

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, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, 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. The district also provides equal access to the Boy Scouts of America and other designated youth groups.

The following people have been designated to handle inquiries regarding the School District's non-discrimination policies:

Section 504/Title II of the Americans with Disabilities Act Coordinator
(for questions or complaints based on disability)
Amy Swartz, Director of Special Services
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin)
Curtis Layton, Executive Director of Human Resources/TLE
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity)
Bret Smith, Executive Director of Operations
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Age Act Coordinator (for questions or complaints based on age)
Curtis Layton, Executive Director of Human Resources/TLE
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact:

Curtis Layton, Executive Director of Human Resources/TLE
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Outside Assistance may be obtained from:

U.S. Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
(816) 268-0550
(816) 268-0599 (Fax)
(877) 521-2172 (TTY)
E-mail: OCR.KansasCity@ed.gov

REVISED: August 12, 1985, July 17, 1989, October 21, 1993; August 10, 2009;
December 10, 2012; September 14, 2015; September 11, 2017

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 – 2.5 DISCRIMINATION, HARASSMENT, AND RETALIATION

(This policy is referenced in and applies to Section VI – Personnel, I. General Policies, 6.7 – 2.0 and Section VII – Students, 7.25)

The school district is committed to providing all students and employees with a safe and respectful school environment. Both state and federal law specifically prohibit harassment of or by employees and students in connection with the district.

The district prohibits discrimination, harassment or retaliation based on real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. This prohibition applies to students, employees and board members in any aspect of the district's programs, including during school hours, extracurricular activities, school

sponsored events, or outside of school hours if the conduct affects the education or working environment.

Definitions

“Employee” for purposes of this policy, includes all district employees, board members and volunteers.

“Student” refers to any person who is enrolled in any district school or program.

“Harassment” means repetitive, unwelcome conduct which is based on a person’s real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Examples of harassment include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse; intimidation (physical, verbal or psychological); impeding or blocking a person’s movement; unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person’s alleged sexual activities. Demeaning comments about a student’s ability to excel in a class historically considered a “boy’s” or a “girl’s” subject may also constitute harassment.

“Sexual harassment” is a type of harassment which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which:

- is made an explicit or implicit term or condition of an employee’s employment or a student’s ability to obtain an education; or
- is used as a basis for decisions impacting either an employee’s employment or a student’s education; or
- has the purpose or effect of unreasonably or substantially interfering with an employee’s work performance or a student’s educational performance, or creating an intimidating, hostile, or offensive environment.

In order to constitute sexual harassment, the conduct at issue must be unwelcome. Sexual conduct between minor students and employees will always be considered unwelcome. Sexual harassment also includes conduct such as rape, sexual assault, stalking, and any other form of sexual violence.

Sexual harassment may occur between persons of the same gender or sex.

Nothing in this policy precludes legitimate, nonsexual physical contact to avoid physical harm to persons or property.

“Retaliation” is any negative conduct which is taken in response to an individual’s complaint of harassment or discrimination, or participation in any investigation of a harassment or discrimination complaint.

Reporting

Students who have been harassed or discriminated against, or who witness such conduct, are encouraged to report the offensive conduct to any teacher, counselor, administrator, or board member.

Employees who witness, suspect or receive a report of harassment or discrimination must immediately report the incident to the superintendent or a board member – even if that report must be made after hours to the superintendent or board members home or cell phone.

Any employee who receives a harassment, discrimination or retaliation report will immediately refer the matter to the superintendent or the Title IX coordinator, unless the superintendent or Title IX coordinator is the alleged malfeasant. In such circumstances, the complaint will be referred to the board president or the district’s legal counsel. To ensure impartiality, no person who is the subject of a complaint shall conduct any investigation into the improper conduct.

If possible, reports should be made in person and/or in writing, and be signed by the reporting party. However, in order to encourage full, complete and immediate reporting, any person may report such incidents anonymously in writing by mailing the report to the personal attention of either the superintendent or a board member. All reports should state:

- the name of the alleged harasser;
- the person(s) being harassed;
- the nature, context and extent of the prohibited activity;
- the dates of the prohibited activity, and;
- any other information necessary to a full report and investigation of the matter.

Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act. Individuals may simultaneously report an allegation of this type of misconduct to school officials and to the United States Equal Employment Opportunity Commission,

the Oklahoma Human Rights Commission, or local law enforcement.

Administrative Response

The district will promptly, thoroughly and impartially investigate all reports of harassment and discrimination. This process will include:

- A statement from the individual who was allegedly harassed;
- Appropriate and reasonable steps to separate and protect both the alleged victim and alleged harasser pending conclusion of the investigation and necessary remedial action;
- Reasonable updates to the alleged victim of the investigation's progress, subject to federal and state laws and regulations;
- Interviews with the alleged harasser, alleged victim and witnesses; and
- Review of relevant documents, including district files and records.

The district will review all relevant facts and take into account the totality of the circumstances - including the nature, extent, context and gravity of the activities. At the conclusion of this process, the superintendent, in conjunction with the Title IX coordinator, will issue findings based on the preponderance of the evidence and take appropriate measures, including but not limited to: education, information on available outside resources, training and counseling, transfer, suspension, and any other appropriate remedy under the circumstances. Employees may also be terminated for engaging in harassment, discrimination or retaliation.

Confidentiality shall be maintained during and after the investigation to the extent reasonably possible. However, public disclosure of personal or confidential employee information may be made during the course of any suspension, dismissal, non-renewal hearing or resulting litigation.

Penalties

Penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents. Any disciplinary decision will be made as a proportional response to the violation.

Any employee or student engaging in harassment, discrimination or retaliation will be subject to any and all disciplinary action allowed by school policy and Oklahoma law.

ADOPTED: September 19, 2005

REVISED: October 10, 2011; December 10, 2012; September 14, 2015;
September 11, 2017; October 8, 2018

3.2-3.0 GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING COMPLAINTS ALLEGING DISCRIMINATION, HARASSMENT AND RETALIATION

Definitions

Complaint: A written or verbal complaint alleging any action, policy, procedure or practice that discriminates on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information (including harassment and retaliation).

Grievant: Any person enrolled in or employed by the District or a parent, guardian, or member of the public who submits a complaint alleging discrimination based on race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information (including harassment or retaliation). 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.

Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title VI, Title IX, Section 504/Title II and the Age Act 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, but each coordinator will receive relevant training in order to perform his/her duties.

Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability)

Amy Swartz, Director of Special Services
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin)

Curtis Layton, Executive Director of Human Resources/TLE
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Title IX Coordinator (for questions or complaints based on sex)

Bret Smith, Executive Director of Operations
613 E. Grand Ave.

Ponca City, OK 74601
(580) 767-8000

Age Act Coordinator (for questions or complaints based on age)

Curtis Layton, Executive Director of Human Resources/TLE
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact:

Curtis Layton, Executive Director of Human Resources/TLE
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

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.

Day: Day means a working day when the 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.

Informal Resolutions

If the District Coordinator believes informal resolution is appropriate for a disclosed problem or a filed complaint, he or she will notify the complaining party of the availability of informal resolution. Participation in informal resolution is not required by the District and informal resolution will not require that the allegation be resolved directly with an alleged harasser without the District Coordinator. Informal resolution will not be permitted in instances where there is an alleged instanced of sexual assault. If both the complaining party and the alleged harasser voluntarily agree to informal resolution after allegations are fully disclosed and both parties are informed of their right to proceed with a grievance, the district may initiate informal proceedings to resolve the problem or compliant. Either party may terminate informal proceedings at any time in

favor of proceeding with a grievance. All timeframes under the grievance procedure will toll while the problem or complaint is pending informal resolution.

Filing, Investigation, Hearing and Review Procedures

The Grievant submits a written or verbal complaint to one of the Coordinators, as applicable, stating the basis, nature and date of the alleged discrimination, harassment or retaliation, 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. Complaint forms are available from the offices of the District's Coordinators.

The Coordinator conducts a complete and impartial investigation within 10 days of receiving the complaint, to the extent reasonably possible, which shall include but not be limited to, interviewing the Grievant and any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to confirm or deny facts; indicate acceptance or rejection of the Grievant's requested action; and outline alternatives.

The Coordinator will not delay the investigation of the discrimination complaint, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations, and the Coordinator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by the district's grievance policy.

As to complaints of discrimination by students, parents or guardians 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 complaint and only when the disclosure is required or permitted by law. If a Grievant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the District's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with the investigation.

To minimize risks to the integrity of the investigation, the District prohibits individuals—including witnesses and/or parents or guardians—from posting, sharing or publicizing information regarding the investigation or the underlying events. This prohibition expressly includes releasing information via social media. Provided, however, neither the district nor the Coordinator will restrict the ability of either the Grievant or Respondent to discuss the investigation with legal representation, law enforcement, and/or, if Grievant or Respondent is a student, his or her parents or guardians.

Within 5 days after completing the investigation, the applicable coordinator will issue a written decision to the Grievant and Respondent. The report will include (a) a summary of facts, (b) an analysis of the appropriate legal standards applied to the facts, and (c) findings regarding whether the alleged discrimination occurred. If a finding is made that

discrimination occurred, the Coordinator's report shall also contain (a) recommended interim and permanent steps, including examples of the range of possible disciplinary sanctions and remedies available to address the discriminatory effects on the grievant and other, necessary to eliminate the discrimination, prevent its reoccurrence, and remedy its effects, as well as (b) the resources, including medical and counseling resources, that are available to students and witnesses. The decision will be based on a preponderance of evidence standard (i.e., it is more likely than not that the alleged discrimination occurred).

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 Superintendent. The written appeal shall contain a specific statement explaining the basis for the appeal.

Within 5 days after receiving the appeal request, the applicable Coordinator will refer the matter to the Superintendent for a hearing. The Grievant and Respondent will be afforded similar rights (i.e., timely access to information that will be used at the hearing, opportunity to present his or her side of the story, presentation of character witnesses, review of party statements). If the Superintendent 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 and the Superintendent. Advanced written notice of the hearing will be provided to both the Grievant and Respondent so as to provide each reasonable time to prepare for such hearing. The hearing will be conducted within 10 days after the Coordinator refers the matter to the Superintendent for hearing.

The Superintendent 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.

Within 5 days after completing the investigation the Superintendent will issue a written decision to the Grievant and Respondent.

If the Grievant or Respondent is not happy with the decision, he or she must notify the Superintendent, in writing, within 5 days, and request an appeal. The written appeal shall contain a specific statement explaining the basis of the appeal.

The Superintendent will notify the Board of Education, in writing, within 5 days after receiving the appeal. Within 30 days from the date of notification to the Board of Education may designate an impartial hearing officer to oversee the appeal. The hearing officer will act as an appellate official by reviewing the decisions and the evidence presented below, holding a hearing within 10 days to consider any additional evidence

the parties may wish to present. The hearing officer will make arrangements to audiotape any oral evidence presented. The hearing officer will issue a written decision within 5 days of the hearing to both Grievant and Respondent.

General Provisions

Duty of District Employees to Report Alleged Discrimination: District employees, supervisors and administrators are required to immediately report any complaints, reports, observations, or other alleged information of alleged discrimination, including harassment and retaliation, to the designated coordinator, even if that district employee is investigating the alleged discrimination as part of the district's student or employee disciplinary process, and provide the Complainant with information for filing a complaint form if requested, and contact information for the district's designated coordinator. If the district is using its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the district's standards for a prompt and equitable grievance procedure.

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 Board of Education issues a final decision shall be no more than 120 days.

Access to Regulations: Upon request, the Coordinator shall provide copies of any regulations prohibiting discrimination on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

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 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.

Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.

Corrective Action: After all facts and circumstances are reviewed, the district shall take any and all disciplinary actions to prevent further harassment or discrimination. Possible disciplinary or remedial actions include, but are not limited to: education, training and counseling, transfer, and/or suspension of a student, and education, training, counseling, transfer, suspension and/or termination of an employee.

Retaliation: The District prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The District will take steps

to prevent the alleged perpetrator or anyone else at the District from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the District will take strong responsive action.

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. Any disciplinary decision will be made as a proportional response to the violation.

Section 504 Due Process Procedures: For information concerning the impartial hearing and review procedures under Section 504, the Grievant should contact:

Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability)

Amy Swartz, Director of Special Services
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Notice: The District will notify all students, parents or guardians, members of the public and employees of the name, office and telephone number of each Coordinator and this Grievance Procedure in writing via school publications and/or postings at each school site to which employees or students are assigned.

Outside Assistance: Individuals may also file complaints alleging discrimination, harassment or retaliation with the Office of Civil Rights. The OCR may be contacted at:

U.S. Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
(816) 268-0550
(816) 268-0599 (Fax)
(877) 521-2172 (TTY)
E-mail: OCR.KansasCity@ed.gov

READOPTED: September 19, 2005

REVISED: August 10, 2009; December 10, 2012; September 14, 2015; September 12, 2016; September 11, 2017; October 8, 2018

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

3.2 – 5.0 SERVICE ANIMALS

Purpose

The purpose of this policy is to establish procedures for the use of service animals in the Ponca City School District, including school buildings, school vehicles and other school property.

Policy

The District acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a “service animal” in its facilities and programs and intends to comply with all state and federal laws, rules and regulations regarding the use of service animals by, District employees and students with disabilities.

Definitions

“Service animal” is defined by the Americans with Disabilities Act (ADA) as any service dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual’s disability. “Service animal” is limited to the animals defined in this section and does not include any other species of animal, wild or domestic, trained or untrained. “Service animal” is limited to the scope of this section and does not include an animal used or relied upon for crime deterrence, emotional support, well-being, comfort, or companionship.

“Employee” is defined as a person who is employed by the District on a part or full-time basis, with or without compensation, and elected or appointed members of the District’s board of education.

“Student” means a child who is currently enrolled at the District, and includes the parents and guardians of a child who is (a) under the age of 18, or (b) otherwise unable to manage their own affairs.

Procedures/Requirements

The use of service animals by employees and students with disabilities is subject to the following procedures and requirements:

- A. The employee or student will submit a request for the use of a service animal to the District's Director of Special Services. The request will identify whether the service animal is required because of the person’s

disability, and, if so, identify and describe the manner in which the service animal will meet the individual's particular need(s).

- B. Requests for the use of service animals on District property will, whenever possible, be made at least three weeks prior to the proposed use of the service animal.
- C. As part of the District's consideration of a request for the use of a service animal, the District may require certain documentation, including, but not limited to:
 - 1. Certification of proper vaccinations verified by a veterinarian;
 - 2. Documentation that the handler for the service animal is properly trained; and
 - 3. Documentation of adequate liability insurance.
- D. The District's review of a request for the use of a service animal may include consideration of a student's IEP or Section 504 records. The District may also require a meeting with and/or additional information from the employee or student requesting the use of a service animal.
- E. The use of a service animal on District property may be subject to a plan that introduces the service animal to the school environment, any appropriate training for staff and students regarding interaction with the service animal and other activities or conditions deemed necessary by the District. The District's approval of the use of a service animal on District property is subject to periodic review, revision, or revocation by District administration.
- F. Service animals will always be on a leash or other form of restraint mechanism. It is recommended that service animals have proper identification. It is the responsibility of the employee or student who uses a service animal pursuant to this policy to serve as the certified handler to provide proper handling of the service animal. If the certified handler will not be with the service animal at school, identified District staff must be trained in the commands necessary to properly handle the service animal. Any cost incurred to handle the service animal will be the responsibility of the employee or student who uses the service animal.
- G. Service animals will be allowed in District vehicles only when:
 - 1. It has been determined that the service animal is a necessary accommodation for the employee or student;
 - 2. The inclusion of the service animal is documented as required on District transportation forms; and
 - 3. The service animal is under the control of a properly trained

handler at all times, including entering and exiting the vehicle.

- H. The responsibility for the care and supervision of the service animal rests solely on the employee or student. The District is not responsible for providing any staff member to walk the service animal or provide any other care or assistance to the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the building administrator.
- I. The District retains discretion to exclude or remove a service animal from District property and transportation if:
 - 1. The service animal is out of control and/or the service animal's handler does not effectively control the service animal's behavior;
 - 2. The service animal is not housebroken or the service animal's presence or behavior fundamentally interferes in the functions of the District;
 - 3. The service animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications; or,
 - 4. Permitting the service animal would fundamentally alter the nature of the service, program, or activity.

Liability

The employee or student will be responsible for any damage to District or personal property and any injuries to individuals caused by the service animal. The employee or student who uses a service animal on District property will hold the District harmless and indemnify the District from any such damages. Further, the employee or student will submit to the District a certificate of liability insurance covering the service animal and identifying the District as an additional insured. The amount of required insurance coverage shall be determined by the District.

Visitors

Any visitor requiring the accompaniment of a "service animal" for purposes of this policy is welcome in all areas of District facilities and programs that are open to the public (except in situations determined to apply under item I. in the Procedures/Requirements section, above).

Appeals and Grievances

Any person dissatisfied with a decision concerning a service animal can file a grievance, using the District's Grievance Procedures.

Requirements for Service Animals

Vaccination: Service animals must be immunized against diseases common to that type of animal. [Okla. Admin. Code 310:599-3-9.1] All vaccinations must be current. Dogs must wear a rabies vaccination tag.

Licensing: All service dogs must be licensed as may be required by state and/or local law.

Owner ID and Other Tags: Dogs may be required to wear a current dog license and rabies-vaccination tag, unless the dog is permanently and uniquely identified with a microchip implant or tattoo.

Leash: Service animals must be on a leash at all times, unless impracticable or unfeasible due to owner/keeper's disability.

Collar: A service dog used by a person who is deaf or hard-of-hearing must wear an orange identifying collar. [Okla. Stat. tit. 7, § 19.1(C)]

Under Control: The owner/keeper of a service animal must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of owner/keeper.

Cleanup Rule: The owner/keeper of a service animal must follow any applicable municipal ordinance applicable to cleaning up after the animal defecates.

Grooming: All service animals must be treated for, and kept free of, fleas and ticks. All service animals must be kept clean and groomed to avoid shedding and dander.

Special Provisions for Miniature Horses: Requests to permit a miniature horse to accompany an employee, student or visitor with a disability in school buildings, in classrooms, or at school functions, will be handled on a case-by-case basis, considering: (a) the type, size, and weight of the animal and whether the facility can accommodate its features; (b) whether the animal is sufficiently controlled by the handler; (c) whether the animal is housebroken; and, (d) whether the animal's presence in the facility compromises the legitimate safety requirements for safe operation.

ADOPTED: October 10, 2011

REVISED: September 12, 2016; October 8, 2018

3.3 TOBACCO FREE SCHOOL POLICY

Smoking and Background

Smoking has been identified as a significant health problem in the United States. It is a leading cause of premature death, disease, and chronic disability in our country.

Smoking can be hazardous to health for both smokers and non-smokers. For smokers, it can contribute to heart attack, stroke, high blood pressure, emphysema, and several forms of cancer. Non-smokers can be affected by breathing the toxic products that tobacco smoke adds to the air. The use of snuff and chewing tobacco can cause gum disease and oral cancer.

Thousands of Oklahoma adolescents begin smoking each year. The majority go on to become regular, adult smokers.

Purpose

The board is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The board believes that education has a central role in establishing patterns of behavior related to good health and that measures are necessary to help its students to resist tobacco use. The board is concerned about the health of its employees and also recognizes the importance of adult role-modeling for students during formative years. Therefore, the board shall discourage the use of tobacco products by its staff and students ***24 hours a day, 7 days a week.***

Policy

Smoking and the use of tobacco products in any form is prohibited on district property and at all school sponsored events, by all persons ***including and not limited to students, staff, visitors, parents, independent contractors, and vendors, 24 hours/7 days a week.*** This prohibition includes school buildings, grounds, and school-owned vehicles. Possession of tobacco products by students on school property is prohibited.

“Tobacco products” includes, but is not limited to: cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, digital/personal vaporizers, electronic nicotine delivery systems and cartridges and products designed for use with electronic nicotine delivery systems, regardless of the nicotine content of the product.

At or near each entrance of every district building the following sign shall be conspicuously posted: Smoking in or on school district property is prohibited. This would include outdoor venues such as football fields, softball and baseball fields, soccer fields, practice fields etc.

“Smoking” means the carrying by a person or having access to a lighted cigar, cigarette,

pipe or other lighted smoking article. Smoking also includes using products which mimic or simulate smoking behavior, regardless of whether such products actually contain tobacco. This prohibition includes but is not limited to *electronic*-cigarettes, *vapor cigarettes*, digital/personal vaporizers, and electronic nicotine delivery systems.

Enforcement

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it in accordance with the procedures listed below.

Students

Any student using, possessing or distributing tobacco products in violation of this policy will be subject to appropriate disciplinary measures, including out-of-school suspension, pursuant to the board's policies regarding student discipline.

Staff

Any violation of this policy by staff will be referred to the appropriate supervisor. One written warning will be issued to the staff member with a copy placed in his or her district personnel file. Further violations will be considered willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal and non-renewal of staff.

Citizens

Citizens who are observed smoking or using tobacco products on district property in violation of this policy will be asked to refrain from smoking on school property. If the individual fails to comply with the request, his or her violation of policy may be referred to the building principal or other district supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall make a decision on further action which may include a directive to leave school property. Repeated violations may result in a recommendation to the superintendent or board of education to prohibit the individual from entering district property for a specified period of time. If deemed necessary by the school administration or the board of education, local law enforcement officials may be called upon to assist with enforcement of this policy.

APPROVED: August 1, 1994

REVISED: October 16, 2000; October 11, 2010; October 14, 2013; October 13, 2014

3.4 INTENTIONALLY LEFT BLANK

3.5 GUN-FREE SCHOOLS POLICY

Any student who is determined to have:

- brought a weapon to a school under the jurisdiction of the district; or
- possessed a weapon within two thousand (2,000) feet of public school property; or
- possessed a weapon at a school event

shall be suspended out of school for a period of not less than one calendar year. This policy does not apply to students who are members of the JROTC and who possess or bring an inoperable weapon to school for participation in a school program, provided the student obtained prior permission from the principal, the weapon remains inoperable while at school and the weapon is used consistent with the permission granted.

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 district.

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

- The term "weapon" means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.
- The term "chief administrative officer" means the superintendent or the board of education.
- The term "determined to have brought a weapon to a school under the jurisdiction of the district" means any student being in possession or control of a weapon on property owned, leased or rented by the 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 district sponsored function regardless of whether such function is conducted on district property.

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

Students who violate this policy will be referred to the appropriate criminal justice or juvenile delinquency system. 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 district's policy for the out-of-school suspension of students.

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 does not apply to student suspensions for non-weapon violations.

ADOPTED: September 12, 1994

REVISED: September 19, 2005; October 13, 2014

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 POSSESSION 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

3.10 – 1.0 SAFETY DRILLS

The board of education has appointed a committee composed of the superintendent and other designated personnel for the purpose of developing and maintaining the districts emergency plans. A crisis plan will be developed by local officials and the Safe School Committee to provide guidance for those responsible for the safety of students and property.

The Ponca City Public Schools will conduct at least ten (10) safety drills as follows during every school year:

- TWO (2) FIRE DRILLS; One (1) within the first 15 days of each semester; must include the sounding of a distinctive audible signal designate as the fire alarm signal.
- FOUR (4) SECURITY DRILLS; the first drill of each semester must be conducted within the first fifteen (15) days and subsequent drills must be conducted at a different time of day than the first with no more than two (2) security drills in one semester. The purpose is to secure school buildings to prevent or mitigate injuries or deaths that may result from a threat on or near the school. *This method is used to keep a danger out of the building.*
- TWO (2) TORNADO DRILLS; at least one (1) each in the months of September and March.
- TWO (2) OTHER DRILLS as determined by the school principal and superintendent. They can be any of the drills listed above or drills developed by the district and consistent with the risks assessed for the facility or any recommendations submitted by the Safe School Committee or any assisting fire or law enforcement department. *Two examples are earthquake or shelter-in-place drills.*

1. The school district will adopt policies and procedures for each type of required safety drill, and all safety drills implemented by each school site and principal must conform to those plans and procedures. These plans and procedures are intended to protect student, faculty, administrator and visitor from natural and man-made disasters and emergencies. The Plans will be:
 - Reviewed and updated annually as appropriate by each school;
 - The Superintendent or designee will make an annual report to the Board of Education, detailing the status of emergency preparedness and identified safety needs for each school;
 - Kept on file at the district and each local emergency response organization within the district. These organizations may include police, fire, emergency medical services, sheriff and emergency management; and
 - Submitted in a format acceptable to the emergency agency not later than November 1 of each year.
2. All students and teachers in the Ponca City Public Schools will participate in safety drills.
3. The district will document safety drills as follows:
 - Fire drills must be documented in writing at the school site, with the documentation preserved for at least three (3) years and made available to the State Fires Marshal or the marshal's agent on request. In addition, the district must keep one (1) copy of the compliance report at the school site and file one (1) copy with the district administration office.
 - All other safety drills must be documented in writing, by school site, keeping one (1) copy of the report at the school and filing 1 copy at the district administrative office and one (1) with Oklahoma Office of Homeland Security Oklahoma School Security Institute per its established forms, policies and procedures.
4. The superintendent will maintain communication with other community agencies in order to share information on preparedness and planned procedures. It is the responsibility of the superintendent to ensure that the schools work in cooperation with other agencies during such emergencies.

Emergency preparedness will be discussed with teachers and students at least once per semester or as deemed necessary by the building administration. Each classroom shall post a copy of rules, evacuation signals, evacuation routes and emergency procedures. Teachers will discuss these procedures with each class using the room during the first day(s) of the school year.

All teachers and staff members shall make themselves familiar with safety procedures. During an actual emergency or a safety drill, teachers are responsible for following all procedures, including ensuring that doors and windows are closed appropriately, electrical circuits and gas jets are turned off, order is maintained, and all students are either accounted for or promptly reported missing to the building principal.

ADOPTED: September 9, 2013

REVISED: October 13, 2014; September 12, 2016

3.10 – 2.0 REPORTING THREATENING BEHAVIOR

Reports to Law Enforcement

All district officers, employees and school board members have a legal obligation under Oklahoma law to report to law enforcement verbal threats or acts of threatening behavior which reasonably have the potential to endanger students, school personnel or school property. Under this policy, “Threatening Behavior” means any verbal threat or threatening behavior, whether or not it is directed at another person, which indicates potential for future harm to students, school personnel or school property. If a District official, employee or school board member reasonably believes that a person has made a verbal threat or exhibited threatening behavior which has the potential to endanger students, school personnel or school property, and—given the immediacy of the behavior—it is reasonable to do so, the individual should first report the matter to school administration.

Reports to Principal or Other School Officials

Instances of verbal threats or acts of threatening behavior which reasonably have the potential to endanger students, school personnel or school property should also be reported to the principal or other school official. This reporting obligation exists in all instances, including conduct at school or connected with school activities and conduct that happens off of school property. Accordingly, all employees have an obligation to notify the principal or other school official, if for any reason the employee believes that verbal threats or acts of threatening behavior have been made which reasonably have the potential to endanger students, school personnel or school property.

Immunity for Good Faith Reports

Oklahoma law provides that any district employee who in good faith makes a report to an appropriate law enforcement office has immunity from civil liability and employment discipline that might otherwise be incurred or imposed if the employee reasonably believes a person is making verbal threats or exhibiting threatening behavior.

Reference: 70 OKLA. STAT. § 24-100.8

ADOPTED: October 8, 2018

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 its Four-Year Capital Improvement Master Plan. 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

REVISED: August 10, 2009

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.

The district does not condone, and will not allow, violations of the United States copyright laws. Subject to certain specific exceptions, the owner of a copyright has the exclusive right to reproduce, distribute, perform, or display the copyrighted work or to authorize such reproduction, distribution, performance, or display. An exception to the exclusive rights is the Doctrine of Fair Use. The fair use of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. The following factors shall be considered in determining fair use for all works other than broadcast programming:

1. Purpose and nature of the use; whether the use is of a commercial nature or for non-profit educational purposes.
2. The nature of the copyrighted work.
3. The amount and importance of the portion used in relation to the copyrighted works as a whole.
4. The effect of the use upon the potential market for, or the value of, the copyrighted work.

Broadcast Programs

A “broadcast program” is any television program transmitted by a television station without charge to the general public.

Teachers may not record a broadcast program for classroom use, but may request that the district record a broadcast program for the teacher’s one time instructional use. The broadcast program must be used within ten (10) school days of the recording and must be destroyed within forty five (45) calendar days of recording. Teachers may also view the program to determine whether to purchase the program and add it to the curriculum.

The district will not record multiple copies of the same broadcast program for an individual teacher, and will not record broadcast programs without first receiving a request to record.

No broadcast program will be altered (but teachers are permitted to play only an excerpt), displayed without its copyright notice, or combined with other media to make an anthology.

Exceptions

A further exception to the copyright law includes the performance or display of a work by instructors or students in the course of face-to-face teaching activities in a classroom or other place devoted to instruction.

Reference: 17 U.S.C. §107

APPROVED: May 9, 1994

REVISED: September 9, 2013

3.22 USE OF COMPUTERS AND ELECTRONIC COMMUNICATION EQUIPMENT AND SERVICES

The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone or other digital or electronic device.

As a part of the resources available to students and employees, the district provides Internet access at each school site and at its administrative offices. The district intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. This policy outlines the district's expectations regarding Internet access. The ability to access the Internet while on school property is a privilege and not a right. Access cannot be granted until an individual has completed an "Internet Access Agreement" and access may be revoked at any time.

In addition to Internet access, the district also provides each student and teacher with a laptop computer. This equipment is loaned to the student for the remainder of the school year for the express purpose of increasing educational opportunities. The student/teacher is required to return the laptop at the conclusion of the school year in the same condition the laptop was issued to the student, minus normal wear and tear. In the event the laptop is damaged, lost or stolen, the student's parent/teacher agrees to reimburse the district in accordance with the fee schedule attached to the Laptop Use Agreement.

Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Further, employees and students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators.

Employees and students are expected to use good judgment in all their electronic or digital communications - whether such activities occur on or off campus or whether the activity uses personal or district technology. Any electronic or digital communication which can be considered inappropriate, harassing, intimidating, threatening or bullying to an employee or student of the district - regardless of whether the activity uses district equipment or occurs during school/work hours - is strictly forbidden. Employees and students face the possibility of penalties, including student suspension and employee termination, for failing to abide by district policies when accessing and using electronic or digital communications.

The Internet provides users the ability to quickly access information on any topic - even topics which are considered harmful to minors. The district's IT department has attempted to filter this access in order to protect students from harmful content. In the event inappropriate material is inadvertently accessed, students should promptly report the site to their teacher so that other students can be protected. No individual is permitted to circumvent the district's privacy settings by accessing blocked content through alternate methods. In the event an employee needs access to blocked content, he/she should make arrangements through the building principal or IT director.

Although the district's IT department has taken appropriate steps to block offensive material, users may unwittingly encounter offensive material. All users of the district's electronic resources are required to exercise personal responsibility for the material they access, send or display, and must not engage in electronic conduct which is prohibited by law or policy. If a student inadvertently accesses or receives offensive material, he/she should report the communication to the assigned teacher. If an employee accesses or receives offensive material, he/she should report the communication to the building principal or IT director. No individual is permitted to access, view or distribute materials which are inappropriate or create a hostile environment.

Internet Access - Terms and Conditions.

Acceptable Use - Students. Students agree to access material in furtherance of educational goals or for personal leisure and recreational use which does not otherwise violate this policy. No student may make an electronic or digital communication which disrupts the education environment - even if that communication is made outside of school or on personal equipment. Types of electronic or digital communications which can disrupt the education environment include, but are not limited to:

- Sexting
- Harassing, intimidating, threatening or bullying posts, tweets, blogs, images, texts, etc.
- Distributing pictures, recordings or information which is harmful or embarrassing

Students who engage in electronic or digital communications which disrupt the education environment are subject to disciplinary action, including suspension from school. Depending on the nature of the electronic or digital communication, students may also be subject to civil and criminal penalties.

Acceptable Use - Employees. Employees agree to access material in furtherance of educational goals, including research and professional development. Employees are also permitted to judiciously use the district's electronic resources for limited personal use, provided that the use is of no cost to the district, does not preempt business activity, impede productivity, or otherwise interfere with work responsibilities. Electronic or digital communications made using district owned equipment must be professional in nature and cannot be used for the exercise of the employee's free speech rights.

Any electronic or digital communication in which the employee can be identified as an employee of the district – regardless of whether the communication is made with district owned equipment or during work hours - must be a professional communication. Accordingly, if the individual is identifiable as a district employee, electronic or digital communications must not contain sexual, harassing, discriminatory or immoral content. Further, the communication cannot promote the use of tobacco, drugs, alcohol or be otherwise inconsistent with the district's objectives.

Employees are required to maintain appropriate electronic boundaries with students. Such boundaries require that employees refrain from engaging in electronic or digital

communications which show an undue interest in select student(s), are of a personal nature, model inappropriate conduct, or are otherwise inconsistent with the district's mission and goals. In order to maintain appropriate boundaries, the district encourages employees to:

- Send group texts or emails
- Use separate personal and school electronic accounts
- Obtain written parental permission prior to posting pictures of minors
- Respect individual privacy, including privacy rights granted by FERPA

Employees are expressly forbidden from using electronic or digital communication in a manner inconsistent with their position as a role model for students. Any employee who engages in inappropriate electronic or digital communication with students is acting outside the scope of his/her employment with the district.

Prohibited Use. Users specifically agree that they will not use the Internet to access material which is: threatening, indecent, lewd, obscene, or protected by trade secret. Users further agree that they will not use the district's electronic resources for commercial activity, charitable endeavors (without prior administrative approval), product advertisement or political lobbying.

Parental Consent. Parents must review this policy with their student and sign the consent form prior to a student being granted Internet access.

Privilege of Use. The district's electronic resources, including Internet access, is a privilege which can be revoked at any time for misuse. Prior to receiving Internet access, all users will be required to successfully complete an Internet training program administered by the district.

Internet Etiquette. All users are required to comply with generally accepted standards for electronic or digital communications, including:

- a. **Appropriate Language.** Users must refrain from the use of abusive, discriminatory, vulgar, lewd or profane language in their electronic or digital communications.
- b. **Content.** Users must refrain from the use of hostile, threatening, discriminatory, intimidating, or bullying content in their electronic or digital communications.
- c. **Safety.** Students must not include personal contact information (name, address, phone number, address, banking numbers, etc.) in their electronic or digital communications. Students must never agree to meet with someone they met online and must report any electronic or digital communication which makes them uncomfortable to their teacher or principal.
- d. **Privacy.** Users understand that the district has access to and can read all electronic or digital communications created and received with district resources. Users agree that they will not use district resources to create or

receive any electronic or digital communications which they want to be private.

- e. System Resources. Users agree to use the district's electronic resources carefully so as not to damage them or impede others' use of the district's resources. Users will not:
 - install any hardware, software, program or app without approval from the IT department
 - download large files during peak use hours
 - disable security features
 - create or run a program known or intended to be malicious
 - stream music or video for personal entertainment
- f. Intellectual Property and Copyrights. Users will respect others' works by giving proper credit and not plagiarizing, even if using websites designed for educational and classroom purposes (*See* www.copyright.gov/fls/fl102.html) Users agree to ask the media center director for assistance in citing sources as needed.

Limitation of Liability. The district makes no warranties of any kind, whether express or implied, for the services provided and is not responsible for any damages arising from use of the district's technology resources. The district is not responsible for the information obtained from the use of its electronic resources and is not responsible for any charges a user may incur while using its electronic resources.

Security. If a user notices a potential security problem, he/she should notify the IT director immediately but should not demonstrate the problem to others or attempt to identify potential security problems. Users are responsible for their individual account and should not allow others to use their account. Users should not share their access code or password with others. If a user believes his/her account has been compromised, he/she must notify the IT director immediately. Any attempt to log on to the district's electronic resources as another user or administrator, or to access restricted material, may result in the loss of access for the remainder of the school year or other disciplinary measures.

Vandalism. No user may harm or attempt to harm any of the district's electronic resources. This includes, but is not limited to, uploading or creating a virus or taking any action to disrupt, crash, disable, damage, or destroy any part of the district's electronic resources. Further, no user may use the district's electronic resources to hack vandalize another computer or system.

Inappropriate Material. Access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. Access will be denied for material which is:

- a. Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (ii) 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.
- 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 access by or distribution to minors because of sexual connotations or profane language.
- d. 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 or hate literature, meaning material which disparages a group or a member of a group on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults and abuse.
- f. Disruptive school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

Application and Enforceability. The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Access Agreement executed by each user. By executing the Internet Access Agreement, the user agrees to abide by the terms and conditions contained in this policy. The user acknowledges that any violation of this policy may result in access privileges being revoked and disciplinary action being taken. For students, this means any action permitted by the district's policy on student behavior. For employees, this means any action permitted by law, including termination of employment.

Education of Students Regarding Appropriate On-Line Behavior. In compliance with the Protecting Children in the 21st Century Act, Section 254(h)(5), the district provides education to minors about the appropriate use of the district's electronic resources, including interacting with others on social networking and chat sites, and cyber bullying. As a part of that education, guidelines on cyber bullying and internet safety for students are attached to this policy.

ADOPTED: September 19, 2005

REVISED: September 9, 2013; September 14, 2015

3.22-1.0 INTERNET AND TECHNOLOGY SYSTEMS SAFETY AND APPROPRIATE USE

It is the policy of the district 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 or digital 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)].

Definition

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 or digital 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

Any individual who uses the district's resources to access the Internet or engage in any electronic or digital communication is required to participate in the district's education efforts (undertaken pursuant to the Children's Internet Protection Act) and comply with the district's acceptable use policy.

Supervision and Monitoring

All employees are responsible for supervising and monitoring student use of the Internet in accordance with the district's technology policies and the Children's Internet Protection Act. The district's IT director shall establish and implement procedures regarding technology protection measures. No individual will be permitted to use the district's technology resources in a manner inconsistent with the district's policies.

Personal Safety

Employees and students shall not use the district's technology resources in any manner that jeopardizes personal safety. Students and employees must follow the district's technology policies, including the acceptable use policy which details the district's safe use standards.

APPROVED: August 10, 2009

REVISED: September 9, 2013

3.22 – 2.0 WIRELESS TELECOMMUNICATION DEVICES AND ELECTRONIC ACCOUNTS

The district requires that all individuals devote their full attention to education while at school or during education activities. Accordingly, the district expects both employees and students to limit their use of personal wireless devices and personal electronic accounts at school. Wireless devices include, but are not limited to, cell phones, laptops, cameras, GPS systems, any type of device capable of intercepting or recording a conversation, any type of device capable of providing visual surveillance or images, recorders, Google Glass, etc. Electronic accounts include, but are not limited to, accounts that allow digital communication such as email and social media accounts

Google Glass and similar technology is prohibited on campus by all individuals at all times. Regardless of the type of technology used, no individual may make any type of surreptitious recording of others on district property. Additionally, no person may use any type of technology to remotely monitor, listen to, or view actions occurring at school or school activities. Other personal wireless devices shall be turned off and out-of-sight in locations such as restrooms, locker rooms, changing rooms, etc. (“private areas”). The use of any audio/visual recording and camera features are strictly prohibited in private areas. Students who observe a violation of this provision shall immediately report this conduct to a teacher, coach, or the building principal. Employees who observe a violation of this provision shall immediately report this conduct to a supervisor, the building principal or other administrator.

Students

It is the district's policy that students who possess a personal wireless device at school must keep that device turned off and out of sight during class time unless instructed by a teacher. No student will be permitted to access his/her personal wireless device during class time except with teacher permission. Students may use their personal wireless devices during breaks and lunch.

Students who violate this policy will have their personal wireless device confiscated until after a parent conference, and may lose the privileges of possessing such a device for the remainder of the school year. Students are also subject to other disciplinary action.

Students may not use any personal wireless device to:

- send or receive answers to test questions;
- record conversations or events during the school day, on school property or at school activities;
- threaten, harass, intimidate, or bully;
- take, possess, or distribute obscene or pornographic images or photos;

- engage in lewd communications;
- violate school policies, handbook provisions, or regulations.

Employees

Personal wireless devices may only be used during work time if the use of the device furthers the employee's performance of his/her professional responsibilities. No employee may use work time to engage in any personal electronic or digital communication, Internet activity, gaming, etc.

Employees will make reasonable efforts to use district resources rather than personal wireless devices or personal electronic accounts for electronic or digital communications with other employees, parents, and students and for task related to their employment. By using personal wireless devices or personal electronic accounts to communicate with other employees, parents, and students or to perform tasks related to their employment, employees acknowledge that they are creating records that may be subject to Oklahoma's laws related to Open Records (51 OKLA. STAT. § 24A.1 *et seq.*). Employees are advised to retain and provide access to such communications or records to school district administration upon request. This consent survives any changes in the employment relationship.

Except for transportation employees, no individual may use any personal wireless device while operating a district vehicle or while conducting school business in a personal vehicle.

Transportation employees are permitted to utilize cell phones for business reasons to make or receive voice calls while operating a school bus or van, provided:

- the employee is using "hands free" technology to make the calls; or
- the employee has safely pulled the vehicle to the side of the road or is otherwise stopped and not impeding the flow of traffic.

Transportation employees are not permitted to text or otherwise use a personal wireless device while operating a district vehicle.

Personal wireless devices may not be used to photograph or record conversations or events outside private areas without first obtaining consent to record from all parties. In the case of students, permission from the building principal must be obtained. Administrative approval for recordings of students will take into consideration whether prior approval has been granted from parents/guardians and whether the recording would identify a specific category of students such as special education students.

Personal wireless devices may only be shared with students for emergency use.

No employee may use a personal wireless device to engage in conduct which is illegal or which could be construed as inappropriate conduct with a student or students. In the event an employee receives an inappropriate electronic or digital communication from a student or parent, the communication must be promptly reported to the employee's supervisor.

The district fully acknowledges that personal wireless communications devices are the personal property of the employee. Unless an administrator has reasonable suspicion that an employee's personal equipment contains prohibited content, an administrator may not inspect an employee's personal equipment without the employee's express consent.

Warning: Possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images, photographs, or communications, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic or digital communication) may constitute a CRIME under state and/or federal law. Any person possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images, photographs, or communications will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

ADOPTED: July 16, 2001

REVISED: September 15, 2005; October 10, 2011; September 9, 2013;
September 14, 2015; September 12, 2016; October 8, 2018

3.22 – 3.0 ACCEPTABLE USE OF FILE SHARING TECHNOLOGY

Employees and students may choose to use file sharing/storing technology (Google Docs, Ever Note, etc.) in connection with school learning or business. Individuals who choose to use such technology are required to follow all other district technology and acceptable use protocols, as well as adhere to the specific guidelines in this policy.

Individuals using file sharing/storing technology in connection with their association with the district are expressly prohibited from using the technology in a malicious manner or in any way which violates this or other district policies.

The district does not have agreements with any file sharing/storing technology providers. Individual users who utilize such technology in connection with the district specifically agree not to share or store files which contain:

- malware, viruses, worms, etc.
- information which is protected by FERPA or HIPAA

- confidential information such as home addresses, phone numbers, social security numbers, license numbers, dates of birth, and banking account numbers
- disciplinary or grievance information
- information about criminal investigations, including SRO records and notes
- safety sensitive information, including building layouts, evacuation routes, crisis response plans, etc.
- confidential or attorney client privileged information

Questions regarding whether information is acceptable for file sharing/storing technology should be directed to the district IT director. Any individual who discovers that information has been improperly shared or stored is required to promptly notify the district's IT director of the violation. Individuals who violate this policy are subject to disciplinary action as outlined in district policies.

ADOPTED: September 11, 2017

3.22 – 4.0 SOCIAL MEDIA

Ponca City School District recognizes the appropriate use of social media as a method for communicating ideas and information. The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone or other digital or electronic device.

Official Use of Social Media

The district is responsible for creating and maintaining its “official” online presence. Unless specifically authorized by the Superintendent, no district employee may create an “official” Ponca City School District presence on any form of Social Media, now in existence, or created in the future, or represent themselves as a spokesperson or authorized representative of Ponca City School District.

Professional Conduct

The District is committed to creating an environment in which all persons can interact together in an atmosphere free of all forms of harassment, exploitation or intimidation. Therefore, when communicating via social networks, employees are expected to act with honesty, integrity, and respect for the rights, privileges, privacy, and property of others.

By doing so employees will be abiding by applicable laws, school district policy and the core values of Ponca City School District.

Employees are responsible for the material they publish online as well as the messages sent via computers and wireless telecommunication devices. Any conduct that negatively reflects upon the district, consists of inappropriate behavior, or creates disruption on the part of an employee may expose that employee to disciplinary action up to and including termination. Inappropriate behavior is defined as any activity that harms students, compromises an employee's objectivity, undermines an employee's authority or ability to maintain control of students or work with or around students, is disruptive to the educational environment, or is illegal. Moreover, employees should not engage in personal social media during working hours.

Expectations of Staff

District employees are role models and must exemplify ethical behavior in their relationships with students, clients, and other staff members. Online activity, including personal online activity, is public and is therefore a reflection on the district as an organization. Employees should exercise good judgment and common sense, maintain professionalism, and address inappropriate behavior or activity discovered on these networks. Inappropriate behavior or activity should be immediately communicated to a direct supervisor. The following should inform and guide employee judgment and actions:

1. The line between professional and personal relationships can become blurred; therefore, district employees should exercise discretion and maintain professionalism when communicating with students via computers or wireless telecommunication devices. Employees should limit this type of communication with students to matters concerning a student's education or extra-curricular activities for which the staff member has assigned responsibility. Excessive messaging or other social media communication to an individual student should be avoided.
2. District employees are prohibited from engaging in private exchanges with students, and should only communicate with groups or in such a manner that the communication can be publicly viewed.
3. Photos of and videos featuring students should not be posted on social media without the informed consent of a parent/guardian. For personal protection, never take a photo of an individual student.
4. Group student photos may be submitted to the principal or superintendent for inclusion on official district accounts.
5. Students should not be cited, obviously referenced, or depicted in images without proper written approval of the student's parent/guardian, and the confidential

details of these individuals should never be disclosed.

6. Externally communicating any confidential information or information related to Ponca City School District not intended for public dissemination is always forbidden and may be grounds for termination and legal action. Public information will be released through the superintendent or his designee.
7. Copyright and fair use laws must be respected at all times. Trademarks such as logos, slogans, and digital content such as art, music, or photographs, may require permission from the copyright owner. It is the responsibility of the employee to seek permission for any such trademarked content.

Accountability

All staff are expected to serve as positive ambassadors for the district and appropriate role models for students. Failure to do so could put an employee in violation of district policy. Violation of district policies and procedures may result in disciplinary action up to and including termination of employment. All employees who have reason to believe that their on-line conduct has generated public or media attention are expected to immediately report their activity and attention generated to their supervisor.

ADOPTED: October 8, 2018

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

Safe School Committees

This policy will govern the operation of the district's safe school committees.

1. Each site principal will annually establish a Safe School Committee of at least seven (7) members. Members may be employees, parents, students, volunteers, community members and/or local law enforcement officials. 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, 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. The Committee will assist the board in promoting a positive school environment through planning, implementing and evaluating effective prevention, readiness and response strategies.
3. 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 that prohibit the maintenance of a safe school, and student bullying;
 - Professional development needs of faculty and staff to recognize and avoid bullying and implement methods to decrease student bullying;
 - Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, use of problem-solving teams that include counselors and/or school psychologists, and ways to utilize behavioral health resources, including suicide prevention resources.

As part of the process, each Committee shall review the district's policies, traditional and accepted bullying prevention programs utilized by other

states, state agencies or school districts, and the bullying resources provided on the Oklahoma State Department of Education's website.

4. Each Safe School Committee shall meet at least twice each semester. Each Committee shall appoint a 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 the agendas in the principal's office for a reasonable period prior to the date and time of each meeting. The principal of each school site will retain all agendas, minutes and other documents related to the Safe School Committee.
5. 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 or the superintendent's designee. The superintendent or his/her designee shall maintain the reports in the records of the district and may transmit a copy of each Safe School Committee report to each district board member.
6. Committees may also, if they deem it appropriate, make recommendations to the board regarding the development of a rape / sexual assault program for implementation at the school site. The board will consider any such recommendations to determine whether implementation of the recommended or an alternative program is warranted.

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 Advisory Committees are established pursuant to OKLA. STAT. tit. 70, § 24-100a, which created the *Healthy and Fit Kids Act of 2004*.

The Committees shall be composed of no fewer than six (6) individuals who may be the same individuals appointed to the district's Safe School 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 School Committees.

Reference: 70 O.S. §24-100.5, 70 O.S. §24-100a

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October 10, 2016