

SECTION V
BUSINESS MANAGEMENT

TABLE OF CONTENTS

SECTION V

BUSINESS MANAGEMENT

5.0 DISTRICT RECORDS 5-1

 5.0 – 1.0 PRODUCTION OF PUBLIC RECORDS POLICY..... 5-1

 5.0 – 2.0 DOCUMENT RETENTION 5-4

5.1 BUDGET APPROVAL 5-7

 5.1 – 1.0 BUDGET APPROVAL 5-7

 5.1 – 2.0 SITE-BASED BUDGETS 5-7

5.2 EXPENDITURES..... 5-9

 5.2 – 1.0 PURCHASING..... 5-9

 5.2 – 2.0 ENCUMBRANCES AND CHANGE ORDERS..... 5-10

 5.2 – 3.0 DISBURSEMENT OF FUNDS FROM GENERAL FUND..... 5-10

 5.2 – 4.0 EMPLOYEE TRAVEL EXPENSE REIMBURSEMENT..... 5-11

 5.2 – 5.0 REIMBURSEMENT FOR COCURRICULAR ACTIVITY
 EXPENSES..... 5-16

 5.2 – 6.0 PROHIBITION OF COLLUSION IN BUYING 5-18

5.3 FINANCIAL ACCOUNTS 5-19

 5.3 – 1.0 CASH RECEIPTS AND CHANGE FUNDS..... 5-19

 5.3 – 2.0 ACTIVITY FUNDS..... 5-20

 5.3 – 2.1 STUDENT SOLICITATION OF FUNDS 5-22

 5.3 – 3.0 GUIDELINES FOR THE SANCTIONING OF STUDENT
 ACHIEVEMENT PROGRAMS AND PARENT
 TEACHER ASSOCIATIONS AND ORGANIZATIONS..... 5-22

5.3 – 4.0	DISTRICT INVESTMENT POLICY.....	5-24
5.3 – 5.0	SURETY BONDS FOR SUPERINTENDENT AND FINANCIAL OFFICERS	5-28
5.4	RAFFLES	5-30
5.4 – 1.0	SCHOOL RAFFLES	5-30
5.5	BIDS / CONTRACTS / AGREEMENTS.....	5-33
5.5 – 1.0	APPROVAL OF CONTRACTS/AGREEMENTS.....	5-33
5.5 – 2.0	LOCAL VENDOR PREFERENCES FOR QUOTATIONS.....	5-33
5.5 – 3.0	CODE COMPLIANCE IN BUILDING SPECIFICATIONS AND CONTRACTS	5-33
5.5 – 4.0	ADHERENCE TO STATUTE ON CONTRACTED EMPLOYEES ON SCHOOL PREMISES	5-34
5.5 – 5.0	NO AUTHORITY OF EMPLOYEES TO CONTRACT.....	5-34
5.6	DISTRICT-OWNED VEHICLES, PROPERTY, AND SUPPLIES	5-35
5.6 – 1.0	DISTRICT-OWNED VEHICLES	5-35
5.6 – 2.0	SALE OF SCHOOL DISTRICT SURPLUS PROPERTY	5-35
5.6 – 3.0	INTELLECTUAL PROPERTY	5-37
5.6 – 4.0	USE OF SCHOOL DISTRICT TRADEMARKS	5-40
5.7	BUILDING OPERATIONS AND MAINTENANCE	5-43
5.7 – 1.0	MAINTENANCE AND OPERATIONS PROGRAM.....	5-43
5.7 – 2.0	ENERGY MANAGEMENT CONSERVATION	5-43
5.8	SITE-BASED SCHOOL IMPROVEMENT	5-45
5.8 – 1.0	GENERAL POLICY	5-45
5.8 – 2.0	INTENT AND EXPECTATIONS.....	5-45

5.8 – 3.0	SCHOOL DISTRICT COMMITMENT.....	5-46
5.8 – 4.0	SITE COMMITMENT	5-47
5.8 – 5.0	ALLOCATION OF FUNDS TO SITES.....	5-49
5.9	INCENTIVE AWARDS FOR EMPLOYEE PERFORMANCE AND PRODUCTIVITY	5-50
5.10	CHILD NUTRITION POLICY	5-52
5.11	PROCUREMENT PLAN FOR CHILD NUTRITION PROGRAMS	5-53
5.12	WELLNESS	5-57
5.13	UNPAID MEAL CHARGE POLICY	5-72

SECTION V – BUSINESS MANAGEMENT

5.0 DISTRICT RECORDS

5.0 – 1.0 PRODUCTION OF PUBLIC RECORDS POLICY

The board of education adopts this policy in connection with the Oklahoma Open Records Act (the "Act").

District's Philosophy

The school district, as a tax supported institution, recognizes that the public has a right to be fully informed concerning its operations. The school district strongly believes that informed citizens are vital to the successful functioning of the democratic government process which this school district desires to exemplify to its students.

In order to achieve these goals, the board of education hereby states that all records of the school district, except those records designated as confidential in this policy, or, otherwise, as required by federal or state law, shall be open to any person for inspection, copying and/or mechanical reproduction during regular business hours. All persons requesting the right to inspect non-confidential records of the school district shall be accorded prompt access to those records.

Confidential Records Not Available for Inspection

As permitted by the Act, the school district hereby designates the following records as confidential and not open for public inspection:

1. Records which can be kept confidential under federal or state law.
2. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation.
3. Personnel records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, and employment applications submitted by persons not hired, and transcripts from institutions of higher education.
4. Bid specifications for competitive bidding prior to publication; contents of sealed bids prior to bid opening; computer programs or software (but not the data thereon); and appraisals relating to the sale or acquisition of real estate prior to the award of a contract – if disclosure would give an unfair advantage to competitors or bidders.
5. Personal communications received from a person exercising rights secured

by the Oklahoma or United States Constitution, except for the fact that a communication has been received and that it is or is not a complaint. Any response to such personal communications shall be confidential only to the extent necessary to protect the identity of the person exercising the right.

6. Individual student records, except for: (a) statistical information not identified with a particular student if such information is maintained in a composite form and (b) directory information as defined in the Act, if, pursuant to the Family Educational Rights and Privacy Act that information (i) has been designated by the school district as directory information and (ii) parents have been notified of and have not exercised their non-release rights.
7. Instructor lesson plans, tests and other teaching materials.
8. Personal communications concerning individual students.
9. Personal notes and personally created materials, when made prior to taking action, making a recommendation or issuing a report. Confidentiality does not extend to departmental budget requests prepared as an aid to memory or research leading to the adoption of a public policy or the implementation of a public project.
10. The home address of any person employed or formerly employed by the school district.
11. The home telephone number of any person employed or formerly employed by the school district, where disclosure would constitute a clearly unwarranted invasion of personal privacy.

Records Custodian

The board of education hereby designates the board clerk or if such person is not available during regular business hours, then their designee as the person authorized to release non-confidential public records for inspection, copying or mechanical reproduction.

Under Oklahoma law, the board clerk is the custodian of the district's copy of required school board election related filings. Copies of these documents can be obtained by making a request through the board clerk.

Fees for Records and for Search for Records

The following fees shall be charged for records reproduction and any compensable search for records:

Paper Production:
8 ½" x 11" \$.25 per copy

8 ½" x 14"	\$.25 per copy
11" x 17"	\$.50 per copy

Electronic Production:

Document conversion (TIFF or PDF) \$.25 per page

In addition to the costs noted above, when a request for public records would clearly cause excessive disruption of the district's essential functions or is solely for commercial purpose the district will charge a reasonable search fee equaling the actual hourly cost to the district. This cost includes the base salary, benefits, taxes, burdens, and retirement contributions paid by the district for the employee(s) involved in the search. The requestor will be charged this hourly rate for all search time, review time, and, if necessary, time spent redacting records prior to production.

The district does not consider publication in a newspaper or broadcast by news media as resale or use of data for trade or commercial purpose. However, the district shall charge the news media and others the direct cost of copying electronic data.

A search fee shall not be charged when the release of documents is in the public interest, including, but not limited to, release to the news media, scholars, authors and taxpayers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants.

Costs associated with reproduction of public records shall be paid by, or on behalf of the requestor, at the time documents requested are to be picked up. In the event of a large records request or a request that involves an outside cost to the district, the district may request a deposit, to be set by the records custodian, to be made at the time of the request.

Request for Records

Requests for public records shall be made to the attention of the superintendent or the district's records custodian. The request shall identify with specificity the record or records sought. Where the request for records is unclear or confusing, the records custodian may request that the requestor provide a more precise explanation or description of the records requested. The district shall produce records requested promptly, taking into consideration the accessibility of the record, the number and type of records requested, and the press of school district business.

An individual requesting public records, pursuant to the Act, is requested to use the district's request form to expedite the processing of the request.

Appeal of Denial of Records

If inspection of documents designated as confidential is denied, the person requesting access to such documents shall have a right to appeal the denial to the superintendent of schools.

APPROVED: July 23, 1990

REVISED: October 21, 1993; September 14, 1998; September 19, 2005;
December 10, 2012; October 13, 2014; September 14, 2015;
September 11, 2017

5.0 - 2.0 DOCUMENT RETENTION

The district will maintain all documents and records in a manner consistent with current legal requirements and administrative best practices. School employees are required to treat confidential information appropriately and to take reasonable precautions to ensure that private information is not unnecessarily disclosed to those who do not need such access. Health records will always be stored separately from other student and employee files.

Paper records will be stored in secure locations based on the sensitivity of the information. Electronic records will be properly secured and will be archived with adequate safeguards implemented to ensure that technological advancements do not cause the records to become inaccessible. The district's technology director will regularly evaluate the district's overall document retention program to determine whether the district's retention practices are current. The technology director is responsible for making recommendations regarding the program as needed to the superintendent.

No document will be destroyed if it pertains to a pending claim, even if the document was otherwise scheduled for destruction.

Education Operations

Executive Director of Curriculum is responsible for maintaining adequate records to effectively plan, operate, evaluate, and make required reports on the district's education program. These records will be maintained as long as the Executive Director of Curriculum determines appropriate based on the specific records.

Student Records

All student education records will be maintained in compliance with the district's policy regarding FERPA. In addition to those standards, school personnel will comply with the following document retention standards:

- Student Transcripts

Registrar is responsible for maintaining student transcripts for 80 years from the student's last day of enrollment in the district. The transcript shall contain the following information:

- Name

- Address
- Telephone listing
- Date / place of birth
- Inventory of courses taken, with grades
- GPA and/or class rank

- Medical

Office of School Nurse Consultant is responsible for maintaining medical records. Medical records include items such as immunization verifications, allergy or diabetes plans, and child abuse reports. These records will be maintained 5 years from the student's last date of enrollment.

- Special Education

The special education director is responsible for maintaining special education records. All special education records will be retained for 5 years from the student's last date of special education services. Sixty days prior to destroying any special education record, the district will notify parents and eligible students of their right to retrieve the records rather than having the records destroyed.

- Other

All other student records will be retained for 5 years from the student's last day of attendance in the district. The Board Clerk is responsible for overseeing maintenance and destruction of these records. Thirty days prior to destroying these records, the district will notify parents and eligible students of their right to retrieve the records rather than having the records destroyed. This notification will occur by notice to the parent/student's¹ last known email or physical address.

Board Records and District Financial Records

The Board Clerk is responsible for permanently maintaining all board agendas and minutes, as well as the deeds and titles to all district owned real property.

The Board Clerk is also responsible for maintaining records related to the district's banking transactions and all federal and state program expenditures. The duration of records retained under this section will be determined by the schedule maintained in Board Clerk's office.

¹ Destruction notices will be sent to the parent/guardian if the records pertain to a minor. Notices will be sent to the student if the records pertain to an individual who is over age 18.

Employee Records

Executive Director of Human Resources is responsible for retaining employee records. These records include wage and hour information, routine personnel records, and drug/alcohol testing records. The duration of records retained under this section will be determined by the schedule maintained in Executive Director of Human Resources' office.

Electronic Records

All district emails will be retained as long as is practical given the district's technology constraints.

ADOPTED: September 11, 2017

5.1 BUDGET APPROVAL

5.1 - 1.0 BUDGET APPROVAL

The Board shall approve the school's budget each year before it is submitted to the State Department of Education. Such budget shall, by classes, show those items of current expenses, amount required for sinking fund purposes, and probable income, as required by law. The budget shall be published and filed with the County Excise Board as required by law. It shall be the goal of the district to fund the operating budget according to approved fiscal and budgetary procedures adhered to and required by the State of Oklahoma. The budget shall be the vehicle by which the educational goals and objectives of the district are to be met. The Board will establish priorities for the district on short-term, intermediate and long-range basis. In order for the district's budget preparation to proceed in an orderly fashion, deadlines and time schedules shall be established by the board. 68 O.S. §3002.

5.1 - 2.0 SITE-BASED BUDGETS

The district shall operate a system of site-based/program budget. Each site administrator or program director shall present a proposed site/program budget to the Superintendent.

5.2 EXPENDITURES

5.2 - 1.0 PURCHASING

The purchasing function provides supplies, equipment and materials authorized by designated purchasing officers. It is the responsibility of the central office administrators to aid and advise administrators in the proper selection of materials and to ensure compliance with all aspects of law in the purchasing process.

The purchase of materials will be made utilizing properly executed purchase orders, supported by purchase requisitions, bearing the signatures of appropriate approving officers. This procedure will apply throughout this school district except when petty cash funds are used to purchase materials.

Purchasing officers will be designated by the Superintendent of Schools.

The Superintendent shall have authority, without prior action of the Board of Education, to make emergency purchases totaling not more than \$10,000 during any emergency period. The following definitions apply for the purpose of this policy:

- A. A purchase is an “emergency purchase,” if (1) it is reasonably necessary for the protection of students, employees or property of the School District; (2) the purchase must be made before a special meeting of the Board of Education can be held; and (3) the need for the purchase could not have been reasonably anticipated in time to permit a special board meeting to be scheduled prior to the purchase.
- B. An “emergency period” is the time period between the date of the first emergency purchase under this policy and the date of the next special or regular meeting of the Board of Education.

In selecting service providers for all eligible goods and/or services for which Universal Service Fund (“E-Rate”) support will be requested, the District shall:

- A. Make a request for competitive bids for all eligible goods and/or services for which Universal Service Fund support will be requested and comply with applicable state and local procurement processes included in District policies and procedures.
- B. Wait at least four weeks before posting date of the FCC Form 470 on the USAC Schools and Libraries website before making commitments with the service providers selected.
- C. Consider all bids submitted and select the most cost-effective service offering, with price the primary factor considered.

- D. Control the competitive bidding process rather than (1) surrendering control to a service provider participating in the bidding process or (2) including service provider contact information on the FCC Form 470.

A contract may be awarded for a supply or service without competition when the superintendent, or a designee, determines in writing that there is only one source for the required supply or service, and it is in the best interest of the school district to have the supply or service. The writing justifying the sole source must specify why it is necessary and justified.

State law and Board policy will be followed in the purchasing process.

APPROVED: July 23, 1990; October 21, 1993; September 14, 1998;
September 19, 2005

REVISED: August 10, 2009; October 8, 2018

5.2 - 2.0 ENCUMBRANCES AND CHANGE ORDERS

The encumbrance clerk is designated by the Board of Education as the individual authorized to encumber district appropriations by issuing purchase orders under current purchasing policies. The encumbrance clerk is authorized without additional approval by the Board of Education to make minor adjustments to the amounts of Board approved encumbrances to account for differences in shipping costs and related expenditures and minor adjustments to prices as shown by documentation of supplies and goods received. A “minor adjustment” shall not exceed 25% of the approved encumbrance. If a needed adjustment exceeds 25% of the approved encumbrance, the encumbrance clerk shall prepare an “encumbrance change order,” which will be presented to the Board for approval at its next special or regular meeting.

APPROVED: July 23, 1990

REVISED: October 21, 1993; September 14, 1998; September 19, 2005

5.2 - 3.0 DISBURSEMENT OF FUNDS FROM GENERAL FUND

Except for disbursements authorized for petty cash, all disbursements shall be by check or warrant. No checks will be issued for cash advance or bearer and no blank checks are to be issued.

The Administrator for the Division of Finance and the business office staff shall be responsible for preparing all documents to be presented to the Board for approval. All disbursements shall be made only on purchase orders approved by the Board of Education. The Board may approve blanket purchase orders as allowed by law for reoccurring purchases of goods or services. 62 O.S. §310.8.

Warrants shall bear the facsimile signature of the Board President, Clerk and Treasurer.

ADOPTED: October 21, 1993

REVISED: September 14, 1998

5.2 – 4.0 EMPLOYEE TRAVEL EXPENSE REIMBURSEMENT POLICY

Statement of Policy

Expenses incurred by individuals for travel on behalf of the School District should be reimbursed by the School District. Reimbursement to individuals should be made upon approval by the Board of Education after proper presentation of supporting documentation, as defined below.

Definitions

Terms used in this policy are defined as follows:

1. "Travel" means transportation arrangements made or incurred by car, airplane, train, bus or other means or hotel accommodations and meals, for the purposes of advancing the interests of the School District. Travel may be within or without the School District. Travel does not mean transportation to and from the employee's residence or abode to the School District for employment.
2. "Employee" means any person employed by the School District or a member of the board acting in his capacity as a board member on behalf of the School District.
3. "Expenses" means any actual indebtedness incurred and paid by an individual employee on behalf of the School District, for the benefit of the School District or for the purpose of advancing the interests of the School District, with the intention of being reimbursed by the School District.

Expenses may include, but are not limited to, these items:

- a. air, bus, taxi or train fares and car rentals;
- b. meals, unless payment is made on a per diem basis established by the board;
- c. hotel or motel accommodations;
- d. other travel related expenses when applicable, such as mileage; and
- e. registration fees and meeting expenses.

4. "Receipt" means an invoice document issued by a vendor which has been paid as an expense by an employee. A receipt must contain the following information:
- a. date indebtedness incurred;
 - b. date indebtedness paid;
 - c. amount paid;
 - d. amount of indebtedness;
 - e. who paid the indebtedness;
 - f. method of payment;
 - g. the purpose of the indebtedness including an itemized description of the goods or services purchased; and
 - h. the name, address and telephone number of the vendor.

A credit card slip alone is not a receipt.

5. "Travel claim" is a document prepared by an employee who seeks reimbursement which contains the following information:
- a. dates entering and ending travel status;
 - b. points of travel;
 - c. mileage to and from destination(s) when personally owned vehicle is used;
 - d. amount per mile reimbursed;
 - e. air, bus or train fares when public transportation is used;
 - f. parking fees, taxi fares, car rentals and turnpike fees;
 - g. meals or per diem rate established by the board of education, if any;
 - h. purpose, time, location and those in attendance for meals;
 - i. hotel and motel expenses (claims should reflect whether room was shared);

- j. registration fees and meeting expenses;
 - k. other school business expenses such as telephone calls, tips, etc., which properly occur during the time an employee is in travel status;
 - l. encumbrance to be charged for expense; and
 - m. by whom the travel activity was approved.
6. "Credit card slip" is the customer's copy of the credit card charge form. A credit card slip alone is not a receipt. To qualify as a receipt a credit card slip must be attached to a supporting invoice issued by the vendor which contains all the information required of a receipt.
 7. "Vendor" means the individual or entity that provided the goods or services to the School District for which reimbursement is sought and a receipt for payment has been issued.
 8. "Meals" means actual food expenses incurred while traveling outside the School District or within the School District if allowed by other board policies.
 9. "Amount per mile reimbursed" will be based on the current IRS mileage reimbursement rate.

Approval for Travel

1. Requests for travel for school personnel must be approved by the appropriate administrator and site principal if applicable. Requests are to be submitted on the prescribed form at least one (1) month in advance of travel if possible.
2. Administrators will exercise good judgment in the selection of meetings which are approved for reimbursed travel and are authorized to assign personnel to specific meetings.
3. There will be no advanced payments for travel. Upon request, however, the business office will purchase coach class airline tickets for the trip and will pay for registration.
4. After a travel request is approved, a purchase request must be filled out estimating the travel expenses. Proper itemization of travel requests shall include the following items:
 - a. Dates entering and ending travel status;
 - b. Points of travel;

- c. Mileage to and from destination(s) when personally owned vehicle is used
 - d. Air, bus or train fares when public transportation is used;
 - e. Parking fees, taxi fares, car rentals and turnpike fees;
 - f. Meals (unless per diem is used);
 - g. Motel and hotel accommodations;
 - h. Registration fees and meeting expenses; and
 - i. Other school business expenses such as telephone calls, etc. which properly occur during the time a claimant is in travel status.
5. Out-of-district travel within the state may be approved. Travel to states bordering Oklahoma may be approved by the Superintendent. Out-of-state travel beyond bordering states must have prior approval of the Board of Education.

Procedure for Reimbursement

To obtain reimbursement for travel expenses the employee must:

1. Prepare supporting documentation to the business office with attached receipts and travel claims. Requests for reimbursement with insufficient or incomplete documentation will be denied.
2. Submit supporting documentation with attachments to the business office within thirty (30) days after return from the trip. The purchase order for travel will be closed after thirty (30) days. The assistant superintendent or designee will review the memorandum and attachments for completeness and accuracy.
3. At the next available board meeting the board will consider the reimbursement request and authorize the board treasurer to issue a warrant to reimburse the employee for the amounts, if any, deemed appropriate by the board. The board has absolute discretion to deny the request or approve it in whole or in part. The board's decision is final.
4. The board treasurer will issue the warrants for reimbursement authorized by the board as soon as is practicable following the board's action.

Other Issues

1. Reimbursement requests not complying with these requirements will be denied unless unusual circumstances are presented to and approved by the board.
2. Reimbursements issued by the board are only for the actual amount of out of pocket expenses paid by the employee. No additional charges may be added by the employee and the employee may not obtain a warrant for funds he or she expects to pay or incur in the future.
3. The District will reimburse travel meal expenses by per diem at the rates established by the Board of Education.
4. According to Internal Revenue Service regulations, meal reimbursements are to be reported as taxable income, unless the employee is required to work extensive hours requiring rest or incur overnight lodging, and there is a substantiated business connection. When meal reimbursements are determined to be taxable, the School District is required to withhold Federal income tax, social security (FICA) and Medicare tax and to pay matching employer contributions for FICA and Medicare tax. Non-overnight meal reimbursement will be treated as non-taxable provided a substantial business discussion occurs during the meal and the meal is furnished for a substantial noncompensatory business reason. When seeking reimbursement for business related meals, employees must document the purpose of the meeting, the time, location and who was in attendance. Reimbursement of any taxable non-overnight meals will be paid in the employee's next regularly scheduled paycheck.
5. Any interpretation of this policy shall be made solely by the Board of Education and shall be binding in all respects.
6. Violation of any of the provisions of this policy may result in dismissal or nonrenewal.
7. Listed below are some items which will not be reimbursed:
 - a. Airline meals served in flight
 - b. Entertainment or alcoholic beverages
 - c. Any costs for spouse or person other than the employee claimant
 - d. Excessive costs of any of the items approved for reimbursement
8. An employee on official school business will be expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business. Excessive costs, such as those caused by circuitous routes,

luxury services or accommodations, will not be considered prudent, nor will they be accepted.

APPROVED: July 23, 1990

REVISED: October 21, 1993; June 10, 1996; July 13, 1998; September 14, 1998; July 16, 2001, September 19, 2005, December 18, 2006; July 1, 2012

5.2 – 5.0 REIMBURSEMENT FOR COCURRICULAR ACTIVITY EXPENSES

Statement of Policy

Expenses for necessary meal and lodging expenses incurred by School District students and sponsors involved in authorized school-sponsored cocurricular activities should be reimbursed by the School District.

Definitions

Terms used in this policy are defined as follows:

1. "Student" means any student of the School District who is participating in an authorized school-sponsored cocurricular activity.
2. "Sponsor" means an employee of the School District or another person who has been authorized by the superintendent or the Board of Education to serve as a sponsor for an authorized school-sponsored cocurricular activity.
3. "Expenses" means any actual indebtedness incurred and paid by an individual student or sponsor for meals and hotel or motel accommodations associated with an authorized school-sponsored cocurricular activity with the intention of being reimbursed by the School District.
4. "Receipt" means an invoice document issued by a vendor which has been paid as an expense by a student or sponsor. A receipt must contain the following information:
 - a. date indebtedness incurred;
 - b. date indebtedness paid;
 - c. amount paid;
 - d. amount of indebtedness;
 - e. who paid the indebtedness;

- f. method of payment;
- g. the purpose of the indebtedness including an itemized description of the goods or services purchased; and
- h. the name, address and telephone number of the vendor.

A credit card slip alone is not a receipt.

- 5. "Supporting documentation" means a memorandum containing a request for reimbursement and explanation of the reason for the expense. All receipts for which reimbursement is sought and a claim must be attached to the memorandum.
- 6. "Claim" is a document prepared by a sponsor who seeks reimbursement which contains the following information:
 - a. a description of the authorized school-sponsored cocurricular activity;
 - b. meals;
 - c. motel and hotel expenses; and
 - d. encumbrance to be charged for expense.
- 7. "Credit card slip" is the customer's copy of the credit card charge form. A credit card slip alone is not a receipt. To qualify as a receipt a credit card slip must be attached to a supporting invoice issued by the vendor which contains all the information required of a receipt.
- 8. "Vendor" means the individual or entity that provided the goods or services to the sponsor or student for which reimbursement is sought and a receipt for payment has been issued.
- 9. "Meals" means actual food expenses incurred while participating in the authorized school-sponsored cocurricular activity.
- 10. "Authorized school-sponsored cocurricular activity" means participation in an event approved in advance by the Board of Education for a particular group of School District students and their sponsor.

Procedure for Reimbursement

To obtain reimbursement for expenses the sponsor must:

- 1. Prepare and maintain complete and accurate supporting documentation with attached receipts and claims for the sponsor(s) and students. Requests for

reimbursement with insufficient or incomplete documentation will be denied.

2. Submit supporting documentation with attachments to the designated District employee/official.
3. The board has absolute discretion to deny the request or approve it in whole or in part. The board's decision is final.
4. The District will issue payment for reimbursement authorized as soon as practicable following the approval.

Other Issues

1. A request for reimbursement must be made within thirty (30) days after the vendor's invoice is issued.
2. Reimbursements will be issued only for the actual amount of expenses paid by the sponsor(s) and the students. No additional charges will be reimbursed. The District will not issue payment for funds a student or sponsor anticipates incurring in the future.
3. Reimbursement for necessary meal and lodging expenses incurred by School District students and sponsors involved in authorized school-sponsored cocurricular activities may be made from the appropriate activity fund sub-account or from the general fund, as determined appropriate by the Board of Education.
4. Any interpretation of this policy shall be made solely by the Board of Education and shall be binding in all respects.
5. Violation of any of the provisions of this policy by a School District employee/sponsor may result in dismissal or nonrenewal. Violation of the provisions of this policy by a student may result in disciplinary action.

APPROVED: September 19, 2005

5.2 - 6.0 PROHIBITION OF COLLUSION IN BUYING

Collusion in buying, kickbacks, or other agreements or arrangements with vendors to obtain price reductions in return for concessions or advantage to the seller or personal advantage to school personnel is strictly prohibited by law and Board regulations. This policy in no way restricts clearly stated price discounts to schools.

APPROVED: July 23, 1990; October 21, 1993; September 14, 1998

5.3 FINANCIAL ACCOUNTS

5.3 - 1.0 CASH RECEIPTS AND CHANGE FUNDS

All cash received by the district will be properly receipted by an authorized person. Those monies receipted will be deposited on a daily basis in the general fund unless they specifically relate to an activity fund account, in which case they shall be deposited in the appropriate sub-account.

No cash will be left in a building over night without being placed in a safe. Under no circumstances will an employee leave money in his or her office or classroom over night. If an activity is held outside of office hours that will result in the collection of money, the sponsor of the activity must make arrangements with the Principal or Superintendent to comply with this requirement.

Cash collected for lost equipment, breakage, or repair of equipment purchased with district funds will be deposited to the general fund.

Following are the change funds authorized and their purpose:

<u>Elementary Sites:</u>	\$30.00 for Child Nutrition Program
<u>East Middle School:</u>	\$200.00 for Child Nutrition Program
<u>West Middle School:</u>	\$300.00 for Child Nutrition Program
<u>Senior High:</u>	\$500.00 for Child Nutrition Program
<u>Senior High Bookstore:</u>	\$75.00 for Child Nutrition Program
<u>Athletics:</u>	\$2,500.00 for gate change
<u>Administration Business Office</u> <u>/Activity</u>	\$50.00 for change
<u>Human Resources</u>	\$100.00 for change
<u>Summer Feeding</u>	\$100.00 for change
<u>Campus Shoppe</u>	\$100.00 for change

ADOPTED: October 21, 1993

REVISED: September 14, 1998; September 19, 2005; July 1, 2012

5.3 - 2.0 ACTIVITY FUNDS

The purpose of the school activity fund is to promote the general welfare, education and morale of all students and to finance extracurricular activities of the student body organizations.

The Board of Education is required to exercise complete control over all school activity funds. The Board of Education, at the beginning of each fiscal year and as needed during each fiscal year, shall approve all school activity fund sub-accounts, all fund raising activities by sub-account and all purposes for which the monies collected in each sub-account can be expended. Ponca City Public Schools will not be responsible for claims resulting from agreements made with clubs or organizations involving district personnel and the payment of money for services when such clubs and organizations operate outside of the Board of Education's authority.

An audit must be made of all activity funds annually by a certified public accountant selected by the Board of Education.

The Superintendent of Schools shall prescribe written procedures governing activity funds.

The school activity fund clerk shall provide the Board of Education with a monthly financial report reflecting the status of each sub-account. The school activity fund custodians will be appointed by the Board of Education and a surety bond will be provided in an amount determined by the Board of Education, but not less than \$1,000.00. The following designated administrators are responsible for school activity funds within their school site or department and are hereby designated activity fund custodians of the Board of Education for the applicable sub-accounts.

<u>School Activity Fund Custodian</u>	<u>Type of Sub-account</u>
Elementary Principal	all site sub-accounts
Secondary Principal	all site sub-accounts except instrumental music and athletic sub-accounts
Instrumental Music Supervisor	instrumental music sub-account
Athletic Director	all athletic sub-accounts
Chief Financial Officer	all administrative sub-accounts
Director of Child Nutrition	Campus Mart and Campus Shoppe sub-accounts
Director of Operation	s maintenance sub-account

In the absence of any of the above-designated custodians, the Administrator for the Division of Finance may sign documents on his or her behalf. The Clerk of the Board of Education or the District Financial Secretary may sign in the absence of the Administrator for the Division of Finance.

Fund Raising Activities

All school activity fund raising activities must be pre-approved by the Board of Education, and the proceeds from these fund raising activities must be deposited intact in the appropriate school activity fund sub-account.

Requests for fund raising activities must be submitted on the appropriate school district form by September 1. Fund raising activities must be conducted for a pre-determined, identified need. Activities which are excluded from the annual application process include collections from students and parents for field trips and optional or special classroom supplies, project costs or fees, membership dues, donations, transfers from one sub-account to another, athletic ticket sales, and athletic concession sales.

Projects for the raising of school activity money shall, in general, contribute to the educational experience of pupils and shall add to, not conflict with, the instructional program. Results of fund raisers shall be reported on forms prescribed by the Superintendent. Money raised from the student body as a whole shall be expended so as to benefit the student body as a whole, and not for the benefit of a special group. Student activity money shall, insofar as possible, be expended in such a way as to benefit those pupils who have contributed to the accumulation of such money.

Receipts and Deposits

All school activity fund monies shall be properly receipted and deposited intact by the end of the next business day. Deposits retained overnight shall be kept in a locked school safe or deposited in the school district's designated bank's night depository.

Expenditures

All expenditures from activity funds must be made by check. Cash expenditures for any purpose, including petty cash expenditures, are prohibited. Checks shall be signed by the school activity fund clerk and countersigned by the appropriate school activity fund custodian.

Expenditures may never exceed the balance in the school activity fund sub-account. All expenditures shall be supported by: (1) proper, approved purchase request; (2) purchase order; (3) receipt of goods or services verification; and (4) an original invoice or statement of services rendered. Supporting documentation for petty cash sub-accounts shall, however, be maintained with the general fund purchase orders used to reimburse the petty cash sub-accounts.

Transfers between sub-accounts are accounted for by journal entries as prescribed by the State Department of Education. Transfers between sub-accounts shall be approved by the Board of Education prior to the transfer being made.

Post-dated checks will not be accepted and checks may not be cashed for anyone. Board of Education employees or others may not make purchases through the school activity fund in order to take personal advantage of student body purchasing privileges.

Reference: 70 O.S. § 5-129

APPROVED: January 3, 1972

REVISED: July 17, 1989; June 8, 1992; June 14, 1993

READOPTED: October 21, 1993

REVISED: September 14, 1998; September 19, 2005; July 1, 2012

5.3 – 2.1 STUDENT SOLICITATION OF FUNDS

We recognize that there are many worthwhile fundraising organizations that are supported by this community and we recognize the importance of teaching citizenship and community responsibility. However, recruitment of students to solicit money for outside organizations is prohibited.

ADOPTED: April 21, 2003

5.3 - 3.0 GUIDELINES FOR THE SANCTIONING OF STUDENT ACHIEVEMENT PROGRAMS AND PARENT-TEACHER ASSOCIATIONS AND ORGANIZATIONS

The Board of Education of the Ponca City School District believes that student achievement programs (curricular, co-curricular and extracurricular) and parent-teacher associations and organizations can advance the educational goals of the Board of Education and confer a benefit to the students of the School District. It is the purpose of this policy to establish guidelines for the sanctioning of student achievement programs and parent-teacher associations and organizations that raise money and collect revenues for the benefit of students. Only those student achievement programs and parent-teacher associations and organizations sanctioned in accordance with this policy will be exempt from the statutory controls over school activity funds found in the Oklahoma School Code, 70 O.S. § 5-129.

All Booster Clubs and Parent Teacher Associations must have a 501(c)(3) status to become an Activity Fund through the school activity accounts. Section 501(c)(3) of the Internal Revenue Code allows for tax exemption for organizations that are organized so that it benefits the entire class/school of athletics/participants and does not benefit certain individuals over others.

Sanctioning Procedure For Student Achievement Programs And Parent-Teacher Associations And Organizations

1. The School District may sanction student achievement programs and parent-teacher associations and organizations that, according to the Board's determination, advance the educational objectives of the School District, are beneficial to students and meet the requirements of this policy.
2. In determining whether a student achievement program or a parent-teacher association or organization should be sanctioned by the School District, the Board of Education may consider: (1) if the program, association, or organization promotes activities that are an extension, expansion, or application of the School District curriculum; (2) if the program, association, or organization assists student government or activities in carrying out special projects or responsibilities; (3) if the program, association, or organization assists student clubs, organizations, and other student groups in raising funds to promote activities approved by the Board of Education; and (4) supplemental information provided by the student achievement program or by a parent-teacher association or organization in support of its application.
3. A written statement by a student achievement program or by a parent-teacher association or organization to the Board of Education requesting sanctioning shall include the following: (1) a statement of its purpose, goals, organizational structure, and membership requirements; (2) a detailed statement of how the School District and its students will benefit if the organization is sanctioned; (3) a statement of nondiscrimination consistent with all Oklahoma and federal laws; and (4) financial and performance audits, if any, which have been performed on such program, association, or organization by an independent accounting firm.
4. The written statement shall be submitted to the superintendent for preliminary review. After the program, association, or organization's written statement has been reviewed by the superintendent, the superintendent shall make a recommendation to the Board of Education. The Board of Education shall review the written statement, and shall sanction or decline to sanction the applicant. The decision of the Board of Education is final and nonappealable.
5. In order to maintain the status of a sanctioned program, association, or organization in accordance with this policy, the superintendent of schools or the Board of Education may require from any such program, association or organization, on an annual basis, that financial and performance audits be performed on the program, association, or organization by an independent accounting firm. If required by the superintendent of schools or the Board of Education, the audits shall be submitted to the

superintendent within ninety (90) days of the superintendent's request. The Board of Education shall review any audits submitted and determine if the program, association, or organization is entitled to continue to be sanctioned in accordance with this policy and if its funds should continue to be exempt from the statutory controls over student activity funds found in the Oklahoma School Code, 70 O.S. § 5-129.

6. The superintendent of schools or the Board of Education may, at any time they deem warranted, request copies of any and all records maintained by the program, organization, or association. Copies of records must be promptly provided upon the request of the Board or Superintendent.
7. The Board may, at its discretion, withdraw sanctioning at any time it deems it in the best interest of the School District. Any decision of the Board of Education to withdraw sanctioning is final and nonappealable.
8. No program, association or organization sanctioned under this policy shall publish or otherwise publicly indicate in any manner that it has been sanctioned by the School District under this policy.

ADOPTED: September 19, 2005

REVISED: July 1, 2012

5.3 - 4.0 DISTRICT INVESTMENT POLICY

This investment policy is adopted in accordance with the provisions of applicable law by the Board of Education of the Ponca City School District (the "District"). This policy sets forth the investment policy for the management of the public funds of the District as required by state law.

It is designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and reasonable investment returns.

Statutory Authority

Except as otherwise provided by law, the District Treasurer, when authorized by the Board of Education by a written investment policy or resolution, shall invest monies in the custody of the Treasurer in:

1. Direct obligations of the United States Government, its agencies or instrumentalities in which the full faith and credit of the United States Government is pledged; provided the District Treasurer, after completion of an investment education program in compliance with applicable law, may invest funds in the investment account in other obligations of the United States Government, its agencies or instrumentalities;

2. Obligations to the payment of which the full faith and credit of the state of Oklahoma is pledged;
3. Certificates of deposits of banks with investment secured by acceptable collateral as in the deposit of other public monies;
4. Savings accounts or savings certificates of savings and loan associations to the extent that such accounts or certificates are fully insured by the Federal Savings and Loan Insurance Corporation or to the extent that such accounts or certificates are secured by acceptable collateral as in the deposit of other public monies;
5. Repurchase agreements that have underlying collateral consisting of those items specified in paragraphs 1 and 2 above including obligations of the United States, its agencies, and instrumentalities, and where the collateral has been deposited with a trustee or custodian bank in an irrevocable trust or escrow account established for such purposes;
6. County, municipal, or school district direct debt obligations for which an ad valorem tax may be levied or bond and revenue anticipation notes, money judgments against such county, municipality, or school district ordered by a court of record or bonds or bond and revenue anticipation notes issued by a public trust for which such county, municipality or school district is a beneficiary thereof. All collateral pledged to secure public funds shall be valued at no more than market value;
7. Money market mutual funds regulated by the Securities and Exchange Commission and which investments consist of obligations of the United States, its agencies and instrumentalities, and investments in those items and those restrictions specified in paragraphs 1 through 6 above;
8. Warrants, General Obligation Bonds, or Judgments of Ponca City Public Schools;
9. Qualified Pooled Investment Programs through an interlocal cooperative agreement formed pursuant to applicable law and to which the Board of Education has voted to be a member, the investments of which consist of those items specified in paragraphs 1 through 8 above, as well as obligations of the United States agencies and instrumentalities;
10. Any other investment that is authorized by state or federal law.

Organization

The organization of the investment functions of the district shall consist of the Treasurer and Assistant Treasurer. Both positions must have a surety bond for the executing of investment duties.

The school district Treasurer is authorized by the Board of Education to withdraw funds from the Investment Accounts as necessary to meet emergency requirements which cannot be covered by funds from the Operating Account, and to deposit cash received during this period in either the “Operating” or the “Investment Accounts” as deemed desirable after analysis of the cash requirements at the time such cash is received.

Investment Philosophy

This policy shall be based upon a “prudent investor” standard. The Board of Education recognizes that those charged with the investment of public funds act as fiduciaries for the public, and therefore, the Treasurer is directed to exercise the judgment and care that persons of ordinary prudence, discretion, and intelligence exercise in the management of their own affairs as to the permanent non-speculative disposition of their funds, with due consideration of probable income earnings and probable safety of capital. In investing the District’s funds, the Treasurer shall place primary emphasis on safety and liquidity of principal and earnings thereon.

1. **Liquidity** - Idle cash will be invested to the fullest extent practicable in interest-bearing investments or accounts. However, the portfolio should remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
2. **Diversification** - The investment portfolio will be diversified to avoid incurring undue concentration in securities of one type, so that no one class of investments can have a disproportionate impact on the portfolio. This restriction does not apply to U.S. Treasury securities.
3. **Safety of Principal** - The primary investment objective is the preservation of principal and liquidity; income is a secondary objective.
4. **Yield** - The portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is a secondary objective to the preservation of principal and liquidity.
5. **Maturity** - All investments may have maturities to eighteen months, provided sufficient liquidity is available to meet major outlays, except the general fund investments may not exceed twelve months.
6. **Quality of the Instrument and Capability of Investment Management** - The Chief Financial Officer is responsible to see the Treasurer and Assistant Treasurer are qualified and capable of managing the investment portfolio. The Treasurer and Assistant Treasurer will be required to complete an investment education program approved by the State Board of Education for treasurers and maintain any certification of the investment education program.

Safekeeping And Custody

The Treasurer will maintain a list of financial institutions and approved pooled investment programs authorized to provide investment services. In addition, a list will also be maintained of financial institutions with collateral pledged in Ponca City Public Schools' name.

1. Securities purchased from any bank or dealer including appropriate collateral by state law for a particular investment shall be placed under an independent third party custodial safekeeping agreement. The Trust Department of a financial institution is independent from the financial institution.
2. All securities shall be in the form of book entry, and physical delivery of securities should be avoided.
3. Due to the potential for error and improprieties arising from telephone transactions, all telephone transactions should be supported by written communications. Written communication may be via facsimile if on letterhead and the safekeeping institution has a list of authorized signatures.
4. Written transactions and confirmations of transactions via modems shall be kept in the Treasurer's office.

Reporting And Review Of Investments

The Treasurer or Assistant Treasurer shall prepare an investment report. This report should be provided to the Superintendent, Chief Financial Officer, and the Board for review of the investment performance on a regular basis that is no less frequent than monthly. The report will include the following:

1. A listing of individual securities held at the end of the reporting period;
2. Purchase and maturity dates of said securities;
3. Name of applicable fund for said securities;
4. Yield rate for said securities;
5. Collateral held by custodial third party for applicable financial institution.

The Board of Education shall review the Treasurer's investment performance on a regular basis that is no less frequent than monthly.

Depositing Of Interest

Unless otherwise directed by the Board through policy or by a special directive, by the

Oklahoma Constitution or by the federal government, income earned from the investment of these funds, except those generated by the Gift & Endowment Fund, Bond Funds and Activity Fund, shall be deposited into the General Fund. Each year, the Treasurer shall review the interest earnings for each fund earned during the previous and/or current fiscal year.

Interest earned from the investments of: (1) Gift & Endowment Fund shall be deposited in the Gift & Endowment Fund; (2) Bond Funds shall be deposited in the appropriate Bond Fund as stated in the Treasurer's Resolution to Invest Funds; and (3) the Activity Fund shall be deposited in the Activity Fund.

APPROVED: July 8, 1991; October 21, 1993; September 14, 1998
REVISED: April 17, 2000; September 19, 2005

5.3 – 5.0 SURETY BONDS FOR SUPERINTENDENT AND FINANCIAL OFFICERS

Pursuant to Okla. Stat. tit. 70, § 5-116a, the Superintendent and any financial officer of the District shall be required to furnish a surety bond in the penal sum of not less than One Hundred Thousand Dollars (\$100,000.00) or an amount otherwise set by law or set by the State Board of Education to assure the faithful performance of the duties of the Superintendent and financial officers.

The Board of Education finds that a reasonable definition of “financial officer” is any person whose job description or Board policy or practice requires that he or she supervise or handle monetary receipts or disbursements on a reasonably consistent basis and any person who has oversight of funds or who actually transacts financial business on behalf of the District. In accord with this definition the Board defines “financial officers” to include the individuals holding in whole or in part the following positions or their functional equivalent: chief financial or business officer, encumbrance clerk, payroll clerk, treasurer, assistant treasurer, or activity fund custodian.

The requirement as to the terms, conditions, penalty, amount or quality, or type of surety shall be deemed to mean the furnishing of a separate bond or surety contract for each individual officer or employee, or the furnishing of a “blanket bond”. The latter means a school district officer and employees blanket position bond that covers all officers and employees up to the penalty of the bond for each officer and employee and the full penalty of the bond is always enforced during its term and no restoration is necessary and there is no additional premium after a loss is paid.

The surety bonds required by Section 5-116a shall be furnished by a company duly qualified under the insurance laws of Oklahoma and shall be purchased by the District. Each surety bond shall be payable to the District and require “financial officers” and the Superintendent to faithfully perform their duties during their employment or term of office and properly account for all monies and property received by virtue of their

position or employment.

In the event of a conflict between this policy and any opinion of a court of competent jurisdiction or an opinion of the Oklahoma Attorney General regarding who constitutes a “financial officer” of the District, the opinion will be deemed to control over any contradictory definition in this policy.

ADOPTED: August 10, 2009

5.4 RAFFLES

5.4 – 1.0 SCHOOL RAFFLES

Oklahoma law permits schools and their affiliated student groups and parent-teacher groups to raise money by conducting raffles in exchange for voluntary contributions. However, the *sale* of raffle tickets is against the law and subjects such persons or groups selling the tickets to criminal liability. The district provides schools, student groups and parent-teacher groups with the option of conducting raffles. However, in order to comply with state law as well as prevent exploitation of students, parents and the community, the district requires that all such raffles be conducted within the limitations and guidelines provided below.

Groups Allowed to Conduct Raffles on School Property

Only a school in the district or a student or parent-teacher group affiliated with a school in the district may conduct a raffle or raffle-related activities on school property. The group conducting such a raffle is the “sponsoring organization” for purposes of this Policy.

Prior Approval of Raffles Required

Raffles and raffle-related activities are not permitted on school property unless prior approval has been given, in writing, by the school principal. In order to receive approval, the student group must prepare a *Request for Raffle* form and submit it to the school principal. The principal will not issue an approval unless the form is complete and unless the organization is in compliance with the School Raffles policy and policy concerning student fund raising activities. In addition, before providing the approval, the principal must obtain the approval of the Board. The principal may deny a request for a raffle at his or her discretion, taking the purpose of the fundraising into account as well as the number of raffles or other fund raising activities already approved for the calendar year. This decision may be appealed to the superintendent.

If the raffle is being sponsored by the school generally (not by a student or teacher-parent group), approval for such a raffle must be granted by the board upon the request of the school’s principal or the superintendent.

General Requirements

Raffle tickets may be issued only in exchange for a voluntary contribution. Specifically, there may be no set price for a raffle ticket, and the issuance of a raffle ticket may not be contingent on a financial contribution to the sponsoring organization. However, the sponsoring organization may determine a suggested voluntary contribution amount and may print this amount on the ticket as the suggested voluntary contribution.

The sponsoring organization may not hire or contract with any person or business to

conduct the raffle, to sell raffle tickets, or to solicit contributions in connection with a raffle on its behalf.

No staff member or student shall be coerced or forced to participate in any raffle-related activity.

All tickets remain the responsibility of the sponsoring organization with accountability to the school's principal.

The fair market value of any one prize may not exceed \$5000.00.

Information Printed on Tickets

The following information must be printed on the raffle ticket:

1. The name of the organization sponsoring the raffle;
2. Date, time and place of drawing;
3. The District's name; and
4. Consecutive numbering.

Records of Raffle Activity

The sponsoring organization must report in writing to the school's principal the following information within five days of the raffle drawing:

1. Name of raffle winner(s) and respective prize(s), including the fair market value of the prize;
2. Total raffle tickets sold;
3. Total gross receipts;
4. Details of expenses related to the activity;
5. Net proceeds (gross proceeds minus expenses); and
6. Details of the expected use of the profits from the activity.
7. If the fair market value of the prize is \$600.00 or more, then the school must also obtain and keep for its records the social security number of the prize winner and his/her address.

If the raffle is being sponsored by the school generally (not by a student or teacher-parent group), this information should be submitted to the superintendent.

Federal Taxation Issues

The fair market value of the prizes must be disclosed to the respective winners. If the fair market value of the prize is \$600.00 or more, then the sponsoring organization must issue an IRS Form 1099 to the IRS and the recipient. Copies of the Form 1099's must be sent to the district's business office.

ADOPTED: September 19, 2005

5.5 BIDS / CONTRACTS / AGREEMENTS

5.5 - 1.0 APPROVAL OF CONTRACTS/AGREEMENTS

It shall be the policy of the Ponca City Board of Education to approve all contracts, agreements, lease-purchase agreements, or other contractual binding documents which exceed ten thousand dollars (\$10,000) as a separate action item at the Board meeting. Those contracts, agreements, ratification, or continuation of agreements, lease-purchase, maintenance contracts or agreements, or other contractually binding documents under ten thousand dollars (\$10,000) will be presented first to the Finance Committee of the Board for review and then made a part of the consent agenda for the next Board meeting. Any such item on the consent agenda may be separated from the consent agenda for additional discussion or information.

APPROVED: May 27, 1998

REVISED: September 14, 1998; September 19, 2005

5.5 - 2.0 LOCAL VENDOR PREFERENCES FOR QUOTATIONS

The Ponca City Board of Education supports the concept of utilizing local businesses in the purchasing of supplies, materials and equipment for the school system. It shall be a policy of this Board that local businesses who submit quotations for various items shall receive first consideration whenever the items are of similar quality and the quotations are not substantially higher than an out-of-town firm who may submit a lower quotation. The Board recognizes the support of all the local taxpayers and reaffirms its practice of utilizing tax dollars in a business-like manner.

REVISED: July 20, 1987; October 21, 1993; September 14, 1998; October 16, 2000, September 19, 2005

5.5 - 3.0 CODE COMPLIANCE IN BUILDING SPECIFICATIONS AND CONTRACTS

Specifications

All specifications and contracts for new construction buildings, additions to buildings, and remodeling of buildings shall comply with all applicable city and state building codes.

ADOPTED: January 23, 1967; October 21, 1993; September 14, 1998

**5.5 - 4.0 ADHERENCE TO STATUTE ON CONTRACTED EMPLOYEES
ON SCHOOL PREMISES**

It is the policy of the Ponca City Board of Education to inform and ensure that persons and/or businesses contracting with the school district will adhere to the state statute requiring businesses or service contractors to provide a notarized statement that no employee may be on the school premises if convicted of a felony or if registered in any state under any type of sex offenders registration procedure. In addition, all bid notices will include the required notification and signed statement acknowledging adherence to the statute. This policy will be implemented under the statute's requirements as initiated and amended.

ADOPTED: September 14, 1998

**5.5 - 5.0 NO AUTHORITY OF EMPLOYEES TO CONTRACT
*(Please note this is also referred to in Section VI. - Personnel)***

No employee, except the Superintendent, has the authority to sign any contract or agreement on behalf of the district. The superintendent has authority to sign contracts or agreements only as authorized by the Board of Education.

5.6 DISTRICT-OWNED VEHICLES, PROPERTY, AND SUPPLIES

5.6 - 1.0 DISTRICT-OWNED VEHICLES

District-owned vehicles provided to employees for use in conducting school business may not be used for personal purposes other than commuting and other *de minimis* personal use (such as a stop for lunch on route between two business stops or a stop for a personal errand on route from a business stop to home).

The use of district-owned vehicles is considered a fringe benefit, valued at \$3.00 per day (home to work and work to home), under the commuting value method. Reference: I.R.S. Regulation Section 1.61-21(f)(3).

APPROVED: November 12, 1990; October 21, 1993; September 14, 1998

5.6 - 2.0 SALE OF SCHOOL DISTRICT SURPLUS PROPERTY

Real Property

When district-owned real estate is no longer needed for public school purposes, the board of education may declare the property to be surplus to the needs of the district. Following such a declaration surplus real estate may be sold at any time using the following procedure:

1. Prior to requesting bids for a property, the district will have the property appraised by at least two (2) disinterested, qualified appraisers chosen by the superintendent. If the superintendent deems it appropriate additional appraisals may be obtained. All appraisals will be confidential until after the property is sold. When the property is sold, all appraisals will be made available for public inspection. Any appraisal must be made within six (6) months of the date on which the property is offered for public bid.
2. The superintendent will prepare a notice to bidders advising that sealed bids for the purchase of a property will be received by the district at a time and place designated in the bid notice. The bid notice will require each bidder to state, in his or her bid, the intended use of the property. This use may be a factor in determining the successful bidder.
3. The bid notice will be published at least ten (10) days prior to the bid opening in at least one (1) issue of a newspaper of general circulation in the county in which the property is located. The bid notice may be published in additional newspapers or advertised by additional means at the discretion of the superintendent or by direction of the board of education.

4. The bids will be opened at the time and place specified in the bid notice and the bids will be referred to the board of education for acceptance or rejection. The board of education will reserve the right to reject any and all bids or to accept any particular bid.
5. Surplus real estate will not be sold at private sale unless the real estate has first been offered for sale by public sale or public bid and all such bids have been rejected.
6. Surplus real estate will not be sold at a public or private sale for less than 75% of the appraised value as determined by averaging the property appraisals.
7. Any conveyance of real estate by private sale to a non-profit organization, association, or corporation to be used for public purposes, unless for exchange, will contain a reversionary clause which returns the real estate to the district upon cessation of the use without profit or for public purposes by the purchaser or the assigns of the purchaser.

Personal Property

District owned property, other than real estate, is considered school personal property (equipment, furniture, etc.). When district-owned personal property is no longer needed, the board may declare the property to be surplus to the needs of the district. Following such a declaration, surplus personal property may be disposed of using the following procedure:

1. The board must declare the property surplus during a regular or special board meeting. The meeting agenda (or an attachment to the agenda) must contain a description of all property to be declared surplus.
2. After the board has declared the property surplus, the superintendent is authorized to use the most economical and beneficial means to dispose of the property. These methods may include sale (public auction, written bids, online services, etc.), trade, salvage/scrap, discard, or any other means the superintendent determines to be appropriate based on the condition of the property and the totality of the circumstances. If property is sold or traded, the district must receive reasonable compensation.
3. The superintendent or designee will maintain records regarding disposition of surplus property for five years from disposition of the property.
4. Surplus computers, copiers, and other electronics that store data must be either electronically wiped clean or have the hard drive destroyed so that any sensitive or confidential information (social security numbers, health information, personal identification information, school financial

information, licensed software, etc.) cannot be recovered from the equipment.

5. Partner school districts may be given an opportunity to take any needed surplus personal property.

6. School board members (and their second-degree relatives) are prohibited by state law from purchasing property from the district.

7. District employees (and members of their immediate families) who recommend that property be declared surplus are prohibited from obtaining the surplus property either directly or indirectly.

Reference: 70 OKLA. STAT. §5-117(11); 60 OKLA. STAT. § 812

ADOPTED: October 8, 2018

5.6 – 3.0 INTELLECTUAL PROPERTY

The Ponca City School District (“District”) respects the intellectual property of others, including students, patrons and employees. The purpose of this policy is to provide the necessary protections and incentives to encourage both the discovery and development of new knowledge and its transfer for public benefit. The ownership rights to all intellectual property that is created in whole or part at the District or under District sponsorship or with the use of District course materials, facilities, funds, equipment or any other resources of whatever nature or kind owned or controlled by the District shall be determined generally as set forth in this policy.

I. Definitions

1. “Author” and “member” are defined as the individual or as part of a group of other “authors” that invents, authors, discovers, or otherwise creates or helps to create intellectual property.
2. “Course materials” are defined as any and all materials prepared for use in teaching, fixed or unfixed, in any form, including, but not limited to, digital, print, audio, visual, or any combination thereof. Course materials include, but are not limited to, lectures, lecture notes, and materials, syllabi, study guides, bibliographies, visual aids, images, diagrams, multimedia presentations, and educational software.
3. “Creator” is defined as being synonymous with and can be used interchangeably with “author” and “member” as used in this policy.

4. "District facilities" are defined to include, but are not limited to, buildings, equipment, and other facilities under the control of the District.
5. "District funds" are defined as funds under the control and responsibility, or authority of the District, regardless of source.
6. "District resources" are defined as all tangible resources including, but not limited to, buildings, equipment, facilities, computers, software, personnel, and funding.
7. "Employee" is, unless there is a written agreement providing otherwise, an individual employed by the District in a full-time or part-time position, including certified and support staff, appointed personnel, persons with "no salary" appointments, volunteers, contractors, persons on an extra duty or supplemental contract.
8. "Intellectual property" is defined as any works, products, processes, tangible research property, copyrightable subject matter, works of art, trade secrets, know how, inventions and other creations the ownership of which are recognized and protected from unauthorized exploitation by law. Examples of intellectual property include, but are not limited to, scholarly, artistic, and instructional materials.
9. "Invention" is defined as all discoveries, conceptions, ideas, improvements, innovations, problem solutions and/or technological developments.
10. "Patent" is defined as both United States and foreign patents and patent applications, and the rights conferred upon the patent holder by applicable law.
11. "Student" is defined as any individual who is attending or who has attended any schools within the District.
12. "Trademark" is defined as any mark that identifies an item of intellectual property or an educational or training service.
13. "Work" is defined as any "original work of authorship fixed in a tangible medium" as used in the federal Copyright Act.

II. Patents

All discoveries and inventions, whether patentable or un-patentable, and including any and all patents based thereon and applications for such patents, which are made or conceived by any member of the faculty, staff, or student of the District, either in the course and/or scope of employment with the District or that is created in whole or part with the use of District course materials, facilities, funds, employees, or any other resources of the District shall be owned by and be the

sole property of the District and the member will assign and by participating in any activity which leads to any discovery and invention does hereby assign all of member's rights in and to the discoveries and inventions to the District.

III. Trademarks

The District owns all rights and titles to any trademarks related to any item of intellectual property owned by the District.

IV. Copyright

Except as specifically provided herein, copyright rights to works developed by an employee either in the course and/or scope of employment with the District are the sole property of the District. Ownership of copyrights to works of artistry or scholarship in the creator's professional field such as textbooks, course materials, scholarly papers and articles, software and other computer materials when they are works of artistry or scholarship, novels, poems, paintings, musical compositions or other such works of artistic imagination produced by District employees who have a general obligation to produce such works where the specific choice, content, course, and direction of the effort is determined by the employee without direct assignment or supervision by the District ("Artistic or Scholarly Works") shall reside in the creators and the works shall not be deemed "works made for hire" under this policy unless they are also sponsored/contracted works or specifically assigned by the District.

Upon request by the District, an employee who creates an Artistic or Scholarly Work while acting in the course and/or scope of his or her employment or with the use of District course materials, facilities, funds, or any other resources of the District shall grant the District a nonexclusive, free of cost, world wide right and license to exercise all copyright rights in and to such Artistic or Scholarly Work, except the right to commercially display, use, perform, or distribute copies of the Work, unless to do so would impair the ability of the creator to have the Work published or distributed.

V. Authority to Reference District

The District shall have the right and sole authority to determine whether or not to put its name on a work. If so requested by the District, the author agrees to credit the District, in a manner satisfactory to the Board or its designee, in any way to the creation of such work. Similarly, the author agrees upon request to remove any reference to the District in the work.

VI. Marketing Decisions

The Superintendent of the District or his/her designee will be responsible for all marketing decisions involving patentable inventions. This includes all patents to

which the District has ownership rights under this policy.

VII. Release of Liability

Any student or employee who creates or participates in the creation of a work in whole or part at the District or under District sponsorship or with the use of District course materials, facilities, funds, employees, or any other resources agrees to indemnify and hold harmless the District against any loss, damage, liability, or expense that it may incur as a result of the preparation, production, or distribution of such work, including but not limited to, any material in such work that infringes or violates any copyright, right of privacy, or any other right of any person, or is libelous, obscene, or contrary to law.

ADOPTED: October 8, 2018

5.6 – 4.0 USE OF SCHOOL DISTRICT TRADEMARKS

Statement of Policy

In order to protect the School District’s intellectual property from unauthorized use, it is the policy of the Board of Education to impose specific guidelines and restrictions regarding the use of legally protected trademarks owned by the School District. Any use of a Ponca City Public Schools trademark requires prior written approval pursuant to the terms and conditions outlined in this policy.

School District Trademarks

This policy applies to all trademarks, service marks, trade names, logos and/or symbols of Ponca City Public Schools, including, but not limited to, the names “Ponca City Public Schools” and “Ponca City Wildcats,” and the Ponca City Wildcat logo (the “School District Trademarks”). The School District Trademarks are registered with the United States Patent and Trademark Office, the Oklahoma Secretary of State, and/or entitled to protection under the common law.

Licensing Agreements

Any vendor, company, student organization, parent organization, booster club, outside group, or individual that desires to use one or more School District Trademarks for any purpose, whether commercial or otherwise, is required to obtain the prior written approval of the School District in the form of a license agreement authorizing such use.

Parties that wish to obtain a license to use one or more School District Trademarks shall complete and submit a Logo Approval Form and Licensing Agreement to the School District. Copies of this form may be obtained from the School District’s Business Office. School District athletic teams wishing to use School District Trademarks should submit

completed forms to the District's Athletic Director; all other applicants, including, but not limited to School District clubs or activity groups, booster clubs, and outside organizations, businesses or individuals, should submit forms to the School District's Business Office.

The School District will review the submitted forms and provide applicants with written notice of whether their proposed licensing agreements have been approved or denied within a reasonable time after submission of applications. In appropriate circumstances, School District administration may elect to negotiate with applicants to modify certain aspects of the proposed licensing arrangement in order to reach an agreement that is mutually acceptable.

If the School District approves the proposed use of School District Trademarks, the Logo Approval Form and Licensing Agreement shall be executed by the Superintendent or designee and approved by the Board of Education. No individual or group shall use School District Trademarks without a written license agreement obtained pursuant to this policy.

Licensing Fees

The School District may elect to charge applicants a licensing fee in return for granting a license to make use of School District Trademarks. The licensing fee shall be in an amount to be determined by the School District based on all relevant circumstances, including the identity of the group or individual seeking to use School District Trademarks, the specific product/use involved, and whether the proposed use is commercial in nature.

In some cases, the School District may elect to grant a license for the use of School District Trademarks without charging a licensing fee. However, a written license agreement is nonetheless required for all uses of School District Trademarks pursuant to this policy, regardless of whether a licensing fee is imposed.

Use of School District Trademarks Pursuant to License Agreements

Use of School District Trademarks by parties that have been granted a license is limited to the specific use outlined in the license agreement, pursuant to all terms and conditions contained in the license agreement, during the approved term of the agreement.

The design of each School District Trademark must remain intact. No alterations, additions or deletions to any part of a School District Trademark are permitted without the prior written permission of the Superintendent or designee.

When using School District Trademarks incorporating the official colors of Ponca City Public Schools, bright red and royal blue, licensees must use the approved shades of each color, which are listed in the Pantone Formula Guide Color Deck as Pantone #186 C (Scarlet Red) and #2767 C (Navy Blue), unless the licensee has been prior written

approval by of the Superintendent or designee to deviate from the approved shades.

Enforcement

Use of School District Trademarks that does not conform to the provisions of this policy and any applicable license agreement(s) between the School District and licensees constitutes a violation of School District policy and, under certain circumstances, may constitute a violation of state and/or federal law. The School District reserves the right to take all appropriate measures provided for by law, including pursuing litigation against parties that commit trademark infringement, in order to prevent or address misappropriation of the District's intellectual property.

ADOPTED: October 8, 2018

5.7 BUILDING OPERATIONS AND MAINTENANCE

5.7 - 1.0 MAINTENANCE AND OPERATIONS PROGRAM

The Ponca City Board of Education recognizes the positive impact of a quality Maintenance and Operations program on both facilities and occupants and; therefore, does establish the following items to be district policy.

Standards for Facilities

All students and staff shall occupy facilities which are structurally safe, well maintained, and contain adequate space to meet the instructional needs of the students. In addition, it shall be the policy of the Board to have programs developed for preventive and corrective maintenance to ensure that the sites and buildings will be clean, in good repair, and maintained with consideration for function and aesthetic values.

In-Service Training

The maintenance, custodial, and other support staff shall receive the required federal and state required in-service training and other in-service training as needed to ensure that the individuals will be effective and efficient in their job performance. The Board will ensure that programs will be developed in compliance with federal and state requirements for maintaining, handling or storing of hazardous materials and other applicable life, health, and/or safety matters.

Budget

As part of the normal budgeting process, the Board shall receive a proposed annual budget for the Maintenance and Operations program. It is the intent of the Board for this budget to have line item expenditures and to be so designed as to promote cost effective purchases of equipment, materials, and services. Long range planning of the budget, the tracking of expenditure patterns, and the scheduling of preventive maintenance expenditures will also be a part of this budget.

APPROVED: May 11, 1992; October 21, 1993

5.7 - 2.0 ENERGY MANAGEMENT CONSERVATION

It is the policy of the Board of Education to provide for the safety and comfort of all students and employees. The Board believes that it is their responsibility to insure that every effort is made to conserve energy and natural resources while exercising sound financial management.

The superintendent will develop regulations to implement energy conservation in District facilities. District employees and students are expected to comply with those regulations.

APPROVED: November 11, 1996

REVISED: September 19, 2005

5.8 SITE-BASED SCHOOL IMPROVEMENT

5.8 - 1.0 GENERAL POLICY

The Board of Education supports the concept of site-based school improvement and hereby adopts the following definition.

Site-based participatory management is the restructuring of decision-making and authority in school and other worksites to ensure the active involvement and participation of administrators, teachers, support staff, parents and students in decisions that affect student learning in a school. It requires those participants to accept increased responsibility and accountability for working together to:

1. Develop and implement the school improvement process based on effective schools research;
2. Determine an annual school improvement plan based on effective schools research that is results-based and data-driven;
3. Participate in decisions that result in the allocation of resources; i.e., money, staffing and time.

Each of the school sites will name a school improvement team known as the Building Level Improvement Team (BLT). The team will be composed of teachers, parents, support staff, students and the site administrator. The team will operate within the parameters that are described in the succeeding sections of Board policy.

Nothing in the school improvement plans developed by the Building Level Teams shall limit or affect the power of the Board to govern and manage the district or limit the responsibilities of Board Members or of the Superintendent of Schools, nor shall the site-based decision making process create a new cause of action or require collective bargaining.

5.8 - 2.0 INTENT AND EXPECTATIONS

The intent of the Board of Education is to enhance the performance and operations of individual schools by enabling principals to better utilize all the human and fiscal resources available to them, thereby empowering school employees and making better use of abilities and talents of the district. The outcomes of the implementation of School-Based Improvement are expected to be:

- (1) Improved educational opportunities and outcomes for students in the district.
- (2) Shifting of specific decision-making authority to individual schools.

- (3) Enabling administrators to better utilize school faculties and other school employees in making building-level decisions.
- (4) Enhancing the quality of decision-making through consensus.
- (5) Increasing collegial planning and implementation of instructional program and delivery system.

5.8 - 3.0 SCHOOL DISTRICT COMMITMENT

The School Board is responsible for the policies and priorities of the district and by their designation, the Superintendent and staff shall:

- (1) Provide technical assistance and support to Building-Level Improvement Teams ("BLT") through consultants and central administrative staff.
- (2) Design appropriate agreements to facilitate activities designed as part of School-Based Improvement while maintaining and adhering to law, general policies and guidelines that govern the operation of schools, that are consistent with all current contracts, and that function within School Board regulations.
- (3) Provide timely access to information necessary for good school management in areas of personnel, budget, management information systems and purchasing and accounting.
- (4) Support the timely processing of requests for funding and other resources that are germane to the operation of School-Based Improvement schools.
- (5) Expressly share some decision making authority with the Building-Level Improvement Teams in the areas of:
 - a. Student Achievement
 - b. Curriculum
 - c. School Climate and Environment
 - d. Special Education
 - e. Staff Development
 - f. Personnel Interviewing

- g. Student Management Plans
- h. Budgeting
- i. Books and Materials

These areas would be subject to the current conditions and restrictions contained in Board policy and regulations.

Should a Building-Level Improvement Team find that certain Board policies do not allow the flexibility to provide programs or activities in the best interest of the students at that school, requests for modification of Board policy, exemption or waivers must be submitted in writing to the Superintendent prior to initiation of the program or activity.

- (6) Provide release planning time for members of the Building-Level Improvement Teams.
- (7) Make available to the Building-Level Improvement Teams a trained facilitator (either the Superintendent of Schools or other district employees) to facilitate the work of the Teams, and to hold the Team's focus on issues that benefit students.
- (8) Allocate a portion of the budget to school-based improvement activities and resources.
- (9) Provide workshops, institutes, and other forms of education, training and support to individual Building-Level Improvement Teams throughout the school year according to the requests and needs of participating schools, within present system capabilities.
- (10) Document workshops on School-Based Improvement and make copies of the documents available to each Building-Level Improvement Team.
- (11) Distribute to each Building-Level Improvement Team research information pertinent to school improvement efforts.
- (12) Provide for summative and formative evaluation of school improvement efforts.

5.8 - 4.0 SITE COMMITMENT

Each school will do the following:

- (1) Establish and maintain a Building-Level Improvement Team whose

composition shall be a fair representation of the school. The Building-Level Improvement Team will meet regularly throughout the year. Each BLT may select a parent to serve as a member of the team.

- (2) Adhere to rules, regulations and policies of the Board of Education, and laws of local, state and federal government, and demonstrate ethical practices in its operations.
- (3) Develop an Individual School Level Improvement Plan which will specify goals, objectives and tasks to be accomplished by the SBI process in that school, based upon information obtained from the following sources:
 - a. Community needs assessment
 - b. District goals
 - c. Effective school correlates
 - d. Staff needs assessment
 - e. School profile
 - f. Unique concerns as expressed by students, staff and community as they arise

Care should be taken to include educational objectives in the annual improvement plan.

- (4) Identify and organize resources to support efforts to accomplish the goals/objectives which are included in the School Improvement Plan.
- (5) Provide open and ongoing communication with staff, community and central office staff regarding Building-Level Improvement Team activities. Specifically, requests for information on the accomplishments of goals and activities will be fulfilled.
- (6) Prepare and submit to the Superintendent of Schools an annual evaluation of the School Improvement Plan efforts.
- (7) Develop a building level budget for the following school year that reflects district, and, as much as possible, school-wide goals identified by the Principal and the Building-Level Improvement Team.
- (8) Recommend curricular adoptions, modifications or supplements to enhance the educational service delivery to students. Such curricular

recommendations may be implemented after approval in accordance with established procedures.

- (9) Work with the Building-Level Improvement Team and the central office staff to implement procedural changes that are deemed appropriate by both the staff and the school.
- (10) Develop a set of operational procedures for the Building-Level Improvement Teams that are disseminated to faculty, parents and the Superintendent of Schools.
- (11) Organize and participate in a yearly planning session to update the School Improvement Plan.

REVISED: September 14, 1998; September 19, 2005

5.8 - 5.0 ALLOCATION OF FUNDS TO SITES

Each year an allocation of school district funds is made to sites and departments for certain expenditures. Site allocations are based on enrollment. The Encumbrance Clerk charges all site purchase orders against these allowances and renders periodic reports of the status of the allocations.

Site allocations are made annually in the following areas:

Instructional supplies
Library materials
Gifted and Talented

All requisitions shall be made by April 1

An allocation of money for the purposes indicated above does not include authority to purchase without prior approval of a purchase order, following the correct encumbrance procedure processed through the Business Office.

APPROVED: July 23, 1990

REVISED: December 9, 1991; October 21, 1993; September 14, 1998,
September 19, 2005

5.9 INCENTIVE AWARDS FOR EMPLOYEE PERFORMANCE AND PRODUCTIVITY

This policy is promulgated pursuant to 74 O.S. § 4111, which is commonly known as the Incentive Awards for State Employees Act.

1. Finding of Public Interest

The Board of Education believes and hereby finds that it is in the best interest of the District and of the public being served by the District to establish a recognition awards program to recognize employees who have exercised excellence in job performance and to encourage quality improvement efforts and employee productivity.

2. Compliance with State Law and Regulations

The administration is authorized to continue to expend available funds from School Activity funds for the purposes of providing recognition to school employees, students, and patrons. The purpose of this policy is to govern the selection and award of incentives out of general fund monies. Any expenditure of general funds of the district for employee job performance incentive awards or productivity awards must comply with the Incentive Awards for State Employees Act and any regulations promulgated thereunder by the Oklahoma Office of Personnel Management.

3. Procedure for Nominating and Selecting Awards

Any supervising employee that desires to nominate another employee or work unit for an award for job performance or for an employee productivity award may nominate such employee in writing together with the reasons for the nomination by submitting such in writing. The administration shall appoint a committee of district supervisory personnel, who shall receive and review such nominations and make periodic awards when deemed to be in the best interest of the District and the goals of this policy. The awards committee may develop or revise awards criteria consistent with this policy and shall recommend the final award recipients to the superintendent for approval. The committee may establish award categories consistent with this policy. No employee may nominate himself or herself and the employee nominated should be someone with whom the supervisor has direct personal knowledge with respect to their work duties. Members of the awards committee are not eligible for awards.

Recognition awards may consist of distinctive wearing apparel, service pins, plaques, writing pens, or other distinguished awards of a value not exceeding \$150 per recognized employee each fiscal year to recognize the achievement of the work unit or individual employee. Additionally, the District may establish an employee performance and conduct cash recognition program not to exceed \$250

per recognized employee each fiscal year for cash awards recognized outstanding performance in the work place by employees of the District.

In addition to recognition awards, the District may establish an employee benefit program not exceeding \$5,000.00 of general fund money each fiscal year for cash awards to recognize outstanding performance in the work place by employees. The administration shall also implement a procedure by which employees may make recommendations to improve employee productivity or reduce service costs. The committee appointed to review job performance awards shall review such suggestions and may from time to time award employees for productivity programs or quality improvement efforts by such employees, even if the employee does not have a Supervisor nomination. In such case, the recognition awards may include distinctive wearing apparel, service pins, or United States Savings Bonds, the value of which shall not exceed \$100 per employee per award.

In no event shall any awards be made out of general fund monies unless there are funds available for such awards.

4. Selection Criteria

In making its selection for awards for job performance, the committee shall seek out employees or work units with exceptional job performance records or that have made other significant contributions to the operation of the District. The committee may refine this by adopting additional selection criteria.

ADOPTED: March 21, 2005

5.10 CHILD NUTRITION POLICY

The Ponca City School District's Director of Child Nutrition has the responsibility to ensure that all meal selections offered by the Child Nutrition Program include healthy menu offerings (as defined by the U.S.D.A.'s nutrient standards and dietary guidelines) and a variety of food for meals offered to students for free, reduced and full priced reimbursement. Ala carte items will be offered for purchase at West and East Middle Schools and the Senior High School. These items will comply with U.S.D.A. guidelines for serving foods of minimal nutritional value. The District can also provide meals to adults at a price set by the State Department of Education.

ADOPTED: August 10, 2009

5.11 PROCUREMENT PLAN FOR CHILD NUTRITION PROGRAMS

Ponca City Public Schools, a School Food Authority (SFA) will purchase food and other items for use in the Child Nutrition Programs (CNP) in compliance with 7 CFR Part 3016 and State Law, using the procedures outlined as follows and in the attached chart of procedures.

The primary purpose of this procurement plan is to ensure that open and free competition exists to the maximum extent possible. The board believes that competition helps ensure that goods, equipment, and services will be obtained at the lowest possible cost. The procurement procedures practiced by the SFA will describe the goods, equipment, or services to be produced. These descriptions, along with the SFA's other actions, will not unduly restrict or eliminate competition.

The SFA is a part of a buying cooperative for small purchases.

Non-Competitive Proposal

These types of proposals will be used only when procurement is not feasible under small purchase procedures, sealed bid (formal advertising), or competitive proposals. The decision to use noncompetitive proposal will be justified in writing and be available for audit and review.

Circumstances under which a procurement may be conducted by noncompetitive proposal will be limited to one of the following:

- The merchandise or service is available only from a single source.
- An emergency exists, and the urgency for the requirement will not permit the delay involved with sealed bids (formal advertising) or competitive proposal.
- After solicitation from a number of sources, competition is found to be lacking.

Code of Conduct

The board expects all persons engaged in awarding and administering CNP contracts to adhere to the following guidelines:

- No SFA employee, officer, or agent shall participate in selection, award, or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.
- Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:

- The employee, officer, or agent
 - Any member of his/her immediate family
 - His/her partner
 - An organization which employs or is about to employ one of the above
- SFA employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of material/monetary value from contractors, potential contractors, or parties to subagreements.
 - The purchase during the school day of any food or service from a contractor for individual use is prohibited.
 - The outside sale of such items as used oil, empty cans, and the like will be sold by contract between the SFA and the outside agency. Individual sales by any SFA employee to an outside agency or any other SFA employees is prohibited.
 - Failure of any employee to abide by this code could result in fines, suspension, and/or dismissal. Interpretation of the code will be given at any time by contacting the Executive Director of Operations or the Superintendent. The Executive Director of Operations and Superintendent are the only individuals authorized to provide explanation or interpretation of this code.
 - No item, food, or beverage purchased with nonprofit school food service funds will be removed from the school premises by school personnel.

Changes in this plan will be made as conditions warrant and will be effective upon the approval of the SFA.

Protest Procedures

- A. Any actual or prospective bidder, offeror, or contractor who considers him/herself to have been aggrieved in connection with the solicitation, evaluation, or award of a contract by the district may formally protest to Executive Director of Operations. Such protests must be made in writing and received by the Executive Director of Operations. The protesting party must mail or deliver copies of the protest to the district, state agency, and other interested parties.
- B. In the event of a timely protest, the district shall not proceed further with the solicitation or award of the contract.
- C. A formal protest must be sworn and contain:

1. A specific identification of the statutory or regulatory provision that the protesting party alleges has been violated.
 2. A specific description of each action by the district that the protesting party alleges to be a violation of the statutory or regulatory provision that the protesting party has identified.
 3. A precise statement of the relevant facts.
 4. A statement of any issues of law or fact that the protesting party contends must be resolved.
 5. A statement of the argument and authorities that the protesting party offers in support of the protest.
 6. A statement that copies of the protest have been mailed or delivered to the state agency and all other identifiable interested parties.
- D. The district may settle and resolve the dispute over the solicitation or award of a contract at any time before the matter is submitted on appeal. The district may solicit written responses to the protest from other interested parties.
- E. If the protest is not resolved by mutual agreement, the district shall issue a written determination that resolves the protest.
1. If the district determines that no violation of statutory or regulatory provisions has occurred, then the district shall inform the protesting party, the state agency, and other interested parties by letter that sets forth the reasons for the determination.
 2. If the district determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has not been awarded, then the district shall inform the protesting party, the state agency, and other interested parties of that determination by letter that details the reasons for the determination and the appropriate remedy.
 3. If the district determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has been awarded, then the district shall inform the protesting party, the state agency, and other interested parties of that determination by letter that details the reasons for the determination. This letter may include an order that declares the contract void.

- F. The district shall maintain all documentation on the purchasing process that is the subject of a protest or appeal in accordance with the retention schedule of the district.

ADOPTED: September 14, 2015

5.12 WELLNESS

Preamble

Ponca City Public Schools (hereto referred to as the District) is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health-promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during, and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture's (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism, and better performance on cognitive tasks.^{2,3,4,5,6,7,8} Conversely, less-than-adequate consumption of specific foods including fruits, vegetables, and dairy products, is associated with lower grades among students.^{9,10,11} In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education, and extracurricular activities – do better academically.^{12,13,14,15}

² Bradley, B, Green, AC. Do Health and Education Agencies in the United States Share Responsibility for Academic Achievement and Health? A Review of 25 years of Evidence About the Relationship of Adolescents' Academic Achievement and Health Behaviors, *Journal of Adolescent Health*. 2013; 52(5):523–532.

³ Meyers AF, Sampson AE, Weitzman M, Rogers BL, Kayne H. School breakfast program and school performance. *American Journal of Diseases of Children*. 1989;143(10):1234–1239.

⁴ Murphy JM. Breakfast and learning: an updated review. *Current Nutrition & Food Science*. 2007; 3:3–36.

⁵ Murphy JM, Pagano ME, Nachmani J, Sperling P, Kane S, Kleinman RE. The relationship of school breakfast to psychosocial and academic functioning: Cross-sectional and longitudinal observations in an inner-city school sample. *Archives of Pediatrics and Adolescent Medicine*. 1998;152(9):899–907.

⁶ Pollitt E, Mathews R. Breakfast and cognition: an integrative summary. *American Journal of Clinical Nutrition*. 1998; 67(4), 804S–813S.

⁷ Rampersaud GC, Pereira MA, Girard BL, Adams J, Metz J. Breakfast habits, nutritional status, body weight, and academic performance in children and adolescents. *Journal of the American Dietetic Association*. 2005;105(5):743–760, quiz 761–762.

⁸ Taras, H. Nutrition and student performance at school. *Journal of School Health*. 2005;75(6):199–213.

⁹ MacLellan D, Taylor J, Wood K. Food intake and academic performance among adolescents. *Canadian Journal of Dietetic Practice and Research*. 2008;69(3):141–144.

¹⁰ Neumark-Sztainer D, Story M, Dixon LB, Resnick MD, Blum RW. Correlates of inadequate consumption of dairy products among adolescents. *Journal of Nutrition Education*. 1997;29(1):12–20.

¹¹ Neumark-Sztainer D, Story M, Resnick MD, Blum RW. Correlates of inadequate fruit and vegetable consumption among adolescents. *Preventive Medicine*. 1996;25(5):497–505.

¹² Centers for Disease Control and Prevention. *The association between school-based physical activity, including physical education, and academic performance*. Atlanta, GA: US Department of Health and Human Services, 2010.

¹³ Singh A, Uijtendwilligne L, Twisk J, van Mechelen W, Chinapaw M. *Physical activity and performance at school: A systematic review of the literature including a methodological quality assessment*. *Arch Pediatr Adolesc Med*, 2012; 166(1):49-55.

¹⁴ Haapala E, Poikkeus A-M, Kukkonen-Harjula K, Tompuri T, Lintu N, Väistö J, Leppänen P, Laaksonen D, Lindi V, Lakka T. *Association of physical activity and sedentary behavior with academic skills – A follow-up study among primary school children*. *PLoS ONE*, 2014; 9(9): e107031.

¹⁵ Hillman C, Pontifex M, Castelli D, Khan N, Raine L, Scudder M, Drollette E, Moore R, Wu C-T, Kamijo K. *Effects of the FITKids randomized control trial on executive control and brain function*. *Pediatrics* 2014; 134(4): e1063-1071.

This policy outlines the District’s approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students in the District have access to healthy foods throughout the school day—both through reimbursable school meals and other foods available throughout the school campus—in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during, and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The District establishes and maintains an infrastructure for management, oversight, implementation, communication about, and monitoring of the policy and its established goals and objectives.

This policy applies to all students, staff, and schools in the District.

I. School Wellness Committee

Committee Role and Membership

The District will convene a representative district wellness committee (hereto referred to as the DWC or work within an existing school health committee) that meets at least two times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of this district-level wellness policy (heretofore referred to as “wellness policy”).

The DWC membership will represent all school levels (elementary and secondary schools) and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program to the extent possible, the DWC will include representatives from each school Safety Committees building level and reflect the diversity of the community.

¹⁵ Change Lab Solutions. (2014). *District Policy Restricting the Advertising of Food and Beverages Not Permitted to be Sold on School Grounds*. Retrieved from <http://changelabsolutions.org/publications/district-policy-school-food-ads>.

Leadership

The Executive Director of Operations and Director of Child Nutrition, or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy.

Name	Title	Email address	Role

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy. Refer to Appendix A for a list of school level wellness policy coordinators.

II. Wellness Policy Implementation, Monitoring, Accountability, and Community Engagement

Implementation Plan

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions, and timelines specific to each school, and includes information about who will be responsible to make what change, by how much, where, and when, as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education, and other school-based activities that promote student wellness.

This wellness policy and the progress reports can be found at:
<http://ponca.ok.schoolwebpages.com/education/components/>

The District will retain records to document compliance with the requirements of the wellness policy at 613 E. Grand. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating compliance with community involvement requirements, including (1) Efforts to actively solicit DWC membership from

the required stakeholder groups; and (2) These groups' participation in the development, implementation, and periodic review and update of the wellness policy;

- Documentation of annual policy progress reports for each school under its jurisdiction;
- Documentation of the triennial assessment* of the policy for each school under its jurisdiction; and
- Documentation demonstrating compliance with public notification requirements, including: (1) Methods by which the wellness policy, annual progress reports, and triennial assessments are made available to the public; and (2) Efforts to actively notify families about the availability of wellness policy.

Annual Progress Reports

The District will compile and publish an annual report to share basic information about the wellness policy and report on the progress of the schools within the district in meeting wellness goals. This annual report will be published around the same time each year May, and will include information from each school within the District. This report will include, but is not limited to:

- The website address for the wellness policy and/or how the public can receive/access a copy of the wellness policy;
- A description of each school's progress in meeting the wellness policy goals;
- A summary of each school's events or activities related to wellness policy implementation;
- The name, position title, and contact information of the designated District policy leader(s) identified in Section I; and
- Information on how individuals and the public can get involved with the DWC or SWC.

The annual report will be available in 613 E. Grand, Ponca City, OK 74601

The DWC, will establish and monitor goals and objectives for the District's schools, specific and appropriate for each instructional unit (elementary or secondary OR elementary, middle, and high school, as appropriate), for each of the content-specific components listed in Sections III-V of this policy.

Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;

- The extent to which the District’s wellness policy compares to the Alliance for a Healthier Generation’s model wellness policy; and
- A description of the progress made in attaining the goals of the District’s wellness policy.

The position/person responsible for managing the triennial assessment and contact information is Bret Smith and/or Jeff Denton.

The DWC, in collaboration with individual schools, will monitor schools’ compliance with this wellness policy.

Revisions and Updating the Policy

The DWC will update or modify the wellness policy based on the results of the annual progress reports and triennial assessments, and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach, and Communications

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation, and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the district’s website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating other important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

III. Nutrition

School Meals

Our school district is committed to serving healthy meals to children, with plenty

of fruits, vegetables, whole grains, and fat-free and low-fat milk; moderate in sodium, low in saturated fat, and zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meet the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District participate in USDA child nutrition programs, including the National School *Lunch Program (NSLP)*, the *School Breakfast Program (SBP)*, and *Summer Feeding Program*.

All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations (The District offers reimbursable school meals that meet [USDA nutrition standards](#));
- Promote healthy food and beverage choices using at least ten of the following [Smarter Lunchroom techniques](#):
 - Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans)
 - Sliced or cut fruit is available daily
 - Daily fruit options are displayed in a location in the line of sight and reach of students
 - All available vegetable options have been given creative or descriptive names
 - Daily vegetable options are bundled into all grab and go meals available to students
 - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal
 - White milk is placed in front of other beverages in all coolers
 - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.)
 - Student surveys and taste testing opportunities are used to inform menu development, dining space decor, and promotional ideas
 - Daily announcements are used to promote and market menu options
- Menus will be posted on the District website or individual school websites, and will include nutrient content and ingredients;

- Students will be allowed adequate time to consume meals, at least 10 minutes to eat breakfast and least 20 minutes to eat lunch from the time the student is seated;
- The Child Nutrition Program will work with the local distributor to highlight locally sourced products into the school meal program;
- The District will allow school gardens and/or greenhouses on District property and will dedicate resources (tools, materials, volunteer hours, etc.);
- School meals are administered by a team of child nutrition professionals;
- The District child nutrition program will accommodate students with special dietary needs as directed by an IEP; and
- Participation in Federal child nutrition programs will be promoted among students and families to help ensure that families know what programs are available in their children’s school.

Staff Qualifications and Professional Development

All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the [USDA professional standards for child nutrition professionals](#). These school nutrition personnel will refer to [USDA’s Professional Standards for School Nutrition Standards website](#) to search for training that meets their learning needs.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day* and throughout every school campus* (“school campus” and “school day” are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes. In addition, students may be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day.

- *Water cups/jugs will be available in the cafeteria if a drinking fountain is not present.*
- All water sources and containers will be maintained on a regular basis to ensure good hygiene standards. Such sources and containers may include drinking fountains, water jugs, hydration stations, water jets, and other methods for delivering drinking water.

Competitive Foods and Beverages

The District is committed to ensuring that all foods and beverages available to students on the school campus* during the school day* support healthy eating. The foods and beverages sold and served outside of the school meal programs (i.e., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The

Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.healthiergeneration.org/smartsnacks.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day, will meet or exceed the USDA Smart Snacks nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, a la carte options in cafeterias, vending machines, school stores, and snack or food carts.

Celebrations and Rewards

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards including through:

1. Celebrations and parties. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas from the [Alliance for a Healthier Generation](#) and from the [USDA](#).
2. Rewards and incentives. The District will provide teachers and other relevant school staff a [list of alternative ways to reward children](#). Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.
[Meets HSP Silver]
3. If parents bring classroom snacks, the District will provide parents with a list of foods and beverages that meet Smart Snacks nutrition standards.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus* during the school day*. The District will make available to parents and teachers a list of healthy fundraising ideas [*examples from the [Alliance for a Healthier Generation](#) and the [USDA](#)*].

- *Fundraising during school hours will sell only non-food items or foods and beverages that meet or exceed the Smart Snacks nutrition standards. This may include but is not limited to, donation nights at restaurants, cookie dough, candy and pizza sales, market days, etc. (Meets HSP Gold)]*

Other Food Items Sold on School Campuses

1. Ponca City Public Schools will comply with the USDA Smart Snack in Schools rules as they affect all food and beverages sold to children at school during the school day.
2. Ponca City Public Schools will adhere to the fundraiser exemption policy as set by the Oklahoma State Board of Education.

3. Exempt food fundraisers are prohibited from taking place while meals under the National School Lunch, National School Breakfast, and After School Programs are being served to students.
4. Under USA Smart Snack: Exempt Fundraisers, a school district that wishes to conduct fundraisers that are exempt from the Smart Snack rules must adopt a written policy which shall provide for the following:
 - Each school site shall designate a Smart Snacks in School Exempt Fundraiser contact person who shall be responsible for maintaining up-to-date documentation regarding each exempt fundraiser held at the school site.
 - A limit of 30 exempt fundraisers per semester may be held at each school site.
 - Exempt fundraisers are prohibited from taking place while meals are served to students under the National School Lunch Program (NLSP) or the National School Breakfast Program (NSBP) and while after-school snacks are being served to the students under the After-School Snack Program (ASSP).
 - The maximum duration of any individual exempt fundraiser shall be 14 days.
 - For each individual exempt fundraiser, documentation must be kept on file at the school site showing:
 - a. The school organization, activity, class, or other group that benefits from the fundraiser.
 - b. The date(s) the fundraiser is conducted, with the duration not to exceed 14 days.
5. A summary of the guidelines can be found at: https://fns-prod.azureedge.net/sites/default/files/allfoods_fundraisers.pdf

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff and teachers, parents, students, and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

- Implementing evidence-based healthy food promotion techniques through the school meal programs using [Smarter Lunchroom techniques](#); and
- Promoting foods and beverages that meet the USDA Smart Snacks in School nutrition standards. Additional possible promotion techniques that the District

and individual schools may use are available at www.healthiergeneration.org/smartsnacks.

Nutrition Education

The District aims to teach, model, encourage, and support healthy eating by students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences, and elective subjects;
- Include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits, and school gardens;
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods;
- Emphasize caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Link with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods, and nutrition-related community services;
- Teach media literacy with an emphasis on food and beverage marketing; and
- Include nutrition education training for teachers and other staff.

Essential Healthy Eating Topics in Health Education

The District may include in the health education curriculum the following essential topics on healthy eating:

- The relationship between healthy eating and personal health and disease prevention
- Food guidance from [MyPlate](#)
- Reading and using USDA's food labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables, and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption

- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- The Dietary Guidelines for Americans
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers, and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

Food and Beverage Marketing in Schools

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health, and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

Any foods and beverages marketed or promoted to students on the school campus* during the school day* will meet or exceed the USDA Smart Snacks in School nutrition standards.

Food advertising and marketing is defined¹ as an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors.
- Corporate brand, logo, name, or trademark on school equipment, such as marquees, message boards, scoreboards, or backboards (Note: immediate replacement of these items are not required; however, districts will consider replacing or updating scoreboards or other durable equipment over time so

that decisions about the replacement include compliance with the marketing policy.)

- Corporate brand, logo, name, or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans, and other food service equipment; as well as on posters, book covers, pupil assignment books, or school supplies displayed, distributed, offered, or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests, or coupons of a product, or free samples displaying advertising of a product.

IV. Physical Activity

Children and adolescents should participate in 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive, school-based physical activity program (CSPAP) that includes these components: physical education, recess, classroom-based physical activity, walk and bicycle to school, and out-of-school time activities and the district is committed to providing these opportunities. Schools will ensure that these varied opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection). Physical activity during the school day ***will not withheld or used as*** punishment for any reason.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

Physical Education

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the "*Essential Physical Activity Topics in Health Education*" subsection). Students participating in PE will be moderately to vigorously active for more than 50% of PE time. Only medical waivers/exemptions from participation in physical education will be allowed.

The District will encourage school staff, students, and their families to participate in physical activity outside of the school day. Staff, students and their families will be allowed to use school recreational facilities during non-school hours to increase opportunities to engage in physical activity.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow

for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All District **elementary students** in each grade will receive physical education for at least 60-89 minutes per week throughout the school year. Elementary students will participate in at least 150 minutes of PE/Physical Activity per week. Activity may be through recess, daily physical activity integrated into the school day and physical education time.

The District physical education program will promote student physical fitness through individualized fitness and activity assessments (via the [Presidential Youth Fitness Program](#) or other appropriate assessment tool) and will use criterion-based reporting for each student.

Recess (Elementary)

Recess will complement, not substitute, physical education class. Elementary schools will offer at least 20 minutes of recess each day. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

Physical Activity Breaks (Elementary and Secondary)

The District recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students will be offered **periodic opportunities** to be active or to stretch throughout the day on all or most days during a typical school week. The District recommends teachers provide short (3-5 minute) physical activity breaks to students during and between classroom time. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods. Teachers will receive training on how to integrate physical activity into the curriculum.

Active Transportation

The District will do the following:

- Encourage children and their families to walk and bike to and from school
- Work with local officials to designate safe or preferred routes to school
- Promote National and International Walk and Bike to School Week/Day
- Provide Bike Racks
- Encourage parents to supervise groups of children who walk or bike together to and from school

V. Other Activities that Promote Student Wellness

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues, and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of

goals and objectives promoting student well-being, optimal development, and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

All efforts related to obtaining federal, state, or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the DWC/SWC.

All school-sponsored events will adhere to the wellness policy. All school-sponsored wellness events will include physical activity opportunities.

Community Partnerships

The District will build relationships with community partners (i.e. hospitals, universities/colleges, local businesses, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Community Health Promotion and Engagement

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

As described in the "Community Involvement, Outreach, and Communications" subsection, the District will use electronic mechanisms (such as email or displaying notices on the district's website), as well as non-electronic mechanisms, (such as newsletters, presentations to parents, or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

Staff Wellness and Health Promotion

The DWC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources, and performs other functions that support staff wellness in coordination with human resources staff.

Coordinated School Health

The District will incorporate the Whole School, Whole Community, Whole Child model as a framework for improving students learning and health in a school.

This model combines and builds on elements of the traditional Coordinated School Health approach from the Centers for Disease Control and Prevention and the Whole Child Framework by the ASCD.

Health Education

The District will follow aligned health education curriculum that meets the Oklahoma Academic Standards.

Glossary:

Extended School Day – time during before and after school activities that includes clubs, intramural sports, band and choir practice, drama rehearsals, etc.

School Campus – areas that are owned or leased by the school and used at any time for school-related activities such as the school building or on the school campus, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields, and stadiums (e.g. on scoreboards, coolers, cups, and water bottles), or parking lots.

School Day – midnight the night before to 30 minutes after the end of the instructional day.

Triennial – recurring every three years.

ADOPTED: October 9, 2017

REVISED: August 13, 2018

5.13 UNPAID MEAL CHARGE POLICY

Policy:

Policy for Students with Insufficient Funds for School Meals and Delinquent Accounts in the Child Nutrition Program (aka Meal Charge Policy OR Unpaid Meal Charge Policy).

Regulations:

2 CFR Part 200 Section 143 of the Healthy, Hunger-Free Kids Act of 2010.

The National School Lunch and School Breakfast Programs are integral in ensuring that students have access to nutritious meals to support their academic success. It is also imperative to protect the financial stability of school nutrition program.

The intent of this policy is to establish a process and procedure to handle situations when children eligible for reduced-price or full-price meal benefits have insufficient funds to pay for school meals; as well as for the collection of unpaid meal charges and delinquent account debt.

Requirement:

All school food authorities (SFAs) must develop a written policy for children eligible for reduced-price, full-price meals that do not have money to pay for meals at the time of service and communicate the policy to all students and households by the beginning of the 2017-2018 school year.

- 1.a Students who qualify for free meals will not be denied a reimbursable meal even if they have accrued a negative balance on their cafeteria account.
- 1.b Students who have money to pay for a reduced-price or full price meal at the time of service must be provided a meal. If the student intended to use the money for that day's meal, the SFA will not use the money to repay a negative balance or other unpaid meal charge debt.
- 1.c Students will be allowed to charge meals, depending on circumstances. In this case a student meal debt of \$30.00 is considered excessive debt.

Requirement:

The policy must be communicated to all students and households by the beginning of the 2017-2018 school year. SFAs/CNP must document methods of communicating the policy to households and training of staff responsible for policy enforcement.

Communicating the Policy

- 2.a The written meal charge policy will be communicated to the household by posting on the Ponca City Public Schools/Child Nutrition website and included in a student information packet.
- 2.b The written meal charge policy will be communicated to all division staff prior to the first day of school.
- 2.c Child Nutrition Program staff will receive training on meal charge policy and record of training will be maintained as part of the professional development

portfolio.

- 2d. Documentation of the communication and training plan will be maintained for the Federal Program Administrative Review.

Notifying the Household of Low or Negative Balance in Student Cafeteria Account

- 3.a The student's household will be notified when a student's cafeteria account debt is \$30.00.
- 3.b The SFA/CNP will notify households of low or negative balances via letters to the household sent home with the student and/or letter sent via mail service and/or e-mail and/or other methods.
- 3.c Notifications to households will include the amount of unpaid meal charges, expected payment dates, the consequences of non-payment and where to go for questions or assistance.
- 3.d The consequences of non-payment will be determined on a case-by-case basis.
- 3.e The persons responsible for managing unpaid meal charges are:
 - a. CNP school-based staff will collect payment for meals at the POS.
 - b. CNP school-based staff, CNP central office and Site Administrators will be involved in contacting the households.

Delinquent debt is allowable in the School nutrition program, may not be carried over to one successive school year, but can be continued to be collected.

Bad debt is defined as delinquent debt that is deemed uncollectible at the end of the school year. Bad debt is unallowable in the SNP and cannot be carried over to the next school year. Funds resulting from bad debt cannot be recovered using SNP funds and must be offset by non-federal sources.

- 4.a. At the end of the school year, the CNP Director and the Finance Director will evaluate all delinquent debt for conversion to bad debt. Bad debt will be restored to the CNP from the general fund prior to the end of the same fiscal year.
- 4.b Efforts to collect delinquent and/or bad debt will be handled by:
 - a. The specific attendance site will Send First and Second Letters
 - b. The specific attendance site will make Phone calls to the household
 - c. If no resolution is met, site Principals will contact the household
 - d. If no resolution, a Notice of Adverse Action/potential collections will be mailed to the household
 - e. Fourteen days after the Notice is sent, all meals for the student will be suspended until a resolution to the situation has been met.

Assistance to Households

Households with questions or needing assistance may contact the school office where their student attends or the Ponca City Schools Child Nutrition Programs district office.

Collection procedures for Delinquent and Bad Debt- Adverse Action

Funds from the SFA account may be used to pay for costs associated with a collection agency.

Example:

- 5.a When a household has reached threshold of \$30 dollar amount, collection procedures will be initiated.
- 5.b Household will receive a Notification/Notice of Adverse Action stating collection procedures have begun.
- 5.c If payment is not received or arrangements have not been made, the student will not be provided a meal,
- 5.d In the event of the conditions of the arrangement are not met, the student will not be provided a meal.

ADOPTED: June 12, 2017
