996

3.20 LONG-RANGE MAINTENANCE PROGRAM

The Superintendent or designated representative will develop an annual priority list outlining long-range maintenance of the school property buildings and grounds.

ADOPTED: October 21, 1993

3.20 – 1.0 ANNUAL FACILITY REVIEW

The Ponca City Public Schools continues to conduct an annual facility review as part of the Four-Year Capital Improvement Master Plan in accordance with 70 O.S. Supplement 1989, Section 18-151 through 18-153. It is the intent of the Board of Education of the Ponca City Public Schools that all students occupy facilities that are structurally safe, well-maintained, and contain adequate space to meet the instructional needs of each student.

This annual facility review is an important component of the District's Four-Year Capital Improvement Master Plan, and this review will be updated annually. This review will be developed to incorporate the required four components: Maintenance and Operations program, Maintenance and Operations Staff Training program, Maintenance and Operations Budget, and the Update of the Facility Inventory.

Maintenance and Operations Program

The District will develop a consistent and scheduled maintenance and operations program.

The District will implement procedures to ensure that the facilities and grounds are maintained in a cost effective manner.

The District-developed Maintenance and Operations program will meet all local requirements and all state and federal statutes.

The District Maintenance and Operations program will be oriented toward preventative and scheduled maintenance.

The District Maintenance and Operations program will incorporate procedures to identify correct safety needs of staff and students and to identify and manage work place hazards.

The administration is authorized to adopt and implement guidelines that are otherwise in compliance with Oklahoma law.

ADOPTED: May 21, 2001

3.21 USE OF SCHOOL FACILITIES FOR COPYING OR DEVELOPING MATERIALS, INFORMATION

The Ponca City School District owns the rights to all written materials, tools, training aids and other instructional or instructional related matter or products or computer programs developed by the faculty or staff if developed on school time or through use of school facilities, equipment or materials. Any employee desiring a license to use such materials for personal use or gain must make application for approval for such use from the Board of Education by notifying the office of Superintendent in writing in such manner as the Superintendent may direct.

All employees utilizing copiers or other equipment to reproduce books, writings, tapes, videotapes, computer programs, or any materials of any kind must at all times comply with applicable copyright laws. Employees may not utilize District equipment for uses that violate applicable copyright laws.

APPROVED: May 9, 1994

3.22 USE OF COMPUTERS AND ELECTRONIC COMMUNICATION EQUIPMENT AND SERVICES

The Ponca City Public Schools encourages the use of electronic communication equipment and services, such as the Internet, for instructional, education, research, and administrative purposes. The District owns and operates the computing and electronic communication equipment and software, and is therefore responsible for its proper use and maintenance.

Personal Responsibility

Persons using District computing and electronic communication facilities and services bear the primary responsibility for the material that they choose to access, send or display. The District cannot protect individuals against the existence or receipt of material that may offend them. Persons who make use of the facilities and services are warned that they may unwillingly come across, or be recipients of, material that they may find offensive.

Acceptable Use

Persons using District computing and electronic facilities and services are expected to demonstrate good taste and sensitivity to others in their communications. Employees must not use profanity, obscenities, or derogatory remarks in electronic mail messages discussing employees, students, patrons, clients, competitors, or others. Such remarks should not even be made in jest. The District's computer and communications systems are not intended to be used for, and must not be used for, the exercise of the employee's right to free speech. Sexual, ethnic, and racial harassment, including unwanted telephone calls, electronic mail, and internal mail, is strictly prohibited and cause for disciplinary action. District employees, as well as students, are encouraged not to respond directly to the originator of offensive electronic mail messages, telephone calls, and/or other communications. The recipient should promptly report such communications to their supervisor, instructor or principal. If for any reason the recipient of harassing or offensive material is uncomfortable reporting the incident to his or her supervisor, or is (for any reason) precluded from doing so, it should be promptly reported to the Director of Human Resources or to the Superintendent. It is also a violation of policy to access and view materials in a manner which would create a hostile working and/or educational environment.

Business Use/Permitted Personal Use – Limited

Generally, electronic communication equipment and services must be used only for authorized business activities. Incidental personal use is permissible as long as it: (a) does not consume more than a trivial amount of resources, (b) does not interfere with employee productivity, (c) does not preempt any business activity and (d) results in no charge to the District. An example of limited permissible personal use would be to confirm an appointment, acknowledge receipt of an invitation, or to advise a sender that

you are not permitted to use the District's electronic and computing resources for personal matters. Users are forbidden from using the District's electronic communication equipment and services for charitable endeavors, private business activity, amusement/entertainment purposes, or for other non-school purposes. Furthermore, employees are reminded that the use of the District's technology resources, including electronic mail and Internet, should never create the appearance of inappropriate use.

Privilege of Use

Use of the Internet is a privilege which may be revoked for inappropriate use or conduct. Persons who violate applicable federal or state law, or District policy, shall be required to cease those activities and will also be subject to the suspension or revocation of use privileges, or any other District disciplinary action deemed appropriate by the superintendent.

Inappropriate Conduct

Inappropriate conduct in using the Internet shall include, but is not limited to:

1. Unlawful or malicious activities
2. Proprietary purposes
3. Misrepresentation of any kind
4. Chain letters or overly broad mass mailings or postings not approved by the District
5. Using abusive or harassing language or symbols
6. Congesting or disrupting networks and systems
7. Embarrassing, denigrating, or libeling any individual or organization
8. Implying District endorsement of commercial products not its own
9. Viewing, allowing to be viewed, or transmitting pictures or word descriptions of an erotic, sexual, sadistic, or masochistic nature, or providing information where such can be accessed.

See also the District's policy regarding *Internet Safety* and its more detailed statement of inappropriate usage of technology resources.

Supervisory Responsibility

Any supervisor, or, in the case of student s- any teacher, who condones or allows any of the above conduct, whether willfully, intentionally, or through negligence shall be considered to have violated this policy and shall be subject to the same discipline as authorized above.

No Right of Privacy

Employees do not have a right of privacy with respect to the use of electronic communications. The content of electronic mail may be monitored and the usage

may be monitored to support operational, maintenance, auditing, security, investigative activities, and otherwise to ensure proper use of electronic communications. Employees should structure their communications in recognition of the fact that the District will, from time to time, examine the content of electronic communications. No employee should have any expectation of privacy with respect to the use of the District's electronic communication systems.

Limitation of Liability

The District will not be responsible for any damages suffered through the use of the Internet, or any other electronic communication facility or service. The District specifically denies any responsibility for the accuracy or quality of information obtained through its facilities and services.

3.22-1.0 INTERNET AND TECHNOLOGY SYSTEMS SAFETY AND APPROPRIATE USE

It is the policy of the Ponca City Public Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 U.S.C. 254(h)].

Definitions

Key terms as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet Filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Ponca City Public Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called

“hacking”, and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all staff of the Ponca City Public Schools to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent or designated representatives.

Unacceptable uses of computer and electronic communications resources includes use that jeopardizes personal safety, use that involves illegal and prohibited activities, and use that threatens the security of the District’s technology resources.

Personal Safety

Employees and students shall not use the District’s technology resources in any manner that jeopardizes or poses a threat to personal safety. The following directives are essential to ensuring personal safety:

1. Users shall not post personally identifiable information about themselves or others. For example, it is not permissible to put people’s photographs on the web and identify them by name.
2. Student users shall not agree to meet or meet with someone they have met online, without parental approval.
3. Student users shall promptly disclose to their instructor or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
4. Users shall receive or transmit communications using only District-approved and District-managed communication systems. For example, users may not use free, web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the District’s authorized supervisory personnel.
5. Users shall not attempt major repair of District-owned technology resources without the assistance of the District support mechanism. Major repair is defined as any repair or modification which has the potential to impact the District infrastructure, more than one workstation, disrupt business operations or requires the user to add or remove hardware. However, users are encouraged to perform troubleshooting and minor repairs in conjunction with the District technology support segment.

Illegal Activities

Engaging in illegal and prohibited activities involving use of the District's technology is prohibited. The emerging and fast-paced developments in technology make it impossible for the District to anticipate every potential use or misuse of its technology resources. Accordingly, users are instructed that the District's technology is not to be used for illegal activities. Among other things, users are expected to abide by the following.

1. Users shall not plagiarize works that are found on the Internet or any other electronic resource. Plagiarism is presenting the ideas or writings of others, as one's own.
2. Users shall respect the rights of copyright owners. Copyright infringement occurs when the user inappropriately reproduces a work that is protected by a copyright. Users shall not illegally copy protected works, or make copies of such works available. Users are responsible for observing any copyright or licensing agreement that may apply when downloading materials. Users may not download any material for which a fee or license agreement is required without the approval of appropriate District supervisory personnel. Users shall not install any software (including public domain software or freeware) which is not on the District's approved software list.
3. District staff will not support or maintain any computer operating system or application software that does not meet District standards.
4. Illegal installation of copyrighted software is prohibited. Illegal copying of software from any District computer, network, or program diskette is prohibited. Computer software and data protected under copyright laws may not be downloaded or uploaded to a computer owned or leased by the District without the written consent of the copyright holder. Any software or data located on a computer or file server owned or leased by the District found to be in violation of copyright laws will be removed.
5. Users shall not attempt to gain unauthorized access or attempt to go beyond authorized access to District resources or to any other computer system. This includes attempting to log in through another person's account or access another person's files.
6. Users shall not make deliberate attempts to disrupt the District's computer system or other portions of the technology resources or destroy data by spreading computer viruses or by any other means.
7. Users shall not congest the District's technology resources or interfere with the work of others within or outside of the District when accessing

the Internet, including the transmission or posting of messages that are intended or likely to result in the loss of the recipient's work or systems.

8. Users shall not use the District's technology resources to engage in any activities which interfere with the operation of the District or its educational programs or compromise the safety and security of the District's technology resources.

Security of District's Technology

The District spends substantial monies to provide students and staff with technology resources appropriate for the diverse educational and training interests associated with education objectives in a technology rich world. Users are required to adhere to the highest standards of use to avoid compromise or destruction of the District's resources. Security with respect to the District's technology resources requires adherence to the following:

1. Users shall access the Internet in a manner which does not compromise the security and integrity of the District's technology resources, such as allowing intruders or viruses into the District's technology resources. Users wishing to download any document, file or software from non-District sources must observe District policies and procedures for virus checking and system security.
2. Users are responsible for their individual logon passwords and e-mail account passwords and should take all reasonable precautions to prevent others from being able to use these passwords. Users shall not share e-mail passwords, provide e-mail access to an unauthorized user, or access another user's e-mail without authorization.
3. A computer logged into the District-wide area network or the internet should not be left unattended. Users are responsible for all transactions made under their User ID and Password.
4. Users must immediately notify the e-mail administrator if they identify a possible security problem.
5. Users are responsible for the appropriate storage and backup of their data.
6. The administration, faculty or staff of the District may request a system administrator to deny, revoke or suspend specific user accounts for violation of these policies or procedures.

Inappropriate Communications

Inappropriate communications are prohibited and can result in removal of access, or other disciplinary action. Users must adhere to the following directives:

1. Users shall not use, view, download, copy, send, post or access obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful information, communications, language, images or video, or material that advocates illegal acts, violence, or discrimination towards others. Restrictions against inappropriate language, images or video apply to public messages, private messages, material posted on web pages, and files stored or created on the District's technology resources.
2. If a user mistakenly accesses inappropriate information, the user must immediately inform his/her teacher or the network supervisor of the location of that information.
3. Parent or guardians should instruct the student user if there is additional material that they think it would be inappropriate for their child to access. The District fully expects that student users will follow the instructions of their parents or guardians in this matter.
4. Users shall not post information that could cause damage or pose a danger of disruption to the operations of the technology resources of the District.
5. Users shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by another person to stop any activity which that person finds harassing, the user must stop immediately. Individuals who believe they are the victim of harassment should immediately contact their supervisor, campus administrator, or the Superintendent.
6. Users shall not knowingly or with reckless indifference post messages that are false or defame or libel any person or organization, or that infringe the privacy rights of others.

Disciplinary Action

The use of District's technology resources is a privilege, not a right. Violation of District policies and procedures may result in cancellation of computer-use privileges and/or other disciplinary action up to and including termination of employment for employees and suspension from school for students. If Federal and/or State laws are violated the offender is also subject to being reported to proper authorities for prosecution.

3.23 CONSTITUTION DAY AND CITIZENSHIP DAY

Constitution Day and Citizenship Day shall, in accordance with federal law, be held each year on September 17. The purpose of Constitution Day and Citizenship Day is to commemorate the formation and signing on September 17, 1787, of the United States Constitution and recognize all who, by coming of age or by naturalization, have become citizens.

The District shall hold an educational program on the United States Constitution on September 17 of each year for the students served by the District in observation of Constitution Day and Citizenship Day. The manner in which the day shall be commemorated shall be within the superintendent's discretion.

Reference: 36 U.S.C. § 106; Public Law 108-447 (Dec. 8, 2004).

ADOPTED: September 19, 2005

3.24 RESIDENT TEACHERS AND RELATED COMMITTEES

The Oklahoma Teacher Preparation Act provides for the certification of teachers by the State Board of Education. Pursuant to the Oklahoma Teacher Preparation Act, the District shall appoint a residency committee for each resident teacher.

A resident teacher is a licensed teacher who is employed by the District to serve as a teacher under the guidance and assistance of a mentor teacher and residency committee. A resident teacher must have a degree in education from an accredited institution of higher education and must have successfully completed the competency examinations in the areas in which he or she seeks certification.

The residency committee shall consist of a mentor teacher, the principal or assistant principal or an administrator designated by the Board of Education, and a teacher educator from an institute of higher education. One or both of the mentor teacher and teacher educator must have expertise and experience in the teaching field of the resident teacher.

Mentor Teacher Qualifications and Selection

- A. A mentor teacher is a teacher holding a standard certificate who is employed by the District to serve as a teacher and who has been appointed to provide guidance and assistance to a resident teacher.
- B. A mentor teacher must have a minimum of two years classroom experience as a certified teacher.
- C. A mentor teacher is selected by the principal from a list of qualified teacher volunteers. The principal shall, after compiling the list, provide an opportunity for input from the bargaining unit (where one exists in accordance with the School Employees Negotiations Act). Membership in a professional teacher organization shall not be considered as a factor in selecting a mentor teacher.
- D. No teacher shall serve as a mentor teacher for more than one resident teacher at a time.
- E. When possible, a mentor teacher shall have successfully completed a mentor teacher professional development institute and be assigned to the same school site and have similar certification as a resident teacher.

Residency Committee Duties

- A. The residency committee shall meet with the resident teacher, work with the resident teacher to assist in classroom management and professional development, provide for parental input as a criteria for evaluating the

resident teacher, and make a recommendation to the State Board of Education. The recommendation, after one year, shall be that the resident teacher either be certified or complete another year as a resident teacher, and (after two years) that the resident teacher either be certified or not.

- B. If the residence committee recommends a second year in the residency program, the committee shall, at the resident teacher's request, provide the resident teacher with a list of reasons for the recommendation. The resident teacher is not required to be under the supervision of the same residency committee during the second year in the residency program.
- C. If the residency committee recommends certification the committee shall also recommend a professional development program for the resident teacher. The program shall be designed to strengthen the resident teacher's teaching skills in any area identified by the committee.

All resident years shall count toward salary, fringe benefit adjustments, career status, and retirement.

Reference: 70 O.S. §§ 6-182, 6-195.

ADOPTED: September 19, 2005

3.25 SAFE SCHOOL COMMITTEE AND HEALTHY AND FIT ADVISORY COMMITTEES

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

1. The principal at each school site within this District where students are regularly present during the school day shall establish a Safe School Committee for the principal's school site to be composed of at least six members, with an equal number of teachers, parents and students. All members of each Safe School Committee shall serve until the following June 30 unless earlier removed from the Committee by the principal for any reason. The principal who appoints the Safe School Committee members shall advise the superintendent of schools, in writing, of the names, addresses and phone numbers of the committee members. In case of a resignation, death or removal of any committee member, the principal shall immediately appoint a successor committee member so as to maintain the composition of the committee as set forth above. Committee members are eligible to serve consecutive terms.
2. Each Safe School Committee shall study and make recommendations, in writing, to the school principal regarding: unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which prohibit the maintenance of a safe school.
3. Each Safe School Committee shall meet at least once each semester. Each Safe School Committee shall appoint its committee chairperson who shall maintain written minutes of each meeting. The committee chairperson will be responsible for notifying all committee members of meetings, preparing agendas for each meeting, and posting such agendas in the principal's office for a reasonable period prior to the date and time of each meeting. All agendas, minutes and other documents related to each Safe School Committee shall be retained by the principal of each respective school site.
4. Prior to the last day of school of each school year, each Safe School Committee shall make a written report to the school principal. The school principal shall transmit a copy of the report to the superintendent of schools. The superintendent of schools shall maintain the reports in the records of the School District and shall transmit a copy of each Safe School Committee report to each School District Board Member.

Healthy and Fit School Advisory Committees

The District also establishes *Healthy and Fit School Advisory Committees* which shall be combined with the District's Safe Schools' Committees. The Healthy and Fit School Committees are established pursuant to *Okla. Stat. tit. 70, Section 24-100a* which created the *Healthy and Fit Kids Act of 2004*.

The Committees shall be composed of no fewer than 6 individuals who may be the same individuals appointed to the District's Safe Schools' Committees. The composition of the Advisory Committees may include teachers, administrators, parents of students, health care professionals and business community representatives.

The Advisory Committee at each school site shall study and make recommendations to the school principal regarding:

1. Health education;
2. Physical education and physical activity; and
3. Nutrition and health services.

School principals shall give consideration to the recommendations of their respective advisory committees. The Advisory Committee, for purposes of timelines, shall follow the same schedule as established for the District's Safe Schools' Committees.

Reference:

ADOPTED: September 19, 2005