

The Policies & Procedures of



Mustang Public Schools

Board Policies & Procedures

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OPERATIONAL PHILOSOPHY OF BOARD OF EDUCATION

The Board of Education believes that the education of children should be a joint effort between the school and the parent. While the school system accepts the primary responsibility of classroom education, we believe that the training and education of children should begin and continue in the home.

The Board of Education of the Mustang School District, elected by the people of the district and given legal authority by the statutes of the State of Oklahoma, has the responsibility for (1) adopting rules, regulations, policies and by-laws as the members of the Board deem proper; and (2) controlling, managing and governing the schools of the district.

The school system of Mustang is so large that a carefully prepared statement of policies and regulations governing the administration and operation of its schools is requisite to effective coordination and direction of the school program. The administrative staff employed by the Board is directed, therefore, to prepare a comprehensive statement of policies and regulations to be used as a guide for the operation of the schools.

This statement should embody those policies that have been developed by precedent without formal adoption and such statements needed to give direction to the employed staff of the schools. It is not intended that this statement of policies and regulations will change presently employed policies but rather that these policies shall be brought together in one document for quick and ready reference and that such additional policy statements as may be needed to give direction to and authority for school operation may be developed.

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

The following statements concerning Board operational philosophy shall guide the staff in the full preparation of the statement of policies and regulations.

1. The Board of Education of Mustang School District conceives its responsibilities to include the control and management of the schools. But as a lay Board, it is not possible to give personal attention to much of the time-consuming and detailed operation of the program. Therefore, the administration of the schools is delegated to supervisory personnel.
2. The Board assumes responsibility for adopting policies affecting school operation, electing certificated personnel, adopting the fiscal budget, approving plans for providing physical plant facilities, approving plans for instructional

program, reviewing reports made by the employed staff and generally evaluating the effectiveness of the school program.

3. The unit type of school administration, with general responsibility for school operation delegated to the Superintendent with other employed personnel responsible to the Superintendent, is the approved plan of operation for the Mustang School District.
4. The general plan of organization of the employed staff shall be developed by the Superintendent and approved by the Board.
5. The Board operates as a unit with special committees assigned to a particular task as the need arises but without the use of standing committees. Individual members of the Board or committees of the Board have no authority to act for the Board, except in the case of temporary powers delegated by the Board for a specific assignment.
6. Public schools are established and maintained to provide for the desirable mental, physical, social and emotional development of youth. Development of fundamental skills essential to successful living in a complex society shall be a major objective of the public schools. However, the schools must also be concerned with sound development of personality, emotional balance and moral and spiritual values.

It is the desire of the Board of Education that these principles be embodied in a statement of policies and regulations, which may give effective direction to the school program without necessarily restricting the desirable educational activities of the schools. May it be a tool to serve and give directions rather than an autocratic master to be slavishly followed, which would impede efforts directed toward a better Mustang Public School system.

Empowering today to achieve a better tomorrow.

Vision - We Aspire to Have:

Highly effective, compassionate teachers in every classroom delivering a world-class education to every student in a safe and mutually respectful environment to the extent that Mustang students achieve at their highest level and contribute to their world in a meaningful way, both now and in the future.

Mission – As we pursue our vision, we will:

Develop Mustang's community of collaborative learners as self-confident, creative problem solvers and skillful communicators, who are capable of accessing and processing information in a lifelong pursuit of excellence.

Core Values

1. Attend to relationships
2. Laser focus on student success
3. Clear and timely communication
4. Collaborative culture

The District goals are:

1. Focus on Student Success

- ✓ All students attending Mustang Public Schools will reach high standards by attaining proficiency or better in all core academic areas as measured by district provided or state provided assessments.
- ✓ Students will have meaningful opportunities to explore and develop talents.
- ✓ Mustang Public Schools will attain a 100% graduation rate.

2. Maintain standards of fiscal stability

- ✓ Mustang Public Schools will balance the operating budget, annually. On occasions when reserves are required to meet district needs, Board approval will be required.
- ✓ Mustang Public Schools will strive to adhere to all audit recommendations.

3. Provide a culture that values employees as professionals

- ✓ Recruit and retain highly effective employees
- ✓ Provide opportunities for growth, professional development, and advancement
- ✓ Deliver timely and meaningful feedback.

Adopted: 12-98

Revised: 10-01

Revised: 08-03

Revised: 08-09-10

Revised: 07-14-14

Revised: 08-11-14

BOARD OPERATIONAL GOALS

The Board is responsible to all of the people for whose benefit the school district has been established. Further, the Board's current decisions will influence the course of education in the district's schools for years to come. By virtue of this responsibility, the Board and each of its members must look to the future and to the needs of all people more than the average citizen finds necessary. This requires a comprehensive perspective and long-range planning in addition to attention to immediate problems.

The Board's primary responsibility is to establish those purposes, programs and procedures, which will best produce the educational achievement needed by district students. It is charged with accomplishing this while also being responsible for wise management of resources available to the district. The Board must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy, and by evaluating the results. Further, it must carry out its functions openly, while seeking the involvement and contributions of the public and staff in its decision-making process.

In accordance with these principles, the Board through its mode of operating, shall seek to achieve the following goals:

1. to concentrate the Board's collective effort on its policy-making and planning responsibilities;
2. to formulate Board policies which best serve the educational interests of each student;
3. to provide the Superintendent with sufficient and adequate guidelines for implementing Board policies;
4. to maintain effective communication with the public that the Board serves and with the staff and students of the district. The Board President will serve as the spokesperson for the board of education with regard to all decisions made by the board of education in a lawfully convened meeting under an appropriately worded agenda item
5. to conduct Board business openly, soliciting and encouraging broad based involvement in the Board's decision-making processes by public and staff.

Adopted: 12-98
Revised: 07-11-11
Revised: 08-14-17

SCHOOL BOARD LEGAL STATUS

The state constitution and legislature created the State Department of Education and charged it with responsibility of determining the policies and directing the administration and supervision of the public school systems of the state. The state legislature enacts laws to regulate schools and provides a portion of the funds needed for operating the schools. The immediate control of the schools is delegated to the Boards of Education elected within the local school districts.

The School Board, therefore, is an agency of the state with powers delegated to it by the legislature. It is responsible for carrying out certain mandatory laws, rules and regulations and shall consider and accept or reject the provisions of permissive laws. In all cases where the state laws do not provide or prohibit, the Board shall consider itself the agent establishing and appraising activities of the district and responsive to the desires of the majority of the citizens of the district.

SCHOOL BOARD POWER AND DUTIES

Legal Powers and Duties

The Board of Education, acting for the school district, possesses the following powers:

- those expressly granted to it by statute
- those fairly and necessarily implied powers expressly granted
- those essential to the accomplishment of the objectives of the school district

The Board of Education of each school district has the power to maintain and operate a complete public school system of such character as it shall deem best suited to the needs of the district and to make rules and regulations not inconsistent with the law or the rules and regulations of the State Board of Education governing the Board and the school system.

Some specific duties of the Board of Education shall include, but not be limited to the following:

1. Legislate and establish general policies.
2. Employ a professional executive to administer the schools and evaluate and appraise his/her services.
3. Elects and discharges teachers, principals and other employees upon recommendation of the Superintendent.
4. Adopts personnel policies governing such things as pay scales, sick leaves and promotion, continuation of training, etc. of employees.
5. Approves the general scope of the curricular offerings.
6. Handles such financial matters as the adoption of a budget, recommendation of adequate tax levies, the decision of size and time of bond proposals and the adoption of regulations concerning the accounting of school funds.
7. Passes on matters concerning the physical plant such as the construction or altering of building, the equipping of new or remodeled buildings and the selection of sites for expansion.
8. Within the law, makes such regulations concerning pupils as entrance age, requirements for graduation from various divisions, provision of food and health services and severity of punishments for disciplinary infractions.
9. Represents and interprets the attitudes of the community on educational matters to the Superintendent and uphold the administration of the schools before various citizens and citizen groups as occasion demands.
10. Presses for adequate school legislation and financial support of schools.
11. Considers specific recommendations by the Superintendent of Schools.

Adopted: 12-98

SCHOOL BOARD MEMBER QUALIFICATIONS

A school district elector, qualified to vote in any school district election, is any person who is registered with the county election board within the school district. A candidate for a board of education vacancy must have been a resident of, and a registered voter of, the school district and the election district (or ward) for at least six (6) months immediately preceding the filing period. No person can file for school board election unless the person has been awarded a high school diploma or a certificate of high school equivalency. A person who has been convicted of a misdemeanor involving embezzlement or of a felony shall not be eligible to be a candidate for or to be elected to a school board position for a period of fifteen (15) years following completion of the sentence or during the pendency of an appeal.

No person can be a candidate for or serve as a board member if the person is currently employed by this school district or is related within the second degree by affinity or consanguinity to any other member of the board or to an employee of this school district.

After a filing period has closed for an open position on a school board and no candidate has filed for that seat, the board of education may appoint someone to the position that is a resident of the school district but not a resident of that specific ward of the district.

Adopted: 12-98
Revised: 10-01
Revised: 08-14-17

Development Opportunities: Board Members

The school board in modern America faces a difficult set of challenges. It must fashion a quality educational program to prepare children for an unpredictable tomorrow. It must decide complex issues of policy and principle. It must oversee the prudent management of our community's extensive school facility. It is right and proper for the public to expect its elected and/or appointed board members to demonstrate high qualities of leadership as they deal with affairs of the public schools. It is also right and proper for a school board to expect public support for its efforts to enlarge the horizons and abilities of its members.

The board of education places a high priority on the importance of a planned and continuing program of in-service education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The board shall plan specific in-service activities designed to assist board members in their efforts to improve their skills as members of the policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of our local schools; and to deepen their insights into the nature of leadership in a modern democratic society.

Funds may be budgeted annually to support the program. Individual board members shall be reimbursed for out-of-pocket expenses incurred through participation in approved activities. The board, as a whole, shall retain the authority to approve or disapprove the participation of members in planned activities. The public shall be kept informed through the news media about the board's continuing in-service education and about the programs anticipated for short and long-range benefits to our schools.

The board regards the following as the kinds of activities and services appropriate for implementing this policy:

1. Participation in school board conferences, workshops, and conventions held by the state and national school boards associations.
2. District-sponsored training sessions for board members.
3. Subscriptions to publications addressed to the concerns of board members.

In order to control both the investment of time and funds necessary to implement this policy, the board establishes these principals and procedures for its guidelines:

1. A calendar of school board conferences, conventions and workshops shall be maintained by the superintendent. The board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.
2. Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the board will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to board members for their travel expenses will be in accordance with the travel expenses policy for staff members.

4. When a conference, convention, or workshop is not attended by the full board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.

School board members are encouraged to attend workshops presented by the county, state, and national school boards associations. Professional journals and books in the school libraries shall be made available to every board member. The Superintendent shall provide information to the full school board as to the status of school board member training credits under an appropriately worded agenda item. The report shall include the number of new or incumbent credits, as well as the number of continuing education credits each board member has earned. This report shall be provided to the members of the board of education at the August, November, February, and May regular meetings of the board of education.

As the Board President's designee, the Superintendent shall notify the State Department of Education in writing of any changes in membership on the board of education. This will include when any newly elected, reelected, or appointed school board member takes office, and submit the member's name and mailing address, seat number and the beginning and ending date of the term of office.

Reference: 70 O.S. §5-110
70 O.S. §5-110.1

Adopted: August 14, 2017

MEETINGS OF THE BOARD OF EDUCATION

Regular meetings shall be held on the second Monday of each month unless pursuant to state law, the Board votes to move the meeting to a subsequent date. The President, provided all members are duly notified in advance of such meetings, may call special meetings. All meetings of the Board shall be held at the Mustang Educational Resource Center Board Room, 909 S Mustang Road, Mustang, OK 73064 unless conditions make it advisable that another place is selected, in which case, the clerk shall notify each member of the change.

Board meetings will be scheduled in accordance with the requirements of the Oklahoma Open Meeting Act.

All meetings of the Board of Education shall be open to the public, and any regular meeting shall include an opportunity for the public to address the Board other than personnel. Presentations under Public Participation are limited to five (5) minutes and where several people wish to address the same subject, a spokesperson must be selected. Those residents wishing to address the Board of Education must sign a Request for Public Participation form prior to the scheduled starting time of the regular Board meeting. A response may not be provided at this time. Questions or concerns related to employees of the district will not be permitted at this time. Those are to be referred to the Superintendent at another time.

A majority of the Board shall constitute a quorum for the transaction of business.

Adopted: 12-98
Revised: 10-01
Revised: 8-14-06
Revised: 11-9-2015
Revised: 08-14-2017
Revised: 10-8-2018
Revised: 06-10-2019

MEMBERSHIP OF THE BOARD OF EDUCATION

The Board of Education of Independent School District I-069 of Canadian County, Oklahoma, shall consist of five (5) members, serving in offices numbered one through five. All such members shall be elected by the school district electors of the district at large for terms of five years until their successors have been duly elected or appointed and have qualified. The Board of Education Primary Election shall be conducted on the second Tuesday in February each year and a Board of Education General Election on the first Tuesday in April each year.

- If only one candidate files for a Board of Education office, that candidate is deemed elected and no election is held.
- If only two candidates file for an office, they appear on the ballot at the Board of Education General Election held in April, and no Primary Election will be held in February.
- If three or more candidates file for the same Board of Education office, their names appear on the ballot at a Board of Education Primary Election on the second Tuesday in February.
 - If a candidate receives a majority (at least one vote more than 50%) of the votes cast in the Primary Election, that candidate is elected. The General Election in April is not held.
 - If no candidate receives a majority of the votes cast in the Primary Election, the two candidates with the highest number of votes proceed to the Board of Education General Election on the first Tuesday in April.

Such election shall be held between the hours of 7:00 a.m. and 7:00 p.m. The term of office of each board member elected shall commence on the first regular, special or emergency school board meeting after the member has been certified as elected.

Adopted: 12-98
 Revised: 10-01
 Revised: 08-14-17
 Revised: 11-12-2018

UNEXPIRED TERM FULFILLMENT OF A SCHOOL BOARD MEMBER

Vacancies for members of the board of education shall be filled by appointment by the board. Persons appointed to fill such vacancies in the first half of the term of office for the board position shall serve only until the next succeeding election, at which time the office which they hold shall be placed on the ballot for the balance of the expired term. Vacancies filled by appointment following delivery of the resolution calling for regular elections to the secretary of the county election board shall be filled until the regular elections the following year. Persons elected to fill unexpired terms shall begin those terms at the next regular meeting of the board of education following the election. Persons appointed to fill such vacancies after the first half of the term of office for the board position shall serve for the balance of the unexpired term. No person shall be appointed to a board of education who does not meet the eligibility qualifications needed to be a candidate for such position as provided for in Sections 13A-106 of this title and Sections 5-110, 5-110.1 and 5-113 of Title 70 of the Oklahoma Statutes.

If the Board of Education does not fill the vacancy by appointment within sixty (60) days of the date the board declared the seat vacant, the board of education shall call a special election to fill the vacancy for the unexpired term. The special election shall be called on a date established by subsection B of Section 3-101 of this title, and the special filing period shall be scheduled as required in subsection D of Section 13A-109 of this title

26 O.S. § 13A-110

Adopted: 12-98
Revised: 08-14-17

BOARD MEMBER CONFLICTS OF INTEREST AND NEPOTISM POLICY

The Board shall not make any contract with any of its members or with any company, individual or business concern in which any of its members, or any member of the immediate family of the board member, shall be directly or indirectly interested, unless the contract falls with one of the exceptions listed in 70 Okla.Stat.Sec.5-124 or 62 Okl.Stat.Sec.371.

The school district will not employ any person who is related within the second degree by affinity or consanguinity to a member of the board of education

The following persons are prohibited from being employed by the district:

1. A person related to the board member with the second degree:
Included within this prohibition are the board member's:
 - Spouse
 - Child
 - Parent
 - Grandchild
 - Grandparent
 - Brother
 - Sister

2. A person related to the board member's spouse within the second degree:
Included within this prohibition are the board member's:
 - Spouse's child
 - Spouse's parent
 - Spouse's grandchild
 - Spouse's grandparent
 - Spouse's brother
 - Spouse's sister

3. A person whose spouse is related by blood to the board member within the second degree:
 - Child's spouse
 - Parent's spouse
 - Grandchild's spouse
 - Grandparent's spouse
 - Brother's spouse
 - Sister's spouse

The following persons are NOT prohibited from being employed by the District:

- Aunt
- Uncle niece
- Nephew
- Great-grandparent
- Great-grandchild
- Cousin
- Spouse's aunt
- Spouse's uncle
- Spouse's niece
- Spouse's nephew
- Spouse's great-grandparent
- Spouse's great-grandchild

- Spouse's brother's wife
- Spouse's sister's husband
- Spouse's unadopted step-child

Adopted: 12-98

Revised: 10-01

Revised: 08-03

Revised: 08-14-17

EMPLOYEE CONFLICTS OF INTEREST

No employee of the Mustang Public Schools shall request, accept or receive, directly or indirectly, any money, bonus, commission, promotional fee or reward, compensation, gift, gratuity, present, free or reduced products, or other thing of value, unless expressly allowed by law, from any vendor, bidder, contractor or supplier of goods or services, their agents or employees in relation to his/her capacity as an employee of the Mustang Public Schools.

No employee of the Mustang Public Schools shall request, accept or receive directly or indirectly, any money, bonus, commission, compensation, gift, gratuity, present, economic gain or other thing of value, directly or indirectly, from any third party for or because of or in relation to any activity, event, decision, recommendation, authorization, selection, purchase or expenditure which is made, participated in, supervised, authorized or recommended by such employee in his/her capacity as an employee of the Mustang Public Schools for tangible personal benefit.

No employee of the Mustang Public Schools shall request, accept or receive any salary, compensation or remuneration for any services performed or rendered during school hours, events or activities and for which the employee has responsibility, in which employee participates, or over which the employee supervises as a part of his/her duties with the Mustang Public Schools.

A violation of any part of this policy may constitute cause for termination.

Oklahoma's due process procedures for administrators, teachers, and support employees would be followed with regard to any employee who may be in violation of the district's policy and is recommended for termination or nonrenewal in accordance with state law.

Legal Reference: IRC §132(e); Reg. §1.132-6(b)

Adopted: 12-98
Revised: 10-01
Revised: 08-14-17
Revised: 06-10-19

BOARD MEMBER AUTHORITY

The Board of Education is a legislative body of five (5), members elected by a vote of the district. The Board of Education derives its authority from the state legislature. The board's power is judicial and legislative, and the superintendent elected by the board serves as its executive officer. When not in legal session, a board member has no legal authority whatsoever.

The legislative functions of the board are to make plans and policies, select the superintendent and delegate to the superintendent the placing of plans and policies into operation and provide the financial means for their achievement.

The judicial functions of the board are to hear and resolve termination hearings, grievance petitions, disciplinary appeals, public complaints and other actions of a judicial nature.

The Board of Education shall have all powers and duties as set forth in Oklahoma statute. 70 O.S. § 5-117.

The superintendent of schools is the executive officer of the board and shall carry out all policies adopted by the board.

On or before the thirty-first (31st) day of December each year, the Board of Education shall prepare an estimate of the funds needed for support and maintenance of the schools for the ensuing year. If the assessed valuation of the school district for the current fiscal year is not sufficient by a levy of five mills to provide such funds, the board shall determine the additional amount of an excess levy above the five mills which shall be required. The board shall make an itemized statement showing:

1. The funds estimated to be on hand at the end of the current fiscal year;
2. The estimated income from sources other than ad valorem taxation, including the apportionment of income from the common school fund based upon the distribution of the next preceding year; and
3. The sinking fund sufficient to pay at maturity any bonded indebtedness coming due on any bonds issued by the school district, and the amount necessary to pay the interest coupons falling due on such bonded indebtedness and the amount necessary to pay installments on judgments.

Such estimate shall be posted in five public places in the district, or published in one issue of a newspaper of general circulation in the district. The notice shall contain the number of mills exceeding five. At the time said notice is published or posted, the Board of Education may issue a call for an election to be held on the second Tuesday in February to vote upon the amount of excess levy needed to finance the school district for the ensuing fiscal year. Such election shall immediately follow the regular school district election and shall be conducted by the county election officials.

Adopted: 12-98

Revised: 10-01

Revised: 08-09-10

Revised: 08-14-17

SCHOOL BOARD MEMBER OATH OF OFFICE

School Board members, before taking office, shall take and sign the following oath or affirmation:

"I, _____ (Name of Officer), hereby declare under oath that I will faithfully perform the duties of Office Number _____ of the Board of Education of the Mustang School District, 1-69 to the best of my ability and that I will faithfully discharge all the duties pertaining to said office and obey the Constitution and laws of the United States and Oklahoma"

Adopted: 12-98

BOARD ORGANIZATION

OFFICERS

Officers of the Board of Education shall be a president, vice-president and clerk whose duties are subsequently defined. Members of the Board may choose or employ a clerk. The officer shall be elected for a term of one (1) year and shall serve until successors are appointed and qualified. The Board shall employ a treasurer and auditor for the district to serve at the pleasure of the Board.

DUTIES OF OFFICERS:

PRESIDENT

1. The president of the Board shall serve as presiding officer and shall manage routine work of the Board, sign all contracts, sign all warrants authorized by the Board to be drawn on the treasurer of the school, serve as spokesperson of the Board and perform other duties that are delegated to him/her by state law or by order of the Board.
2. The president shall have authority to appoint a member of the Board of Education as an ex officio representative to other organizations of the community who request such representation.

VICE-PRESIDENT

It shall be the duty of the vice-president to perform all the duties of the president in case of his/her absence or disability.

CLERK

1. It shall be the duty of the clerk to keep an accurate journal of the proceedings of the Board; to take charge of the district's books and documents; to countersign all warrants for school monies drawn upon the treasurer by the Board of Education; and perform other duties as the Board may require.
2. In addition to performing the duties specifically imposed upon him/her by the School Code, cooperate with the Superintendent of Schools in the management of the business affairs of the school.
3. The clerk shall attest, in writing, the execution of all deeds, contracts, reports and other instruments that are to be executed by the Board.
4. Furnish, whenever requested, any and all reports concerning the school affairs, on such forms and in such manner as the State Board of Education may require.
5. Have general supervision of the business affairs of the school district, subject to the direction of the Board of Education.
6. Serve as custodian of all the records, papers, office property and official seal of the school district and at the expiration of the term turn same over to his/her successor.
7. Furnish to the school district before entering upon the discharge of his/her duties, a bond in the sum not less than one thousand dollars (\$1,000.00), with good and sufficient sureties to be approved by the Board, confer with the Superintendent of Schools for verification of certification.

TREASURER

The Board of Education shall appoint a local treasurer of said district, who shall serve at the pleasure of the Board for such compensation as the Board may determine. Before entering upon the discharge of his/her duties, the treasurer shall give a bond, such amount as the Board of Education may designate, with good and sufficient sureties to be approved by the Board, conditioned for the faithful performance of his/her duties.

The treasurer so appointed shall execute, before entering upon the duties of his/her office, a surety bond in an amount which it is estimated by the Board of Education he/she will have on hand at any time during the current year; and the amount of securities held as investments shall not be considered.

The local treasurer of a district, when required by the Board of Education, shall prepare and submit in writing a report of the condition of the finances of the district and shall produce at any meeting of the Board or to any committee appointed for the purpose of examining his/her accounts all books and papers pertaining to his/her office.

The treasurer shall keep a separate cash ledger for each fund in his/her custody. The treasurer shall enter each collection and disbursement in the cash ledger of the applicable fund by recording the date and classification of each transaction and such other information as may be deemed desirable. Additional ledgers shall also be maintained to record the investments made from each fund. Such investment ledgers shall disclose the date, description and principal amount paid for each investment purchased and the date and principal amount received for each investment liquidated.

No treasurer of any district shall pay out school district funds in his/her care except upon warrants signed by the proper school officials authorized by the law to sign such warrants, provided this restriction shall not apply to sinking funds.

EXECUTIVE SECRETARY

The Superintendent shall be designated as secretary to the Board of Education. The duties of the secretary are:

- a) attend all board meetings
- b) be responsible for physical arrangements at all board meetings
- c) maintain public records of the board for inspection by the public
- d) maintain board policies
- e) prepare agenda and appropriate supplemental materials for board meetings with advice of board president
- f) keep board informed of all legal matters requiring board action
- g) inform the board of all correspondence addressed to the board or its officers
- h) cause written notice to be given for special meetings, elections and other legal notice requirements mandated by law
- i) handle all other matters to the extent that may be designated by the Board of Education

ATTORNEY

The attorney shall attend all regular Board meetings and special meetings when requested to do so. He/she shall serve as legal consultant to the Board and process all legal documents involving the school district.

AUDITOR

The auditor will make an annual audit at the end of each school year. The audit will include all school funds and shall satisfy all requirements as defined by the Finance Division of the State Department of Education.

MEETINGS — REGULAR AND SPECIAL

1. The regular meetings shall be held the second Monday of each month at 6:00 p.m. at the Mustang Educational Resource Center board room. The Board may change the time and meeting place by consent of the majority of the elected Board members.
2. The president may call special meetings of the Board at any time; and he/she shall call a special meeting whenever so requested, in writing, by three (3) members of the Board of Education, or whenever he/she or the Superintendent considers such a meeting desirable.
3. Business transacted at any special meetings may be either for a specific purpose or general purpose.

BOARD MEETINGS

Mustang Board of Education meetings are classified as “regularly scheduled meetings”, special meetings, emergency meetings or continued or reconvened meetings in which business is conducted by the Board of Education with a majority of its members being personally together.

Notice of all Board of Education meetings must be given in advance of the meeting according to the following schedules:

1. Regularly Scheduled Meetings — On or before December 15 the Board must give notice in writing of the dates, times and places for the following calendar year to the County Clerk. Changes of time, date or place must be made in writing to the County Clerk. Changes of time, date or place must be made in writing to the County Clerk ten (10) days prior to the implementation of the change. In addition, twenty-four (24) hours prior to each meeting, the Board must post a notice of the meeting and it shall state the date, time, place and agenda. The 24-hour period excludes weekends and legal holidays.
2. Special Meetings — A special meeting is any meeting other than a regularly scheduled or emergency meeting. Notice of the date, time and place must be given to the County Clerk at least 48 hours prior to the meeting either in person or by telephone. A notice by telephone should be noted in writing of the time, the person and to whom the call was made in the County Clerk’s office. A notice of date, time, place and agenda must be posted at least 24 hours before in a public place. Only agenda items may be considered at a special meeting.
3. Emergency Meetings — An emergency meeting is called for the purpose of dealing with a situation involving injury to persons or injury and damage to public or personal property or immediate financial loss when the time requirements for public notice of a special meeting would make such procedure impractical and increase the likelihood of injury or damage or immediate financial loss. As much advance notice must be given as reasonable and possible for an emergency meeting. Notification of this meeting must be either in person, by telephone or electronic means.
4. Continued or Reconvened Meetings — These meetings are assembled for the purpose of finishing the business appearing on an agenda of a previous meeting. Only matters on the agenda of the previous meeting may be discussed at the continued or reconvened meeting. The time and place of the continued meeting must be given by announcement at the original meeting.

EXECUTIVE SESSION

The Mustang Board of Education may, at its discretion, enter into executive session after the executive session is authorized by a vote in open session and only if a proposed executive session and the specific section of law authorizing an executive session are listed on the agenda. If new business arises within the statutory time limitations and otherwise qualifies for an executive session, it may be discussed in executive session.

The board may enter into executive session for any of the following reasons:

1. To discuss the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any or all of the employees or volunteers of the school district. 25 O.S. §307 (B) (1) [including the appointment of an individual to fill a board vacancy pursuant to 70 O.S. §5-118]
2. To discuss negotiations concerning employees and representatives of employee groups. 25 O.S. §307 (B) (2)
3. To discuss the purchase or appraisal of real property. 25 O.S. §307 (B) (3)
4. To have confidential communications with its attorney concerning a pending investigation, claim, or action if the school district, with the advice of its attorney, determines that disclosure will seriously impair the ability of the district to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest. 25 O.S. §307 (B) (4)
5. To hear evidence and discuss the expulsion or suspension of a student when so requested by the student, the parent, an attorney, or the legal guardian. 25 O.S. §307 (B) (5)
6. To discuss matters involving a specific handicapped child. 25 O.S. §307 (B) (6)
7. To discuss any other matter where disclosure of information would violate confidentiality requirements of state or federal laws. 25 O.S. §307 (B) (7)
8. To engage in deliberations or to render a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures. 25 O.S. §307 (B) (8)
9. To discuss the following, all of which should be cited 25 O.S. §307 (B) (11):
 - A. The investigation of a plan or scheme to commit an act of terrorism;
 - B. Assessments of the vulnerability of government facilities or public improvements to an act of terrorism;
 - C. Plans for deterrence or prevention of or protection from an act of terrorism;
 - D. Plans for response or remediation after an act of terrorism;
 - E. Information technology of the public body but only if the discussion specifically identifies:
 1. design or functional schematics that demonstrate the relationship or connections between devices or systems;
 2. system configuration information;
 3. security monitoring and response equipment placement and configuration;
 4. specific location or placement of systems, components, or devices;
 5. system identification numbers, names, or connection circuits;
 6. business continuity and disaster planning, or response plans; or
 7. investigation information directly related to security penetrations or denial of services, or
 - F. The investigation of an act of terrorism that has already been committed.

The term "terrorism" means an act of violence resulting in damage to property or personal injury perpetrated to coerce a civilian population or government into granting illegal political or economic demands; or conduct intended to incite violence in order to create apprehension of bodily injury or damage to property in order to coerce a civilian population or government into granting illegal political or economic demands. Peaceful picketing or boycotts and other nonviolent action shall not be considered terrorism (21 O.S. § 1268.1).

No action, decision, or vote shall be taken while the board is in executive session. The board shall reconvene the open meeting after an executive session prior to adjourning the meeting.

An executive session for the purpose of discussing the purchase or appraisal of real property shall be limited to members of the public body, the attorney for the public body, and the immediate staff of the public body. No landowner, real estate salesperson, broker, developer, or any other person who may profit directly or indirectly by a proposed transaction concerning real property which is under consideration may be present or participate in the executive session, unless they are opening under an existing agreement to represent the public body.

In the interest of maintaining confidentiality of the information discussed during executive sessions, under no circumstances will audio/video recording or camera photos of executive sessions be permitted. Board members and those persons requested to enter an executive session are required to turn off all cellular telephones prior to the start of the session, unless there is a legitimate reason of personal health or safety involved.

The Superintendent, or designated representative, shall attend all executive sessions except those, which pertain to the Superintendent's employment. The Board may invite staff members or others to attend such sessions at its discretion.

This policy is in accordance with the Oklahoma Open Meeting Law, Title 25, Oklahoma Statutes, Section 307(B) and 70 OS Section 5-118.

CONSENT AGENDA

The Board meeting agenda shall include a "Consent Agenda" which consists of items routinely appearing before the Board for approval. The items will be approved by one motion unless any one member of the Board desires a separate vote on any or all of the items. The Consent Agenda should be restricted to items that do not create much discussion or controversy.

PERSONNEL – SCHEDULE A and SCHEDULE B

The Board meeting agenda shall include a Schedule A and a Schedule B if necessary-which is a portion of an agenda that concerns the "discussion, consideration and/or approval" of routine personnel items such as retirements, resignations, reassignments and releases from contract. All of these items will be approved by one motion unless any one member of the Board desires a separate vote on any or all of the items. Personnel Schedule A and Schedule B is restricted to items that do not create much discussion or controversy.

QUORUM

At all sessions of the Board, a majority of the number elected shall constitute a quorum to do business.

BY LAWS/RULES

These by-laws and rules may be altered or amended at any regular meeting of the Board of Education by a vote of two-thirds of all members of said Board, provided that written notice of the proposed alteration or amendment is given at a previous regular scheduled board meeting.

RULES OF ORDER

A quorum being present, the president, or in his/her absence, the vice-president, shall take chair, call the

meeting to order and proceed to business in accordance with Robert's Rules of Order.

Should both the president and vice-president be absent at the time appointed for the meeting to convene, and should a quorum then be present, a president pro tempore shall be elected to serve for such meeting or until either the president or vice-president shall appear.

At all regular meetings the following shall be the order of business:

- I. Call To Order
- II. Roll Call (may be silent)
- III. Superintendent's Report
- IV. Correspondence
- V. Board Report
- VI. Treasurer Report
- VII. Approval or Disapproval of Activity Fund Report and Encumbrances and Discussion of the Budget
- VIII. Public Participation
- IX. Consent Agenda
- X. Business
- XI. New Business
- XII. Executive Session
- XIII. Personnel – Schedule A and Schedule B if necessary
- XIV. Adjournment

The president may speak on points of order in preference to other members and shall decide questions of order, subject, however, to an appeal to the Board by any two (2) members.

A motion made must be seconded and must be repeated distinctly by the president or read aloud before it is debated and every motion shall be reduced to writing, if the president or any member shall so require.

Any member who shall have made a motion shall have liberty to withdraw it, with the consent of his/her second, before any debate has been had thereon, but not after such debate has been had without leave being granted by the Board.

The consideration of any question may be postponed to a time fixed or the question may be suppressed altogether by an indefinite postponement.

A motion once voted down shall not be renewed at the same meeting without the consent of the number of members required for adoption.

When any business is brought before the Board, the consideration of the same shall not be interrupted except by motion for adjournment, to lay on the table fore previous question, for postponement, for commitment or for amendment.

A motion for adjournment shall always be in order and shall be decided without debate except that it cannot be entertained when the Board is voting on another question, or while a member is addressing the Board.

No member in the course of debate shall be allowed to indulge in personal reflections.

Every member of the Board must vote and have their action recorded on all questions needing Board approval.

The first person recognized by the president, as desiring to speak shall have the right to the floor.

The officers of the Board shall also perform such other duties as may from time to time be lawfully required of them either through the adoption of permanent rules or other lawful action of the Board.

Adopted: 12-98

Revised: 10-01

Revised: 08-03

Revised: 08-09-10

Revised: 04-13-15

Revised: 11-09-15

Revised: 10-8-18

Revised: 06-10-19

BOARD ORGANIZATIONAL MEETING

The annual re-organizational meeting of the Mustang Board of Education shall be held the first regular, special, or emergency meeting following the annual election and certification of results. 70 O.S. § 5-119.

The first order of business shall be for the Board Clerk to administer the oath to the new member.

The president and vice-president are then elected. Each will serve for a term of one (1) year and until successors are elected and qualified. When the new president is elected, he/she will take over the meeting. After the Board elects a clerk and, in its discretion, a deputy clerk, the reorganization is complete. The Board will then proceed with other business on the agenda.

Adopted: 12-98
Revised: 08-14-17

AGENDA PREPARATION AND DISSEMINATION

As executive officer of the Mustang Board of Education, the superintendent of schools, in consultation with the president and other members of the board, is responsible for the preparation of the agenda for board meetings. Items for the agenda may be suggested by board members, staff members, students, or patrons of the district. The inclusion of items suggested by staff members, students, or patrons will be at the discretion of the Superintendent.

If the item "new business" is on the regular meeting agenda, matters that qualify as "new business", because they were not known or could not have been reasonably known 24 business hours prior to the meeting, may be considered and may be acted upon.

Proposals for executive sessions will be included on the agenda, including a reference to the specific section of the Oklahoma Statutes which authorizes an executive session for the proposed item. The proposal must contain sufficient information to advise the public that an executive session will be proposed, what matters are proposed to be discussed, the names of school employees (if any) to be discussed, and what action, if any, is contemplated. Executive sessions must be authorized by a vote of the majority of members in attendance.

The agenda and any supporting material will be distributed to members of the board as far in advance of the meeting date as possible, but not less than two (2) calendar days. Copies of the agenda will be made available to the media and the public upon request. In addition, a copy of the agenda will be posted on the school districts Internet web site located at www.mustangps.org.

The Board shall follow the order of business in the agenda unless the order is altered by a majority of the board members present at the meeting. Only items listed on the agenda shall be considered, unless otherwise authorized by law.

The tentative agenda for the Board's regular meeting shall be prepared and available to the board president on the Thursday preceding the second Monday of each month. Tentative agendas shall not be posted. Any requested additions, deletions or modifications by any board member of matters they personally request be on the agenda, shall be communicated to the board president no later than noon on the Thursday preceding the board meeting.

Final agendas shall be posted as required by law.

A copy of the final, posted agenda shall be emailed to each Board member the Friday before the Board meeting.

Persons desiring additional information about any agenda items may direct such inquiries to the office of the Superintendent.

A copy of any Board packet provided to board members shall be available for public inspection at, and 30 minutes prior to the meeting of the Board.

Adopted: 12-98

Revised: 10-01

Revised: 08-09-10

Revised 04-13-15

BOARD-SUPERINTENDENT RELATIONSHIP

The Superintendent shall be the executive officer of the Mustang Board of Education. He/she shall be responsible for all aspects of school operation and for such duties and powers pertaining thereto as the Board may direct or delegate. The Superintendent may delegate authority necessary to develop such procedures and regulations, as he/she considers necessary to ensure efficient operation of the schools.

The Superintendent can assume that the Board will respect the Superintendent's professional competence and extend to him/her full responsibility for implementation of Board policy decisions.

The Superintendent is expected to keep the Board informed about school operations and to notify Board members as promptly as possible of any happening of an emergency nature, which occur in schools.

Adopted: 12-98
Revised: 10-01

BOARD-STAFF COMMUNICATIONS

Board meetings are public meetings. The Board desires to maintain open channels of communication. The basic line of communication will be through the Superintendent.

Staff Communications to the Board

All official communications or reports to the Board will be submitted through the Superintendent. This necessary procedure will not be construed as denying the right of any employee to appeal to the Board on administrative decisions about important matters, provided that the Superintendent will have been notified of the forthcoming appeal and that it is processed in accordance with the Board policy on complaint and grievances. With the knowledge of the superintendent, the Board may invite staff members to speak at board meetings or to serve on an advisory committee.

Board Communications to Staff

Communication from the Board to the staff will be communicated through the superintendent. The superintendent will employ all such media as appropriate to keep staff fully informed.

Visits to Schools

Individual Board members who, in their personal capacity, wish to visit the school(s) or classroom(s) of their child(ren) will follow the regular procedures for visitors. Board members who wish to visit other schools or classrooms, as an informal expression of interest in school affairs (not as "inspection") will inform the Superintendent who will arrange such visit(s) through the appropriate principal(s).

Official visits by Board members will be conducted only under Board authorization and with the full knowledge of the Superintendent, principals(s) and staff.

Social Interaction

Staff and board members share an interest in the schools and in education. It is to be expected that discussion concerning the general welfare of the district will take place at social functions. However, staff members are reminded that individual board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action. Therefore, discussions by either party of personalities or personnel grievances will be considered as evidence of unethical conduct. Staff and board members are cautioned that the discussion of school business in a social setting could be in violation of the Open Meeting Act.

Adopted: 12-98

Revised: 10-01

BOARD POLICIES

Adoption of New/Revised Policies

New and/or revised school board policies to be adopted by the Board of Education must be on the agenda of a regular or special meeting of the board and the policy is effective from the date the board approves it.

Suspension of Policies

The operation of any section or sections of board policies not established by law or contract may be temporarily suspended by a two-thirds vote of board members present at any regular or special meeting.

Adopted: 12-98
Revised: 10-01
Revised: 08-14-17

MINUTE OF SILENCE

It shall be the policy of the Mustang Board of Education that no sectarian or religious doctrine shall be taught or inculcated into the curriculum or activities of the school. Each school within the district shall observe approximately one (1) minute of silence each day for the purpose of allowing each student to meditate, pray or engage in any other silent activity that does not interfere with, distract or impede other students in the exercise of their choices. All school personnel are to afford these options to all students, who will individually make the selection as to which of these behaviors they will engage during the moment of silence. Beginning with the 2002-2003 school year, these options will also be included in the student handbooks.

If the district or a school employee is sued for providing a minute of silence to students, the district must notify the Attorney General within five (5) days. The Attorney General will provide legal representation to the district or employee named as a defendant in an action related to this statutory requirement.

The minute of silence will be announced over the intercom each day during school announcements. The script will be as follows:

“We will now pause to observe approximately one (1) minute of silence, allowing each student to meditate, pray or engage in any silent activity that does not interfere with or distract other students.”

Policy for Religious Liberties

PREAMBLE

Mustang Public Schools recognizes that religious liberty, or freedom of conscience, is a precious, fundamental and inalienable right for all, as guaranteed by the First Amendment to the Constitution of the United States:

“Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof...”

This inalienable right is best guarded and responsibilities best exercised when each person and group guards for all others those rights they wish guarded for themselves.

The proper role of religion in the public schools is *academic* and not devotional, where beliefs are respected as a matter of conviction rather than coercion. Mustang Public Schools strives to advance the students' knowledge and appreciation of the role that religious heritage has played in all aspects of human history and development.

TEACHER TRAINING AND CURRICULUM

“Knowledge about religions is not only characteristic of an educated person, but is also absolutely necessary for understanding and living in a world of Diversity.” (National Council for the Social Studies)

Further, the proper role for instruction *about* religion in the public school is in its educational value and not in religious observance or celebration. According to the Supreme Court, the *Establishment Clause* forbids state action or practices that aid or prefer one religion over another or that aid all religions and thus endorse or show preference for religion over non-religion, while the *Free Exercise Clause* requires any state actions or practices which interfere with an individual's constitutionally protected religious freedom be strictly scrutinized.

Teacher Training

The District Professional Development Committee shall seek, secure and support the development of teachers by utilizing experts in the field of teaching about religion. This can be accomplished by training key personnel who then become a resource to other district personnel.

Building administrators are encouraged to form groups that can offer encouragement and support, both emotional and spiritual, to all staff. These groups can best be facilitated by the District's counseling staff.

Curriculum

Teachers shall prepare and teach lessons throughout the year and throughout the curriculum that:

- Approach religion as *academic* not devotional
- Strive for student *awareness* of religions not acceptance of religions
- Study *about* religion, but do not practice religion in the classroom
- *Expose* students to diversity of religious views, not impose any particular view
- *Educate* about all religions, not promote or denigrate religion
- *Inform* students about various beliefs, not conform students to any particular belief
- *Demonstrate* the impact of economic, social, political, and cultural effects of religion throughout history
- Are age appropriate

Overtime, the District Curriculum Committee shall create additional courses or special units of instruction within the curriculum that promote the study of various religions and beliefs throughout the world. The District Textbook Selection Committee, consisting of staff, administrators and patrons, shall select textbooks and supportive materials for use in classrooms that include references to various religions.

RELIGIOUS HOLIDAYS

Teachers shall be especially sensitive to the feelings of students who might not wish to participate in activities for religious reasons. Parents are encouraged to share with classroom teachers the religious practices of their family, in order to assist the teacher in lesson preparation and calendar planning.

In the Classroom

The recognition of religious holidays may be taught if the purpose is to provide instruction *about* religious traditions in world culture. Presentation of materials dealing with religious holidays must be accurate, informative and descriptive. The focus should be on the origins, history and generally agreed-upon meanings of the holidays. Respect for religious diversity in the classroom necessitates that teachers be fair and balanced in their treatment of religious holidays. No student should feel excluded or forcibly identified with a religion not their own. Teachers shall not use the study of religious holidays as an opportunity to proselytize or inject personal religious beliefs in the discussions. Teachers should teach through attribution, i.e., by reporting that “some Buddhists believe...” This allows the religious tradition to speak for itself.

On the elementary level, natural opportunities arise for discussion of religious holidays while studying different cultures and communities. On the secondary level, students of social studies, literature, world history and the arts will have opportunities to consider the holy days of religious traditions. Teachers need to be aware of the major religious holidays so as to avoid, as much as possible, creating an undue burden on students who choose not to attend school on those days.

Class parties associated with seasonal holidays are appropriate insofar as they are consistent with the approved curriculum. However, consistent with the District’s goal of maximizing instructional time, such parties must not unduly interfere with regular academic activities.

Holiday Programs

Holiday programs should serve an educational purpose for all students. No school activity shall have the purpose, or effect, of promoting or inhibiting religion. Public schools may not sponsor religious devotions or celebrations. Study *about* religion does not extend to actually experiencing religious worship or practice.

Religious Depictions

Religious depictions in the classroom, in school assemblies or other school sponsored programs that have an educational goal shall be allowed. These depictions must only be short re-enactments or portrayals. The School must give attribution explaining that the depictions are the beliefs of a particular faith, i.e. by reporting that “some Buddhists believe...”

Religious Symbols

Religious symbols may be used as a teaching aid or resource, not as a devotional tool, provided they are displayed only as an example of the cultural and religious heritage of the holiday and are temporary in nature. Students may choose to create artwork with religious symbols, but teachers shall not assign such creations. Art projects and other class activities shall give students a choice that respects the kinds of celebrations, religious or otherwise, that their families practice. Teachers and administrators shall not assume how students celebrate certain times of the year, but shall use religious holidays to teach what these symbols actually mean in the traditions they represent.

A religious symbol is:

- Any object that portrays or recognizes the existence of a Supreme Being or deity, including, but not limited to: the Cross, Star of David, nativity scene, menorah, tablets, chalices, crescent, Buddha and other symbols that are part of a religious celebration or ceremony.
- Any object that is closely associated with religion or with the celebration of a religious holiday that it is looked upon as being of a religious nature, including, but not limited to: the Dreidel, Christmas tree, Santa Claus, Lion of Judah, Easter eggs and Easter bunnies.

Religious Music

Traditional carols and music from other traditions, i.e. Religious music may be performed by District bands, choirs and orchestras as part of an academic program of instruction. When planning and presenting performances that include religious music, District personnel must make all reasonable efforts to provide a balanced presentation of secular and religious music from a variety of traditions throughout the course of the school year.

Students may present a musical work with a religious theme in class or as part of a special performance, variety or talent show, etc., as long as such selections are consistent with the purpose or theme of the assignment or presentation.

Parents' Right to Excuse Students for Religious Reasons

School officials shall try to accommodate the written requests of parents for excusal of their child from classroom discussions or activities for religious reasons. If focused on a specific discussion, assignment or activity, such a request may be routinely granted. Alternative lessons/activities will be substituted within reasonable limitations.

Scheduling/School Calendars

The school calendar should be prepared so as to minimize conflict with religious holidays. Where conflicts are unavoidable, care should be taken to avoid tests, special projects, introduction of new concepts and other activities that would be difficult to make up. Students are expected to make up missed assignments without loss of status or penalty.

Absence from School for Religious Holidays

No student shall be penalized for being absent from school to observe religious holidays. If a student is going to be absent, it is the parent's responsibility to notify the teacher ahead of time.

RELIGIOUS EXPRESSION

Student Expression of Personal Religious Beliefs or Views

Free exercise of religious practices or freedom of speech by students shall not be denied unless the conduct or speech unreasonably interferes with the ability of the school officials to maintain order and discipline, violates schools rules, impinges on the rights of others, unreasonably endangers persons or property, creates a coercive environment, or violates concepts of civility or propriety appropriate to the school setting. This includes, but is not limited to:

- Reading the Bible or other scriptures
- Praying, with friends in cafeterias, hallways, around flagpoles, at athletic contests and other extra-curricular activities
- Discussing religious views with other students, or attempting to persuade peers about religious topics, as long as the persuasive speech does not constitute harassment

Student religious conduct or expression shall not be prohibited in homework, classroom discussions, presentations, assignments, or school sponsored activities, unless it violates the standards above. Students have the right to give educationally relevant classroom presentations on religious topics or

engage in other religious expression during instructional time. Students do not have the right to make a captive audience listen to a lengthy sermon, or compel other students to participate in religious exercise.

Minute of Silence

A minute of silence shall be allowed as referenced in Policy and Procedures # 1091.

Graduation Exercises

As per the United States Department of Education:

“Student speakers at student assemblies and extracurricular activities may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious (or anti-religious) content.”

The graduation program shall contain a disclaimer indicating that student speech is the speaker’s and not the District’s.

Baccalaureate Services

Baccalaureate, as a religious service, is not sponsored or organized by the District. Attendance at such an event shall be optional and voluntary.

Religious Attire

Dress is a form of individual expression. Any prohibition or regulation of religious clothing or apparel must be done in the least restrictive manner possible to accomplish district and school objectives of maintaining a safe and orderly school environment. School officials should make appropriate exemptions to dress code and reasonably accommodate students who wear hairstyles, clothing, head wear, jewelry, cosmetics, or other apparel as a personal expression of sincerely held religious beliefs.

School officials should also be sensitive and appropriately accommodate students who request not to wear certain gym clothes that they regard, on religious grounds, as immodest.

Distribution of Religious Materials on School Grounds

In accordance with United States lower court decisions, outside groups may passively distribute literature or other materials at the secondary level on school grounds in accordance with reasonable time, place and manner restrictions imposed by the school.

Students may distribute religious literature or other materials only at reasonable times, places and manners designated by the school.

Religious flyers and hand-outs announcing community events shall not be singled out for special regulation or prohibition based on content, but are subject to reasonable time, place and manner restrictions imposed by the schools on other non-school related literature.

Employee and Volunteer Worker Expression of Personal Religious Beliefs

All employees of the School District must maintain strict neutrality concerning religion when acting in their official capacities. An employee’s rights relating to voluntary religious practices and freedom of speech do not include proselytizing of any student while the employee is acting in the employee’s official capacity, nor may an employee attempt to use his or her position to influence a student regarding the student’s religious beliefs or lack thereof.

If a student asks an employee about that employee's personal religious beliefs, the employee may choose not to respond. However, while acting in an official capacity, an employee may respond in an appropriate and restrained manner to a spontaneous question from a student regarding the employee's personal religious beliefs or perspectives, but may not turn the question into an opportunity to proselytize for or against religion.

Religious apparel is permissible if it is required by a person's religion, is part of the person's ordinary work dress, would not be disruptive of the school environment or does not contain a proselytizing message.

Adopted: 05-05

RELIGIOUS LIBERTY COMPLAINT POLICY

The Mustang Board of Education believes that it is important to implement a policy, which promotes a fair, conscientious and equitable investigation and/or resolution of complaints involving or affecting religious liberties. This policy is intended to establish a procedure whereby complaints regarding religious liberties within the district can be fully and effectively resolved at the proper administrative level. At each procedural level, the person bringing the complaint and the school employee(s) are encouraged to use all available sources in the education and religious community to assist in resolving complaints. The ongoing Religious Liberties committee discussed in the "Policy Review" section below can be included in these available sources.

PROCEDURE FOR RESOLVING COMPLAINTS REGARDING RELIGIOUS LIBERTIES

Step One

All complaints pertaining to religious liberties shall be initiated with a classroom teacher. The teacher shall discuss the nature of the complaint with the initiating person. It shall be the intent of this initial discussion to resolve the complaint to the satisfaction of all parties. Such discussion shall occur during the regular school day and on school premises.

If resolved, the complaint shall precede no further.

If not resolved, the complaining party shall inform the principal or other appropriate administrator of the situation.

Step Two

The principal or administrator shall discuss the nature of the complaint with the person initiating the complaint. After becoming sufficiently informed as to the subject matter, the principal or administrator shall timely set up an informal meeting between the person initiating the complaint and any other employee(s) that may be the subject of the complaint. It shall be the purpose of the meeting to attempt to resolve the complaint to the satisfaction of all parties. Such meetings shall occur during the regular school day and on school premises. At such meeting, the records kept will be a memorandum confirming that an informal meeting occurred, the date of the meeting, the subject of the complaint, persons present, and whether or not the complaint was resolved.

If resolved, the complaint shall precede no further.

If not resolved, the complaining party shall be given a *Formal Complaint Form* on which to formally submit their complaint. The person initiating the complaint shall sign and complete such form.

The complaint shall proceed no further until the building principal or supervising administrator receives the fully executed and signed complaint form from the complaining party.

Step Three

Supervising administrator shall provide both parties his/her written response to the complaint stating the decision reached, the reason therefore, and the procedures and form to be used to appeal the decision to the fourth level.

In the event the person who initiated the Step Three complaint is not satisfied with the decision of the building principal or supervising administrator, the complaint may be appealed to the superintendent level by written request delivered to the building principal or supervising administrator within five (5) working days of complaints receipt of the Step Three decision. Upon receipt of a written request for Step Four Appeal, the building principal or supervising administrator shall, the same or subsequent working day,

deliver to the Central Administration offices the *Formal Complaint Form* and written request for Level Four Appeal, together with copies of all other documents and decisions related to the complaint.

Step Four

Within ten (10) working days of receipt of the *Formal Complaint Form* and written request for Step Four Appeal, the superintendent, or an assistant superintendent designated by the superintendent, shall meet with the complainant and the building principal or supervising administrator to ascertain the relevant facts, review the documentation from all levels and render a decision stating the reasons therefore and the procedures to be used to appeal the decision to the board. If the complainant is not satisfied with the decision rendered, he/she within three (3) days after receipt of the decision may appeal the issue to the Mustang Board of Education by delivering a written request to the Clerk of the Board. No issue may be appealed to the Board, which was not clearly stated within the *Formal Complaint Form* initially filed.

The Board may consider the matter at the next regular board meeting if the appeal is received in sufficient time to comply with the Oklahoma Open Meeting Act.

The Board may defer the matter to any subsequent meeting it deems appropriate, or decline to review the matter making the decision of the superintendent final. If the Board determines to review the matter, there shall be no public discussion or debate. The Board shall render their decision in open session.

POLICY REVIEW

A Religious Liberties committee of administrators, teachers, parents, students, clergy, and attorneys shall be convened annually in conjunction with the Board's annual review of District policies. This committee will review this policy's effectiveness and compliance with applicable state and federal law, and update the policy accordingly.

COMPLAINT FORM PERTAINING TO RELIGIOUS LIBERTIES

Date Filed _____

Name of Person Filing the Complaint _____

Home Address _____

Work Address _____

Home Telephone Number _____ Work Telephone Number _____

Name of Employee Involved in the Complaint _____

Date of Problem _____

When and where did the incident occur? _____

List any witnesses who were present. _____

Describe the nature of the complaint as clearly as possible.

Describe desired resolution.

I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complaint's Signature _____

Date

Received By _____

Date

EMERGENCY PLANS HOMELAND SECURITY (REGULATIONS)

To deal with the Mustang Public Schools' obligations to students, staff and the community with regard to emergency preparedness and homeland security, the Mustang Board of Education has adopted the following:

Homeland Security Advisory System

Our nation has created the Department of Homeland Security, which has three (3) primary missions:

- prevent terrorist attacks within the United States
- reduce America's vulnerability to terrorism
- minimize the damage from potential attacks and natural disasters

A critical function of homeland security is to ensure that our state and local governments, police, fire departments, paramedics and concerned citizens are able to connect with local people representing the department. The Department of Homeland Security has established assessment guidelines for five (5) levels of threat to the nation. From time to time, the Director of Homeland Security may issue or change a national threat level alert. The five levels of threat alert are:

1. **Low Condition (Green)** A Low Condition is declared when there is a low risk of terrorist attack. Federal departments and agencies should consider the following general measures in addition to the agency-specific protective measures they develop and implement:
 - refining and exercising as appropriate preplanned protective measures
 - ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency protective measures
 - institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks and all reasonable measures are taken to mitigate these vulnerabilities
2. **Guarded Condition (Blue)** A Guarded Condition is declared when there is a general risk of terrorist attack. In addition to the protective measures taken in the previous threat condition, federal departments and agencies should consider the following general measures in addition to the agency-specific protective measures that they will develop and implement:
 - checking communications with designated emergency response or command locations
 - reviewing and updating emergency response procedures
 - providing the public with any information that would strengthen its ability to act appropriately
3. **Elevated Condition (Yellow)** An Elevated Condition is declared when there is a significant risk of terrorist attack. In addition to the protective measures taken in the previous threat conditions, federal departments and agencies should consider the following general measures in addition to the protective measures that they will develop and implement:
 - increasing surveillance of critical locations
 - coordinating emergency plans appropriate with nearby jurisdictions
 - assessing whether the precise characteristics of the threat require the further refinement of preplanned protective measures
 - implementing, as appropriate, contingency and emergency response plans
4. **High Condition (Orange)** A High Condition is declared when there is a high risk of terrorist attack. In addition to the protective measures taken in the previous threat conditions, federal departments and agencies should consider the following general measures in addition to the agency-specific protective measures that they will develop and implement:
 - coordinating necessary security efforts with federal, state and local law enforcement agencies or any National Guard or other appropriate armed forces organizations

- taking additional precautions at public events and possibly considering alternative venues or even cancellation
 - preparing to execute contingency procedures, such as moving to an alternative site or dispersing their workforce
 - restricting threatened facility access to essential personnel only
5. **Severe Condition (Red)** A Severe Condition reflects a severe risk of terrorist attack. Under most circumstances, the protective measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the protective measures in the previous threat conditions, federal departments and agencies also should consider the following general measures in addition to the agency-specific protective measures that they will develop and implement:
- increasing or redirecting personnel to address critical emergency needs
 - assigning emergency response personnel and pre-posting and mobilizing specially trained teams or resources
 - monitoring, redirecting or constraining transportation systems
 - closing public and government facilities

Severe Condition (“Red Alert”) Plan

Depending upon the circumstances and the nature of the attack, the first most important decision school administrators need to make is whether to stay put or get away. School district personnel should understand and plan for both possibilities. Decisions should be made using common sense and available information to determine if there is immediate danger.

In any emergency, local authorities may or may not be able to provide information immediately on what is happening and what should be done. However, radio and television news reports should be monitored for information or official instructions as they become available. The superintendent shall prepare administrative procedures as to monitoring methods (e.g., use of a television, radio or Internet access), responsibilities (staff assigned) and circumstances (High Condition and/or Severe Condition alerts).

When specifically advised by local authorities, the schools will be evacuated or medical treatment will be sought for all persons on school property.

In the event the Department of Homeland Security issues a Severe Condition alert, Mustang Public Schools will follow the directives of local civil defense authorities. If immediate evacuation and closure of school buildings is required, appropriate transportation will be provided to established “safe areas” and parents will be notified via radio and/or television announcements. The schools in this district will remain closed until considered safe to re-open.

Emergency evacuation plans have been developed and will be implemented when appropriate to do so or when required by local authorities. Such plans include several routes and destinations in different directions from the school campus in order to provide options in the event of an emergency.

If directives are received that the school will activate “lockdown” procedures, staff and students will not be allowed to leave the premises and no persons will be allowed to enter. All staff and students will be moved to secure areas of the school building where appropriate safety procedures will be implemented. Emergency supply kits will be maintained in each designated secure area. Each site will attempt to maintain food and water provisions. Communications will be maintained with local authorities so that parents can be made aware their children are protected.

Cross Reference: Board Approved Mustang Public Schools’ Crisis and Management Plan (CAMP)

COMPLAINT AGAINST AN EMPLOYEE OF THE DISTRICT POLICY

The Mustang Board of Education believes that it is important to implement a policy, which promotes a fair, conscientious and equitable investigation and/or resolution of complaints involving or affecting district personnel. This policy is intended to establish a procedure whereby complaints against employees of the district can be fully and effectively resolved at the proper administrative level.

Adopted: 08-99
Revised: 08-03
Revised: 08-09-10

PROCEDURE FOR RESOLVING COMPLAINTS AGAINST AN EMPLOYEE OF THE DISTRICT

Step One

All complaints pertaining to an employee shall be initiated with the principal or other administrator who supervises such employee. The principal or administrator shall discuss the nature of the complaint with the person initiating the complaint. After becoming sufficiently informed as to the subject matter, the principal or administrator shall timely set up an informal meeting between the person initiating the complaint and the employee(s) who is (are) the subject of the complaint. It shall be the purpose of the meeting to attempt to resolve the complaint to the satisfaction of all parties. Such meetings shall occur during the regular school day and on school premises. At such meeting the records kept will be a memorandum confirming that an informal meeting occurred, the date of the meeting, the subject of the complaint, persons present and whether or not the complaint was resolved.

If resolved, the complaint shall precede no further.

Step Two

If not resolved, the complaining party shall be given a *Formal Complaint Form* by the principal or supervising administrator on which to formally submit their complaint. The person initiating the complaint shall sign and complete such form and return the form to the principal or other administrator that supervises the employee.

The complaint shall proceed no further until the building principal or supervising administrator receives the fully executed and signed complaint form from the complaining party. The principal or supervising administrator will then review the complaint, investigate and within five (5) school days shall provide both parties his/her written response to the complaint stating the decision reached and the reason(s).

In the event the person who initiated the Step Two complaint is not satisfied with the decision of the building principal or supervising administrator, the complaint may be appealed to the superintendent level by written request delivered to the building principal or supervising administrator within five (5) working days of complaints receipt of the level two decision. Upon receipt of a written request for Step Three Appeal, the building principal or supervising administrator shall, the same or subsequent working day, deliver to the Central Administration offices the *Formal Complaint* and written request for Level Three Appeal, together with copies of all other documents and decisions related to the complaint.

Step Three

Within ten (10) working days of receipt of the *Formal Complaint* and written request for Step Three Appeal, the superintendent, or an assistant superintendent designated by the superintendent, shall meet with the complainant and the building principal or supervising administrator to ascertain the relevant facts, review the documentation from all levels and render a decision stating the reasons therefore and the procedures to be used to appeal the decision to the board. If the complainant is not satisfied with the decision rendered, he/she within three (3) days after receipt of the decision may appeal the issue to the Mustang Board of Education by delivering a written request to the Clerk of the Board. No issue may be appealed to the Board, which was not clearly stated within the *Formal Complaint* initially filed.

The Board may consider the matter at the next regular board meeting if the appeal is received in sufficient time to comply with the Oklahoma Open Meeting Act.

The Board may defer the matter to any subsequent meeting it deems appropriate, or decline to review the matter making the decision of the superintendent final. If the Board determines to review the matter, there shall be no public discussion or debate. The Board shall render their decision in open session.

Adopted: 08-99

Revised: 08-03

Revised: 07-06

Revised: 08-09-10

FORMAL COMPLAINT FORM AGAINST AN EMPLOYEE OF THE DISTRICT

Date Filed _____

Name of Person Filing the Complaint _____

Home Address _____

Work Address _____

Home Telephone Number _____ Work Telephone Number _____

Name of Employee Involved in the Complaint _____

Date of Problem _____

When and where did the incident occur? _____

List any witnesses who were present. _____

Describe the nature of the complaint as clearly as possible.

Describe desired resolution.

I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complaint's Signature _____

Date

Received By _____

Date

SECTION 504/TITLE IX Student/Parent Grievance Procedures

Section 504 of the Rehabilitation Act of 1973 and the Title IX of the Educational Amendments of 1972 prohibits discrimination against students with a disability in any program receiving Federal financial assistance. No discrimination against any student with a disability or on the basis of gender will knowingly be permitted in any of the programs and activities of the Mustang Public School district. If any person believes that the District, or any of the District's staff, has discriminated against them based on race, color, religion, national origin, sex, qualified handicap, veteran status or other perceived decimation, he/she is encouraged to visit with the administrator of the site. Reasonable efforts shall be made to resolve the problem or complaint. If that is not successful, he/she may utilize the following grievance procedure:

Mustang Public Schools Title IX/504/ADA Coordinator information:
Deputy Superintendent – Tracy Skinner or Ryan McKinney, Executive Director of Secondary Schools
(405) 376-2461
Mustang, OK, 73099
Email: titleix-504-ada@mustangps.org

Step One:

A written statement of the grievance, signed by complainant, shall be submitted to the local Title IX/504/ADA Coordinator aka Deputy Superintendent, stating the name, nature and date of alleged violation; names of person responsible and requested action. Complaint should be submitted within thirty (30) days of alleged violation. Complaint forms are available in all school offices.

Step Two:

The Compliance Coordinator shall investigate the complaint by interviewing both the complainant and the respondent (the person alleged to be responsible for the violation in the complaint), and any other person found to have knowledge regarding the complaint within ten (10) business days.

Step Three:

A written report is provided both to the complainant and respondent within five (5) business days following the completion of the investigation and actions taken as described within the report. Procedures for the next level of appeal will be provided.

Step Four

If the complainant wishes to appeal the decision of the local 504/ADA Coordinator aka Deputy Superintendent, Mustang Educational Resource Center, 909 S Mustang Road, Mustang 73064, 405-376-2461, he/she may submit a signed statement of appeal to the District Grievance Officer. He/She shall meet with all parties involved, review the documentation from all levels, formulate a conclusion, and respond in writing to the complainant within ten (10) business days. Procedures for the next level of appeal will be provided.

Step Five:

The complainant may appeal the decision of the Grievance Officer to the local Board of Education by delivering a written request to the Clerk of the Board. The Board may consider the matter at the next regularly scheduled meeting if the appeal request is received in sufficient time to place it on the agenda, or a subsequent hearing date may be set within thirty (30) days of the receipt of the request. Within ten (10) days after the hearing, a final written decision regarding the validity of the grievance and any actions to be taken will be provided to the complainant. Procedures for the next level of appeal will be provided.

Adopted: 11-02
Revised: 07-11-11
Revised: 08-14-17
Revised: 05-14-18
Revised: 7-16-18
Revised: 6-10-19

SECTION 504/TITLE IX FORM

TO: Section 504/Title IX Compliance Coordinator

FROM: Name of Complainant: _____

Address/Contact Number: _____

Date of Alleged Violation: _____

Nature of Alleged Violation:

Names of Persons Responsible:

Requested Action:

Date Complaint Filed with Coordinator: _____

Please use reverse side of this form or attach additional sheets if necessary.

SECTION 504/ TITLE IX FORM**TO:** Section 504/Title IX Grievance Officer**FROM:** Name of Complainant: _____

Address/Contact Number: _____

Date of Alleged Violation: _____

Nature of Alleged Violation:

Names of Persons Responsible:

Requested Action:

Date Complaint Filed with Grievance Office: _____**Please use reverse side of this form or attach additional sheets if necessary.**

SECTION 504/TITLE IX FORM

TO: Mustang Board of Education

FROM: Name of Complainant: _____

Address/Contact Number: _____

Date of Alleged Violation: _____

Nature of Alleged Violation:

Names of Persons Responsible:

Requested Action:

Date Complaint Filed with Board of Education _____

Please use reverse side of this form or attach additional sheets if necessary.

ANNUAL BUDGET

The Board of Education shall prepare a budget that shall represent a complete plan for the school district and shall present information necessary and proper to disclose the financial position and condition of the school district. It shall contain a budget summary in tabular form for each appropriated fund:

- Actual revenues and expenditures for the immediate prior fiscal year;
- Revenues and expenditures for the current fiscal year as shown by the budget for the current year as adopted or amended;
- Estimates of revenues and expenditures for the budget year.

The Board will make available the financial data of the most recent completed school year in the administrative office of the Mustang Board of Education. The financial data will be available upon request.

No later than October 1 of each year, the Board shall submit one (1) copy of either the Estimate of Needs or the Budget to the State Department of Education and the County Excise Board.

The final budget may be revised by the Board in open meeting.

Adopted: 08-99
Revised: 08-14-06
Revised: 08-09-10
Revised: 11-09-15

MANAGEMENT AND INVESTMENT OF FUNDS

It is the policy of the Board of Education that all fund receipts (exclusive of the activity fund) shall be transmitted to the treasurer/assistant treasurer of the board of education. A receipt shall be issued by the person receiving the funds to the person giving the funds and a copy of the receipt(s) shall be forwarded to the treasurer/assistant treasurer. The treasurer/assistant treasurer shall then deposit those funds no later than the next banking day if over \$100.00 and no less than weekly for any totaling less. When investing funds or making principal/interest payments the treasurer/assistant treasurer shall authorize the bank to issue a wire transfer or ACH followed by authorized instructions with routing and account information.

As required by State Statue 70, paragraph 5-190, the Board may direct the treasurer/assistant treasurer to satisfactorily complete at least twelve (12) hours of instruction on school finance laws of this state, accounting, ethics and the duties and responsibilities of a school district treasurer. This position has nine (9) months after employment by the school district to meet this requirement. After receiving the training, the treasurer/assistant treasurer is required to complete a minimum of twelve (12) hours of continuing education every three (3) years.

The treasurer/assistant treasurer is authorized to invest all funds in the following:

1. Direct obligations of the United States government to the payment of which the full faith and credit of the Government of the United States is pledged; provided, a treasurer/assistant treasurer of a school district who has completed the appropriate training offered by the State Department of Education 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 this state is pledged;
3. Certificates of deposit of banks when such certificates of deposits are secured by acceptable collateral;
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;
5. Repurchase agreements that have underlying collateral consisting of those items specified in paragraphs 1 and 2 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 proposes.
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;
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 and 6;
8. Warrants, bonds or judgments of the school district; or
9. Qualified pooled investment programs, the investment of which consist of those items specified in paragraphs 1 through 8 as well as obligations of the united States agencies and instrumentalities, regardless of the size of the district's budget. To be qualified, a pooled investment program for school funds must be governed through an inter-local cooperative agreement formed pursuant to 70 O.S. § 5-1 17b and the program must competitively select its investment advisors and other professionals.

Any pooled investment program must be approved by the Board of Education.

Any interest received from investments will be placed in the fund from which the investment was made as approved by the Board of Education at a lawfully convened board meeting.

The treasurer/assistant treasurer shall place primary emphasis on safety and liquidity in the investment of

funds. Taking into account the need to use sound investment judgment, prior to purchasing direct obligations of the United States Government or other obligations of the United States Government, its agencies or instrumentalities, the school district shall utilize competitive bids, to the extent practicable. All investments shall be designed to maximize yield within the class of investment instrument, consistent with the safety of the funds invested.

To determine that school funds are properly secured, the treasurer/assistant treasurer shall, on a monthly basis obtain from each bank where funds are deposited a listing of collateral pledged, setting forth the par value and market value of such collateral. The Board shall utilize said documents in reviewing the investment performance of the treasurer/assistant treasurer.

The Board of Education shall review the investment performance of the treasurer/assistant treasurer each month at its regularly scheduled board meeting. Such review shall include, but is not limited to, a determination of whether the treasurer/assistant treasurer is making informed investment decisions regarding the safety, return, liquidity, costs and benefits of various investment options in selecting investments for the school district.

Adopted: 08-99
Revised: 08-14-06
Revised: 08-09-10

HARASSMENT and VIOLENCE

General Statement of Policy

It is the policy of Mustang Public Schools to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The District prohibits any form of religious, racial or sexual harassment and violence. This policy includes those relationships between employee-to-employee, employee to patron and employee to student.

It shall be a violation of this policy for any student, teacher, administrator or other school personnel of the District to harass a student, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any student, teacher, administrator or other school personnel of the District to inflict, threaten to inflict or attempt to inflict religious, racial or sexual violence upon any student, teacher, administrator or other school personnel.

The District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any student, teacher, administrator or other school personnel who is found to have violated this policy.

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment: Definition

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- submission to or rejection of that conduct or communication by an individual's employment or education; or
- that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may take many forms, including, but not limited to:

- unwelcome leering, staring, sexual flirtations or propositions
- unwelcome sexual slurs, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- unwelcome graphic verbal comments about an individual's body or overly personal conversation
- unwelcome sexual jokes, stories, drawings, pictures or gestures
- unwelcome spreading of sexual rumors
- unwelcome teasing or sexual remarks about students enrolled in a predominantly single-sex class
- unwelcome touching of an individual's body or clothes in a sexual way
- limiting a student's access to educational opportunities because of gender
- basing academic and or student activity privileges on submission to unwanted sexual conduct from students or staff
- cornering or blocking the normal movements of an individual in a sexual manner
- displaying sexually suggestive objects in the educational environment

B. Racial Harassment: Definition

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment
- has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance or
- otherwise adversely affects an individual's employment or academic opportunities

Racial harassment may include, but is not limited to:

- name calling
- graffiti
- notes or cartoons
- offensive or graphic pictures or book copies
- violent acts

C. Religious Harassment: Definition

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment
- has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance
- otherwise adversely affects an individual's employment or academic opportunities

D. Sexual Violence: Definition

Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts (genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas).

Sexual violence may include, but is not limited to:

- 1) touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex
- 2) coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts
- 3) coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another
- 4) threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse on another.

E. Racial Violence: Definition

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to race.

F. Religious Violence: Definition

Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to religion.

G. Assault: Definition

Assault is:

- an act done with intent to cause fear in another of immediate bodily harm or death
- the intentional infliction of or attempt to inflict bodily harm upon another
- the threat to do bodily harm to another with present ability to carry out the threat

REPORTING PROCEDURES

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a student, teacher, administrator or other school personnel of the District, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a student, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate District official designated by this policy. The District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the District Office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the Superintendent.

The Administration Regulation complaint process to be utilized in dealing with allegations of harassment:

1. A student or parent who has a complaint alleging sexual, racial or religious harassment by another student(s) or sexual, racial or religious harassment or sexual, racial or religious abuse by an employee may request a conference with the principal, assistant principal or the Hearing Officer for Civil Rights.

The student may be accompanied by the parent or other advisor at the initial conference and throughout the complaint process. The initial conference with the student shall be held with a person who is the same gender as the student, when possible. The conference shall be scheduled and held as soon as possible, but in any event within twenty (20) school days.

The principal, assistant principal or the Superintendent shall coordinate an appropriate investigation to be completed within fifteen (15) school days. The student or parent shall be informed if extenuating circumstances delay the investigation.

2. If the resolution of the complaint at Level One is not to the student's or parent's satisfaction, the student or parent has fifteen (15) school days to request a conference with the superintendent or designee, who shall schedule and hold a conference. Prior to the conference, the student or parent shall submit a written complaint that includes a statement of the complaint, any evidence in its support, the resolution sought, the student's and/or parent's signature, and the date of the conference with the principal, assistant principal or Superintendent.
3. If the resolution of the complaint at Level Two is not to the student's or parent's satisfaction, the student may present the complaint to the Board at its next regular meeting. The complaint shall be included as an item on the agenda posted with notice of the meeting. Lack of official action by the Board upholds the administrative decision at Level Two. Announcing a decision in the student's or parent's presence constitutes communication of the decision.

The Board shall hear complaints alleging sexual, racial or religious harassment by students or sexual, racial or religious harassment by employees in closed meetings, unless otherwise required by the Open Meeting Act.

INVESTIGATION

By authority of the District, the Superintendent, upon receipt of a report of complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by District officials or by a third party designated by the District.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, the District may take immediate steps, at its discretion, to protect the complainant, students, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

The investigation will be completed as soon as practicable. The Superintendent shall make a written report upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

DISTRICT ACTION

Upon receipt of a report, the District will take appropriate action. Such action may include, but is not limited to: warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Oklahoma and federal law and District policies.

The result of the District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the District in accordance with state and federal law regarding data or record privacy.

REPRISAL

The District will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Adopted: 08-99
Revised: 08-03
Revised: 08-08
Revised: 08-09-10

**REPORT FORM FOR REPORTS OR COMPLAINTS OF SEXUAL HARASSMENT
AND HARASSMENT BECAUSE OF RACE, NATIONAL ORIGIN AND DISABILITY**

Complainant _____

Home Address _____

Work Address _____

Home Telephone _____ Work Telephone _____

Date of Alleged Incident(s) _____

Did the incidents involve: (Check all that apply)

sexual harassment racial harassment _____

harassment because of national origin _____

harassment because of disability _____

Name of person you believe harassed you or another person.

If the alleged harassment was toward another person, identify that other person.

Describe the incident as clearly as possible, including such things as what force, if any, was used, any verbal statements (i.e. threats, requests, demands, etc.), what, if any physical contact was involved. Attach additional pages as necessary.

When and where did the incident occur? _____

List any witnesses who were present. _____

This complaint is based upon my honest belief that _____ has harassed me or another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature _____

Date _____

Received By _____

Date _____

**DISTRICT POLICY AGAINST SEXUAL HARASSMENT AND HARASSMENT BASED
UPON RACE, NATIONAL ORIGIN AND DISABILITY**

Everyone at Mustang Public Schools has a right to feel respected and safe.

Consequently, we want you to know about our policy to prevent sexual harassment and harassment because of race, national origin and disability.

A harasser may be a student or an adult. Harassment may include the following when related to sex, race, national origin or disability:

- a) name calling
- b) pulling on clothing
- c) graffiti
- d) notes or cartoon
- e) unwelcome touching of a person or clothing
- f) offensive or graphic posters or book covers
- g) violent acts

1. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the superintendent.
2. You may also make a written report. It should be given to a teacher, counselor, the principal or the superintendent.
3. Your right to privacy will be respected as much as possible.
4. We take seriously all reports of sexual harassment, and harassment based upon race, national origin and disability, and will take all appropriate action to investigate such claims, to eliminate that harassment, and to discipline any persons found to have engaged in such conduct.
5. The School District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.
6. This is a summary of this district's policy against sexual harassment and harassment because of race, national origin and disability. A complete copy of this policy is available at the Mustang Administration Office upon request.

SEXUAL HARASSMENT AND HARASSMENT BASED ON RACE, NATIONAL ORIGIN AND DISABILITY ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW.

Contact:

Superintendent

Address

Telephone

HEALTHY AND FIT SCHOOL ADVISORY COMMITTEE/SAFE SCHOOL COMMITTEE

In accordance with state law, the Mustang Board of Education has established that each school site shall select a single committee to perform the functions of both the Healthy and Fit School Advisory Committee and the Safe School Committee. The committee will be composed of at least seven (7) members and shall be composed of teachers, parents of enrolled students, students, and a school official who participates in the investigation of reports of bullying as required by subsection A of Section 24-100.4. The Committee may include administrators, school staff, school volunteers, community representatives, and local law enforcement agencies. The Committee shall assist the school board in promoting a positive school climate through planning, implementing and evaluating effective prevention, readiness and response strategies.

The committee will be selected not later than October 1 of each school year.

The committee will study and make recommendations to the school principal regarding:

- Health Issues
- Health education
- Physical education and physical activity
- Nutrition and health services
- Safety Issues
- Unsafe conditions, possible strategies for students, faculty and staff to avoid physical and emotional harm at school, student victimization, crime prevention, school violence, and other issues that prohibit the maintenance of a safe school;
- Student bullying as defined in 70 O.S. Section 24-100.3
- Professional development needs of faculty and staff to recognize and implement methods to decrease student bullying; and
- Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and use of problem solving teams and resources that include counselors and other behavioral health and suicide prevention resources within or outside the school system.
- Professional Development needs of faculty and staff to recognize and report suspected human trafficking.

The committee shall meet once a month, beginning in October and continuing through April. During each school year, responsibilities of the committee include, but are not limited to, the following:

1. Shall review the district policy for the prevention of bullying and the list of research-based programs appropriate for the prevention of bullying of students at school compiled by the State Department of Education. If the district implements a commercial bullying prevention program, it shall use a program listed by the State Department of Education.
2. Review traditional and accepted harassment, intimidation and bullying prevention programs utilized by other states, state agencies or school districts.
3. Review the district's current safety policies and regulations and made recommendations too the administration regarding any changes needed related tot the Department of Homeland Security's threat assessment level and required or proposed actions.
4. Committee may study and make recommendations to the school district board of education regarding the development of a rape or sexual assault response program that may be implemented at the school site.

Reference: 70 O.S. §24-100.5

Adopted: 08-09-04

Revised: 08-14-17

Revised: 06-27-19

Government Web Site Information Act

Effective November 1, 2010, Mustang Public Schools will make available on the district's website:

- Any administrative rules which the public body uses to operate;
- Any proposed administrative rules submitted by the public;
- Any statutes effecting the public body and its operations;
- Any statutes the public may find useful in interacting with the public body.

A link to the Oklahoma School Law book will be placed on the MPS website.

74 O.S. §3106.4

Adopted: 08-09-10

Revised: 08-14-17

School Employee Witness Fees

Effective November 1, 2010, if a Mustang Public School employee is subpoenaed to appear as a witness in a civil court proceeding, except in a proceeding in which the school district or the state is a party, the school district shall be entitled to a witness fee equal to the amount of the substitute teacher cost, not to exceed One Hundred Dollars (\$100.00) per day. This policy is required to be in compliance with House Bill 2944.

Child Nutrition Program Procurement Policy

The Mustang Public School (MPS) Board of Education, in order to comply with the applicable provisions of the USDA Procurements Standards and any MPS Board Purchasing Policies and Procedures, has established and made accessible to all of its employees with authority to purchase for the Child Nutrition Programs (CNP) the following Procurement Plan for the purchase of goods and services.

- I. Purpose and Goal: The purpose of this Procurement Plan is to establish procedures for the procurement of food, equipment, other supplies and services that will ensure that such materials and services are obtained in an effective manner and in compliance with all applicable Federal and State laws. All procurement transactions of the MPS Child Nutrition Programs, without regard to dollar value, will be conducted in a manner that provides maximum open and free competition. It is the goal of the MPS Child Nutrition Program to purchase only good quality merchandise and services, which will assist in meeting the goal of serving high quality meals at a reasonable cost.
- II. Authorized Purchasing Agents for the Child Nutrition Programs:
 - Director of Child Nutrition Programs
 - Director of Business/Finance
 - Superintendent of Schools
 - Child Nutrition Administrative Assistant
- III. Open and Free Competition will exist to the maximum extent possible, included but not limited to:
 - A. The maintenance of a request file for potential bidders
 - B. Involvement of all known vendors to the extent they are capable of meeting the needs of the MPS Board of Education
 - C. Utilization of clear, fair and identical specifications
 - D. The public announcement of the procurement plan annually
 - E. The advertising of bid opening and viewing of all bids, proposals, etc.
 - F. The mailing of the Invitation to Bid to all known potential bidders
- IV. Comparability of Prices and Products will be achieved through:
 - A. The use of identical specifications
 - B. The on-going evaluation of products and services
- V. Adequate Documentation will be achieved, included but not limited to;
 - A. Bidder request files
 - B. Records of communication (telephone quotes, written quotes, proposals, bid instruments)
 - C. Records of the opening and awarding of sealed bids, proposals and quotations
 - D. Documentation of reasons if the lowest bid, proposal or quotation is not selected
 - E. Post-award notification to all vendors who responded
 - F. Other documentation as required

All purchasing records will be maintained in the Child Nutrition Office files no less than the current year plus 3 additional years.

VI. Procurement Plan Review Procedures

The Child Nutrition Director and Child Nutrition Coordinator will review procurement actions thereby ensuring that procurement activities comply with the standard set forth in applicable State and Federal law, avoid the purchase of unnecessary duplicative items and represent a fair, efficient and effective procurement system.

VII. Contract Administration:

A. Code of Conduct

The MPS District, officers and employees who are engaged in the awarding and administering of contracts supported by program funds shall follow the following principles:

1. No employee or officer of the school district shall participate in selection of, or in the award or administration of, a contract supported by program funds if a conflict of interest, real or apparent, would be involved
2. Conflicts of interest arise when any of the following has a financial or other interest in the firm selected for the award:
 - a. The employee, officer or agent
 - b. Any member of his/her immediate family
 - c. His/her partner
 - d. An organization which employs, or is about to employ, any of the above
3. The Mustang Public School District's officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of material and/or monetary value from contractors, potential contractors or parties to sub agreements
4. The removal of any food, supplies, equipment or school property is prohibited
5. Failure of any employee to abide by the above stated code could result in a fine or suspension, both or dismissal

B. Buy American -

Schools participating in the federal school meal programs are required to purchase domestic commodities and products for school meals to the maximum extent practicable. Domestic commodity or product means an agricultural commodity that is produced in the US and a food product that is processed in the US substantially (at least 51%) using agricultural commodities that are produced in the US. While rare, 2 exceptions may exist when: 1) the product is not produced or manufactured in the US in sufficient, reasonable or available quantities of a satisfactory quality, such as bananas and pineapple and 2) competitive proposals reveal the cost of a domestic product is significantly higher than a non-domestic product.

1. All purchases will be verified upon receipt
2. Assurance that all contractors and vendors conform in accordance with issued purchase orders will be realized
3. All successful vendors and contractors will be informed as to how, when and on what basis payment will be made
4. The following persons will be responsible for contract administration:
Child Nutrition Director; Child Nutrition Administrative Assistant

C. Protest Procedures –

Are in place to handle and resolve disputes relating to procurements (Attached: 1140.1). Information shall be disclosed regarding protest to the awarding agency. A protestor must exhaust all administrative remedies with the district SFA before pursuing a protest with a federal agency. Reviews of protests by the federal agency will be limited to: (Reference USDA Policy Memo2006-SNP-06). Violations of federal law or regulations and the standard of 2CFR§200 (violations of state or local law will be under the jurisdiction of state or local authorities). AND

Violations of the district SFA's protest procedures for failure to review a complaint or protest. Protests received by the federal agency other than those specified above will be referred to the SFA.

D. Nonkickback Affidavit

Please note that Oklahoma statute 62 O.S. §310.9 requires a signed and notarized nonkickback affidavit on every purchase order of \$25,000 or more. The affidavit is to be signed by the person or persons authorized to accept payment on behalf of the architect, contractor, engineer, or supplier.

E. Lobbying Certification (Reference 200.326[1])

a. Lobbying certification must be obtained for procurement contracts of more than \$100,000. Any vendor whose contract award is for more than \$100,000 must complete a Certification Regarding Lobbying form located on page P-55. The SFA must keep this signed certification statement on file with a copy of the vendor's contract.

b. Any SFA or its vendors who participate in lobbying activities must complete a Disclosure of Lobbying Activities form on page P-57. SFAs must submit this completed form to the State Agency. A vendor would submit its completed form to the SFA.

F. Debarment or Suspension

An SFA is prohibited from contracting with an individual or company that has been debarred or suspended in accordance with 2 CFR §180, as adopted and modified by USDA regulations at 2 CFR §417. This prohibition does not extend to contracts in existence at the time of the debarment or suspension or to most contracts under \$25,000. Rather, it applies to new contracts and extensions or renewals of existing contracts of \$25,000 or more and to contracts for audit services, regardless of amount.

G. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).

Where applicable, *all contracts* awarded by the nonfederal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 70 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market or contracts for transportation or transmission of intelligence.

H. Equal Opportunity and Discrimination. The vendor certifies that it is an Equal Opportunity Employer, a provider of services and/or assistance, and is in compliance with the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, and Executive Orders 11246 and 11375. The vendor assures compliance with the Americans With Disabilities Act of 1990 (Public Law 101-336), all amendments to, and all requirements imposed by the regulations issued pursuant to this Act. (FORMAL CONTRACTS OF \$10,000 OR MORE)

Any or all bids may be rejected if there is a sound documented reason.

Contracts in excess of \$150,000 shall contain provision that require compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857[h]), Section 508 of the Clean Water Act (33 U.S. C. 1368), Executive Order 11738, and Environmental Protection

Agency (EPA) Regulation (40 CFR §15), which prohibit the use of nonexempt federal contracts, grants, or loans of facilities included on the EPA list of violating facilities. The provision shall require reporting of violations to the grantor agency and to the EPA Assistant Administrator for Enforcement (EN-329). The contract must recognize mandatory standards and policies relating to energy efficiency that are contained in the State Agency conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

VIII. Procurement Methods:

Records will be kept for all purchases regardless of the procurement method used; including small purchases in the Child Nutrition Office for the current year plus 3 previous years.

Any or all bids may be rejected if there is a sound documented reason.

A. Micro purchase procedures will be used to purchase:

services or supplies, the aggregate dollar amount of which does not exceed the micro purchase threshold of \$10,000.00. To the extent practicable, the district will distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the district entity considers the price to be reasonable.

B. Purchasing equipment:

If the amount of purchases for equipment is greater than \$5,000 and using USDA funding for the purchase, the SFA will seek prior approval from Oklahoma Child Nutrition Programs unless the equipment is placed on the Equipment Pre-Approval list located in the Child Nutrition Manual. If not using USDA funding for purchase, "Small Purchase" procedures for quotes will be followed (see below).

C. Small purchase procedures or quotes will be used to purchase:

services or supplies when the estimated value of the purchase or awarded contract does not exceed the small purchase threshold of \$250,000.00. Price or rate quotations will be obtained from an adequate number of qualified sources. Public notice is not required (example newspaper ad). Price or rate quotations can be opened at any time. Price or rate quotations can be either verbal or written.

D. Competitive Sealed Bids or an Invitation for Bid (IFB) will be used to purchase when contract value is equal to or greater than \$250,000.00. IFBs containing all the information and instructions necessary for bidders to prepare their proposals will be solicited from an adequate number of known suppliers, and will provide sufficient response time prior to the date set for opening the bids. The invitation for bids will be publicly advertised. District entity will open all sealed bids at an appointed time, review the proposals and select those deemed competitive enough to continue in the negotiation process. District entity will award contract to responsible contractor who has the facilities, quality-assurance processes, etc. to complete the contract. Interested parties can view all the bids at this time. The contract is awarded to the responsive and responsible bidder with the lowest bid. Sealed bids (or IFB) procedures will be applied on the basis of the attached Chart of Procedures

E. Non-Competitive Negotiations

The circumstances under which Non-Competitive Negotiations will be used are:

1. Only one (1) vendor is willing to supply bids on the proposed items of purchase. (Documentation indicating that MPS made good faith effort to secure vendors to bid will be kept on file for three (3) years)
2. An emergency exists that will not permit the delay in securing competitive bids
3. Small items that are needed and may be obtained from the local grocery store will not be bid MPS will make a reasonable effort to assure that prices paid through the Non-Competitive Negotiations process will be at the "fair market" price.

F. MPS Child Nutrition Program reserves the right to purchase new items or items at discounted rates at food shows.

G. Service contracts will be eligible for renewal when service and/or products have proven satisfactory:

1. Warewashing and related items
2. Pest control
3. Hood cleaning
4. Fire protection (fire extinguishers)
5. Grease removal
6. Software update

IX. Procurement Calendar:

Prime Vendor Award valid for one school year with option to renew for up to 3 school years.

Goods and services purchased by the MPS Child Nutrition Program bid periods are as follows:

A. Awarded to Prime Vendor

1. Market Basket (top 50 items purchased)
2. Commodity Net off (commodity processed items with net off invoicing)
3. Disposables/Other
4. Dry Goods
5. Frozen Foods
6. Refrigerated Foods

See Chart of Procedures (Attached)

- B. Annually awarded in June
 - 1. Milk and related products
 - 2. Bread and related products
 - 3. Produce
 - 4. Small Equipment

Adopted: 12-13-10

Revised: 07-10-17

Revised: 06-10-19

PROTEST PROCEDURES

A. Any actual or prospective bidder, offerer, or contractor who considers himself to have been aggrieved in connection with the solicitation, evaluation, or award of a contract by Mustang Public Schools may formally protest to the Assistant Superintendent of Mustang Public Schools. Such protests must be made in writing and received by The Assistant Superintendent of Mustang Public Schools. The protesting party must mail or deliver copies of the protest to Mustang Public Schools, the State Agency, and other interested parties.

B. In the event of a timely protest, Mustang Public Schools 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 Mustang Public Schools 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. Mustang Public Schools may settle and resolve the dispute over the solicitation or award of a contract at any time before the matter is submitted on appeal. Mustang Public Schools may solicit written responses to the protest from other interested parties.

E. If the protest is not resolved by mutual agreement, Mustang Public Schools shall issue a written determination that resolves the protest.

1. If Mustang Public Schools determines that no violation of statutory or regulatory provisions has occurred, then Mustang Public Schools shall inform the protesting party, the State Agency, and other interested parties by letter that sets forth the reasons for the determination.
2. If Mustang Public Schools determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has not been awarded, then Mustang Public Schools 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 Mustang Public Schools determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has been awarded, then Mustang Public Schools 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. Mustang Public Schools shall maintain all documentation on the purchasing process that is the subject of a protest or appeal in accordance with the retention schedule of Mustang Public Schools.

NAMING OF SCHOOLS AND FACILITIES

It is the responsibility of the Mustang Board of Education to adopt official names for District schools and facilities.

New schools and facilities will be named for historical or geographical characteristics, not for private individuals.

The superintendent shall establish a process through which students and patrons in the area that the school or facility is intended to serve shall have input. Three (3) names, in order of priority, shall be submitted for Board consideration. The Mustang Board of Education shall make the final selection.

MEMORIALS FOR DECEASED STUDENTS OR STAFF

Recognizing that the loss of a member of the school community is deeply felt, the school district will support staff, students and families who feel the loss, and will assist with information regarding appropriate community resources. Schools are designed to primarily support learning and should not serve as the main venue for the memorializing of students or staff.

Memorials for deceased students or staff shall be limited to scholarships or approved donations.

Adopted: 02-14-11

USE OF DISTRICT BUSES AND VANS

A. District-owned buses and vans are to be used for school purposes. Buses and/or vans may be leased or loaned to outside individuals, groups or organizations with approval of Superintendent or designee.

B. It shall be unlawful for any person to operate a commercial motor vehicle or for a public transit driver to operate a motor vehicle on any street or highway within this state while:

1. Using a cellular telephone or electronic communication device to write, send, or read a text-based communication; or
2. Using a hand-held mobile telephone while operating a commercial motor vehicle.

For the purposes of this policy, using a hand-held mobile telephone is permissible by drivers of a commercial motor vehicle when necessary to communicate with law enforcement officials or, other emergency services or by a public school bus driver to and from a central dispatch school transportation department or its equivalent.

C. "Cellular telephone" means an analog or digital wireless telephone authorized by the Federal Communications Commission to operate in the frequency bandwidth reserved for cellular telephones;

D. "Electronic communication device" means an electronic device that permits the user to manually transmit a communication of written text by means other than through an oral transfer or wire communication. This term does not include a voice-activated global positioning or navigation system that is affixed to a motor vehicle;

E. "Operate" means operating on a street or highway, including while temporarily stationary because of traffic, a traffic control device or other momentary delays. Operating does not include when the driver of a commercial motor vehicle has moved the vehicle to the side of or off a street or highway and has halted in a location where the vehicle can safely remain stationary;

F. "Public transit driver" means:

- a. any operator of a public transit vehicle owned and operated by the State of Oklahoma, any public trust authority, county, municipality, town or city within this state,
- b. any operator of a school bus or multi-passenger motor vehicle owned and approved to operate by the State Department of Education or any school district within this state, or
- c. any operator, conductor or driver of a locomotive engine, railway car or train of cars; and

G. "Write, send, or read a text-based communication", also known as texting, means manually entering alphanumeric text into, sending text, or reading text from, an electronic device, and includes, but is not limited to, short message service (SMS), emailing, instant messaging (IM), a command or request to access a World Wide Web page, or engaging in any other form of electronic text retrieval or entry, for present or future communication.

As used in this policy, texting does not include:

- a. using voice commands to select or enter a telephone number, an extension number, or voicemail retrieval codes and commands into an electronic device for the purpose of initiating or receiving a phone call,
- b. inputting, selecting, or reading information on a global positioning system or navigation system, or
- c. using a device capable of performing multiple functions for a purpose that is not otherwise prohibited in this part, including, but not limited to, fleet management systems, dispatching devices, smart phones, citizens band radios, and music players.

47 O.S. § 11-901c

Adopted: 07-11-11

Revised: 8-14-17

Revised: 6-27-19

DISTRICT POLICY IN REGARDS TO THE ISSUANCE OF BONDS, NOTES OR OTHER OBLIGATIONS OF INDEBTEDNESS OR PARTICIPATION IN FINANCINGS

Independent School District No. 169, Canadian County, Oklahoma (the "School District" or the "Issuer") is an issuer of bonds that fall under the guidelines of Sections 103 and 148 of the Internal Revenue Code of 1986, as amended (the "Code"). Its bonds are issued for the purpose of paying all or a portion of costs of lawful expenditures (collectively, the "Projects") and to pay certain related to issuance of its bonds. With each issuance of its bonds, the School District will execute a Non-Arbitrage and Use of Proceeds Certificate (the "Arbitrage Certificate").

The Code imposes certain requirements that must be met on and after the Issue Date of each series in order to ensure that interest on the bonds is excluded from the gross income of any holder of the Bonds for federal income tax purposes. The Arbitrage Certificate executed by the School District on the Issue Date of each series of bonds sets forth the post-issuance tax compliance requirements applicable to the Bonds (the "Tax Requirements"). This document (the "Written Compliance Procedures") sets forth the procedures the School District will follow to ensure compliance with the Tax Requirements. These Written Compliance Procedures are referenced in the Arbitrage Certificate (currently can be found in Section 6.5) and a form of these Written Compliance Procedures is included as an attachment to the Arbitrage Certificate. Those words and terms not specifically defined herein and used in these Written Compliance Procedures as defined words or terms shall have the meaning set forth in the Arbitrage Certificate.

PROCEDURE

Responsibilities of Officers and Employees:

The School District Superintendent and the Treasurer of the School District (referred to herein as the "Superintendent" and "Treasurer", respectively) will identify the officer or employee(s) of the School District, which may include the Superintendent and Treasurer, who will be responsible for each of the procedures listed below, notify the current holder of that office of the responsibilities, and provide that person a copy of these Written Compliance Procedures. Upon employee or officer transitions, the Superintendent and Treasurer will advise the new personnel of their responsibilities under these Written Compliance Procedures and will ensure they understand the importance of these procedures. If employee or officer positions are restructured or eliminated, the Superintendent and Treasurer of the School District will reassign responsibilities as necessary to ensure that all Written Compliance Procedures have been appropriately assigned.

Each officer who holds the office of the Superintendent and Treasurer will acknowledge its duties under these Written Compliance Procedures by signing and dating the Signature Page. The person then holding the office of the Superintendent and Treasurer will not be relieved of its duties hereunder until the duties of the office of the Superintendent and Treasurer is assumed or assigned to another officer of the School District, the term "Superintendent and Treasurer" as used in these Written Compliance Procedures shall mean such other officer.

General Requirements

Filing of IRS Form 8038-G, See the Arbitrage Certificate (currently can be found in Section 2.6).

It is anticipated that either the School Districts Financial Advisor or Bond Counsel will timely file on behalf of the School District the IRS Form 8038-G, *Information Return for Tax-Exempt Governmental Obligations*, with respect to all future bonds in the form included as an attachment to the Arbitrage Certificate. The School District, upon receipt of the acknowledgement of the IRS of the filing with it of such Form 8038-G, will promptly send a copy of such IRS's acknowledgement to the Financial Advisor and/or Bond Counsel.

Private Activity Provisions.

Using of the Projects. See the Arbitrage Certificate (currently can be found in Sections 2.2, 2.4 and 2.5).

Before considering any contract or other arrangement including, without limitation, leases, research agreements, guarantee contracts, take or pay contracts, put or pay contracts, or other output contracts, which provides for a use of the facilities of the Projects, in whole or in part, by a person or entity who is not a State or Local Governmental Unit on a basis different than the general public, the School District or the School District will consult the Financial Advisor and/or Bond Counsel to ensure that such contract or arrangement does not adversely affect the exclusion of the interest on the Bonds from federal income taxation.

Management and Operation Contracts. See the Arbitrage Certificate (currently can be found in Sections 2.2, 2.4 and 2.5).

Before considering any management contract with any person or entity for management services to be provided to the School District at or with respect to the facilities of the Projects, the School District shall consult with the Financial Advisory and/or Bond Counsel to determine if any such contract meets the requirements of Revenue Procedure 97-13, as amended (each a "Safe-Harbor Management Contract"), and if it does not, then the School District shall obtain an opinion of Bond Counsel that such contract will not adversely affect the exclusion from gross income for federal income taxation purposes of the interest on the Bonds.

Private Use and Private Payment and Private Loans. See the Arbitrage Certificate (currently can be found in Sections 2.2, 2.4 and 2.5).

- (a) Less than 10% of the Net Proceeds of the Bonds will be used directly or indirectly in any trade or business carried on by any person or entity other than a State or Local Governmental Unit, and less than 5% of the Net Proceeds of the Bonds will be used for a private business use unrelated to any governmental use of such proceeds or which were disproportionate to a related governmental use; or
- (b) Less than 10% of the payment of the principal of, and interest on, the Bonds will be secured directly or indirectly by any interest in property, or derived directly or indirectly from payments in respect of property, or borrowed money used in a trade or business of any person or entity other than a State or Local Governmental Unit and less than 5% of such payment will be with respect to unrelated or related and disproportionate private trade or business..
- (c) None of the net proceeds of the Bonds will be used directly or indirectly to make or finance loans to any person or entity including any State or Local Governmental Unit.

Monitoring and Measurement of Private Activity. See the Arbitrage Certificate (currently can be found in Sections 2.2, 2.4 and 2.5).

The School District will advise Bond Counsel not less than annually of any change in the amount of: (i) unrelated or related and disproportionate private trade or business, (ii) total private activity and total private trade or business use, and (iii) the corresponding amount of private payments and security arising from any contract or other arrangement including, without limitation, ownership, leases, management and operation contracts, research agreement, guarantee contracts, take or pay contracts, put or pay contracts, or other output contracts or any other action or event, all as described in Article II of the Arbitrage Certificate.

Arbitrage and Rebate Requirements.

Proceeds Used for Capital Projects. See the Arbitrage Certificate (currently can be found in Section 2.1).

The School District shall utilize the Sale Proceeds, and the investment earnings thereon, to pay the cost of the Projects in the manner set forth in the Arbitrage Certificate (currently can be found in Section 2.1). The Superintendent and Treasurer will verify the following:

- (a) The School District will enter within 6 months from the Issue Date into binding commitments for the acquisition or construction of the Project, and the amount to be paid pursuant to such commitments with respect to the Project will at least equal 5% of the Sale Proceeds of the Bonds deposited with the School District to pay the cost of the Project.
- (b) Work with respect to the construction or acquisition of the Project has commenced or will commence after entering into the commitment specified in the preceding clause and is proceeding or will proceed, and the Sale Proceeds deposited in the Construction Fund to pay the cost of the Project will be allocated to expenditures on the Project with due diligence.
- (c) At least 85% of the Sale Proceeds of the Bonds will be expended on Capital Expenditures and Working Capital Expenditures directly related to Capital Expenditures with respect to the acquisition or construction of the Project within 3 years from the Issue Date.

Investment of Gross Proceeds. See the Arbitrage Certificate (currently can be found in Sections 2.1 and 2.3).

The Superintendent and Treasurer will monitor the investment of any Sale Proceeds and investment earnings thereon and oversee compliance with yield restriction rules. The Superintendent and Treasurer shall obtain monthly bank statements pertaining to any accounts holding proceeds of the Bonds to verify the yield on the investment of any Sale Proceeds. The Superintendent and Treasurer acknowledge that proceeds of the Bonds may not be invested at a yield in excess of the yield on the Bonds after the expiration of the 3-year temporary period described in the Arbitrage Certificate.

Rebate. See the Arbitrage Certificate (Article VI).

- (a) The School District will comply with the applicable rebate requirements set forth in Article VI of the Arbitrage Certificate and in the Rebate Memorandum, including the payment of any rebate calculated to be due and owing by the School District.
- (b) The Superintendent and Treasurer will follow the procedures set forth in the Arbitrage Certificate that relate to compliance with the Rebate Requirement, and if appropriate, cause the School District to retain a nationally recognized firm of rebate consultants.

Recordkeeping and Retention Requirements.

The School District will comply with the recordkeeping and retention requirements set forth in Section 6.6 of the Arbitrage Certificate. Records may be kept in any combination of paper or electronic form. Such records are to be kept in the Office of the Superintendent and Treasurer and maintained until the later of (i) the date six years after all the Bonds are retired, or, (ii) if any of the Bonds are refunded with proceeds of Tax-Exempt obligations, the date six years after the last of such refunding Tax-Exempt obligations is retired.

PERIODIC MONITORING

The Superintendent and Treasurer shall not less than annually review each of the above Procedures for compliance with these Written Compliance Procedures and with the terms of the Arbitrage Certificate to determine whether any violations have occurred so that such violations can be submitted for remediation through the "remedial action" regulations (Treas. Reg. § 1.141-12) or the Voluntary Closing Agreement Program (VCAP) described in IRS Notice 2008-31 (or successor guidance).

EFFECTIVE APPLICATION OF PROCEDURES; MODIFICATION.

These Written Compliance Procedures are effective and binding on the School District on the date these Written Compliance Procedures are first signed and dated by the Superintendent and Treasurer and will remain effective and binding as long as any School District bonds remain outstanding. The Superintendent and Treasurer will promptly consult with its Financial Advisor and/or Bond Counsel whenever any change in the use of any Projects are expected to occur such as a sale, lease or other contractual arrangement.

These Written Compliance Procedures may be modified after consultation with its Financial Advisor and/or Bond Counsel to reflect changes from the IRS relating to any regulations or guidelines applicable to Tax-Exempt obligations.

Adopted: 05-14-2012

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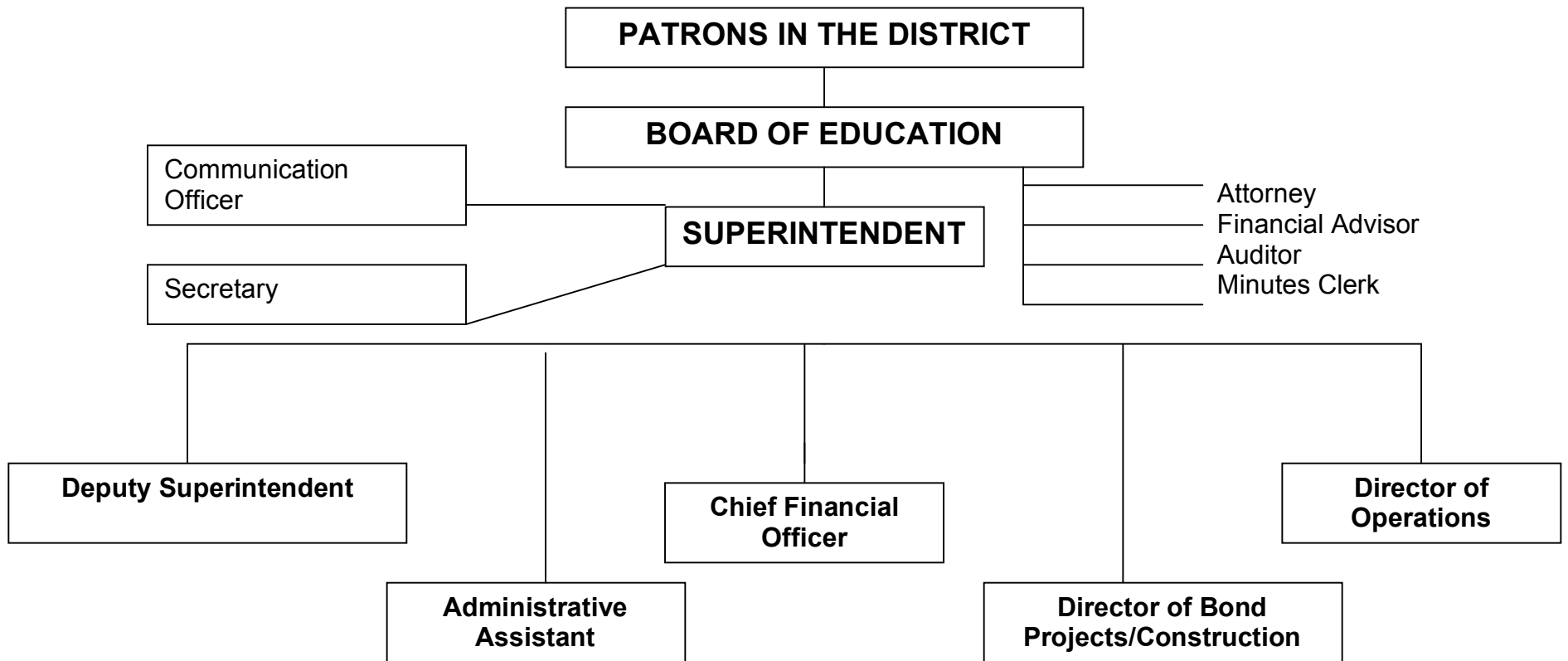
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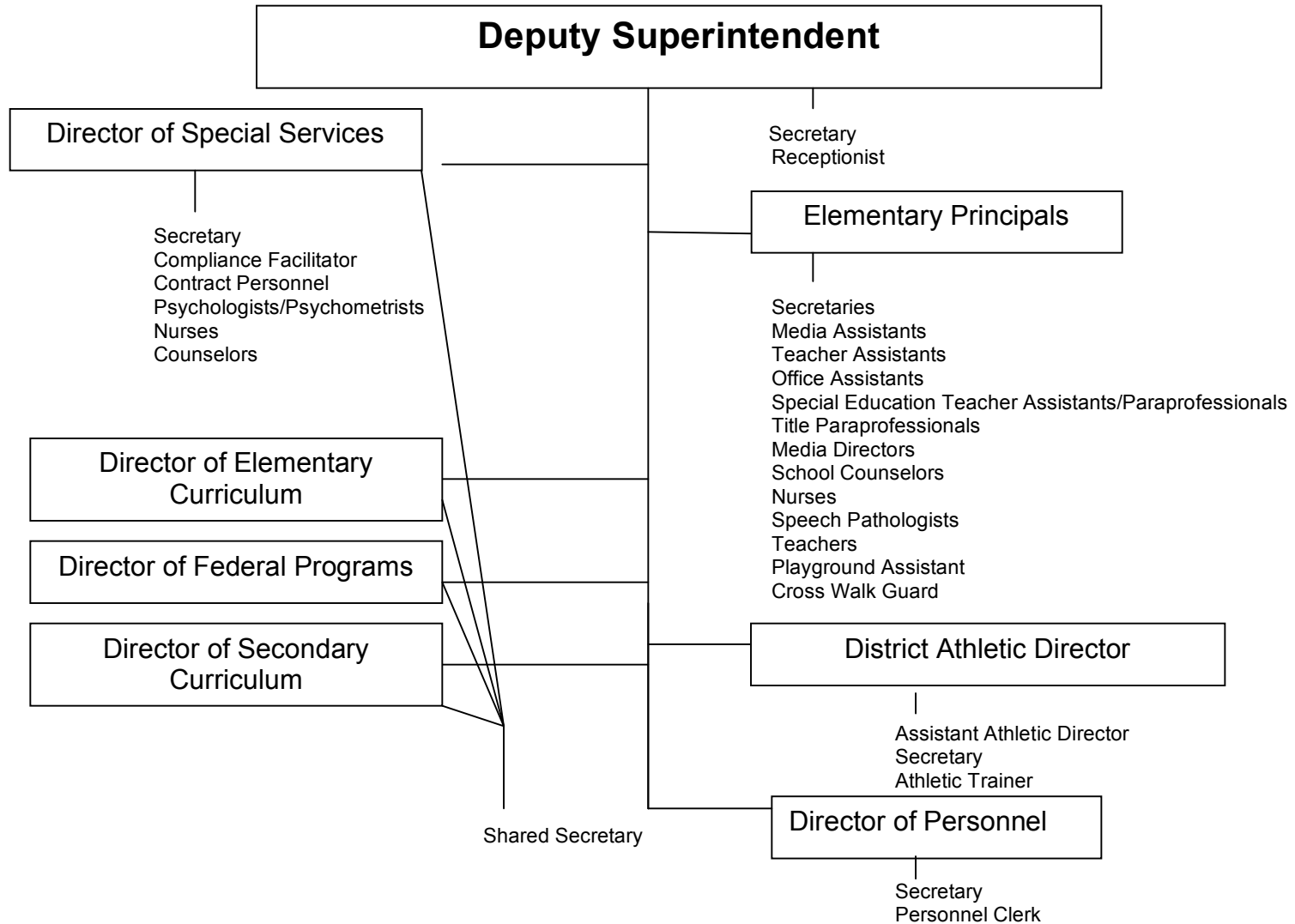
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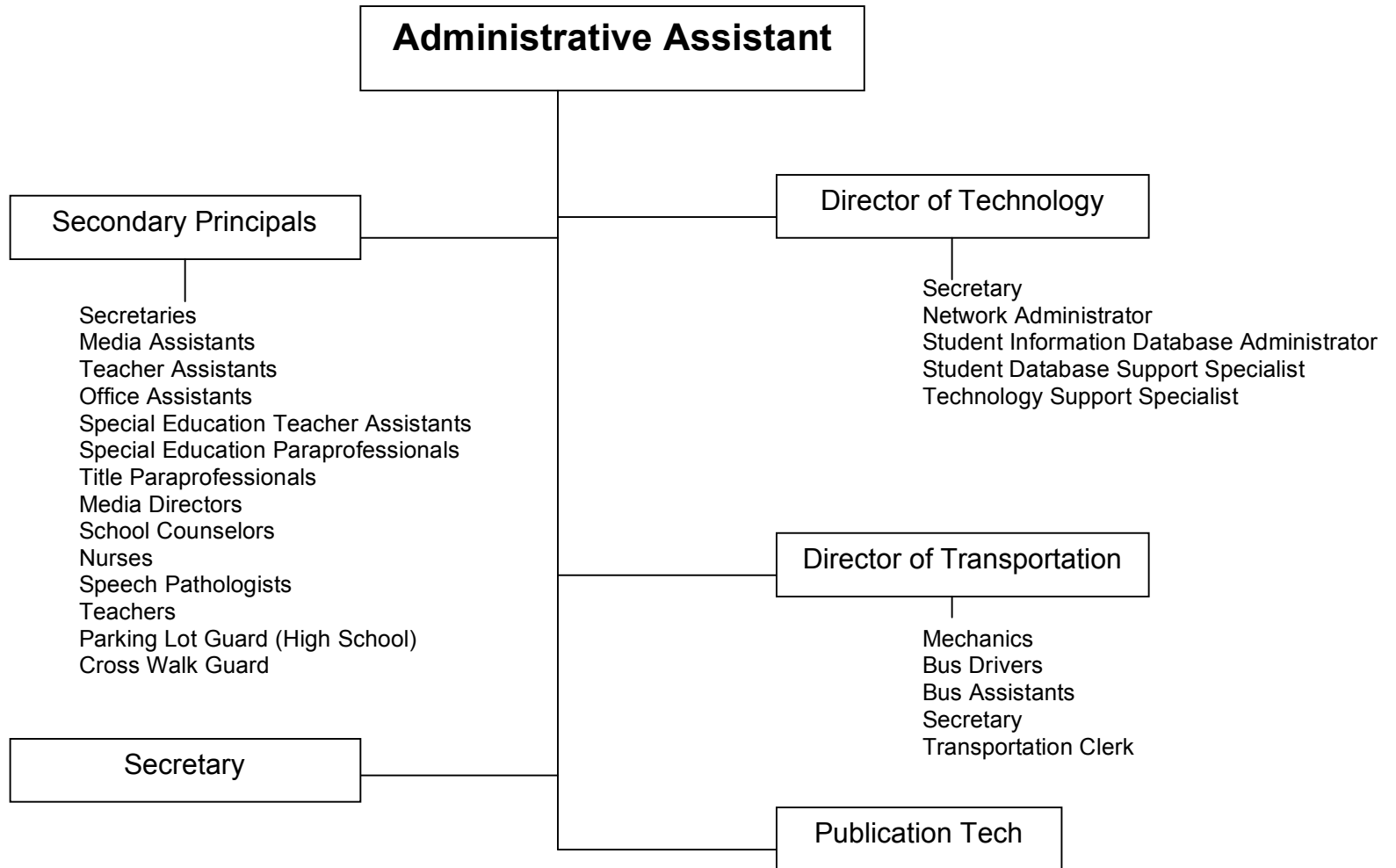
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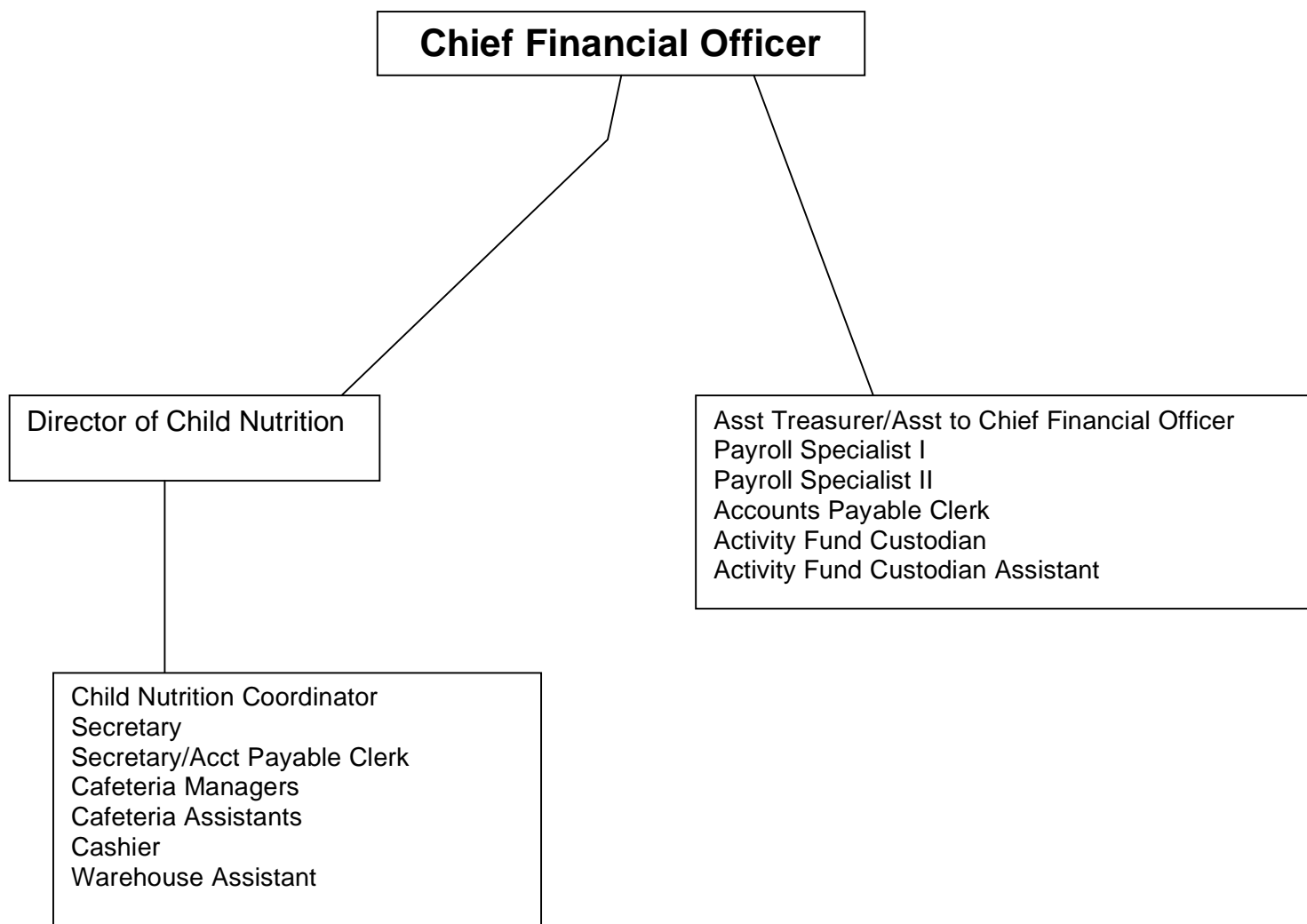
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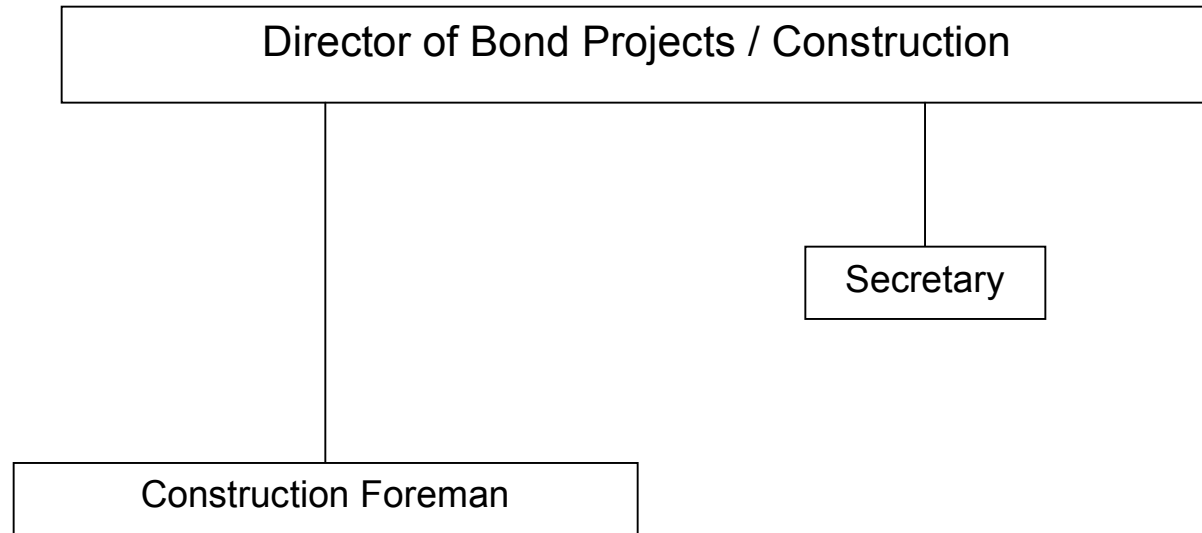
MUSTANG PUBLIC SCHOOLS' ORGANIZATIONAL CHART

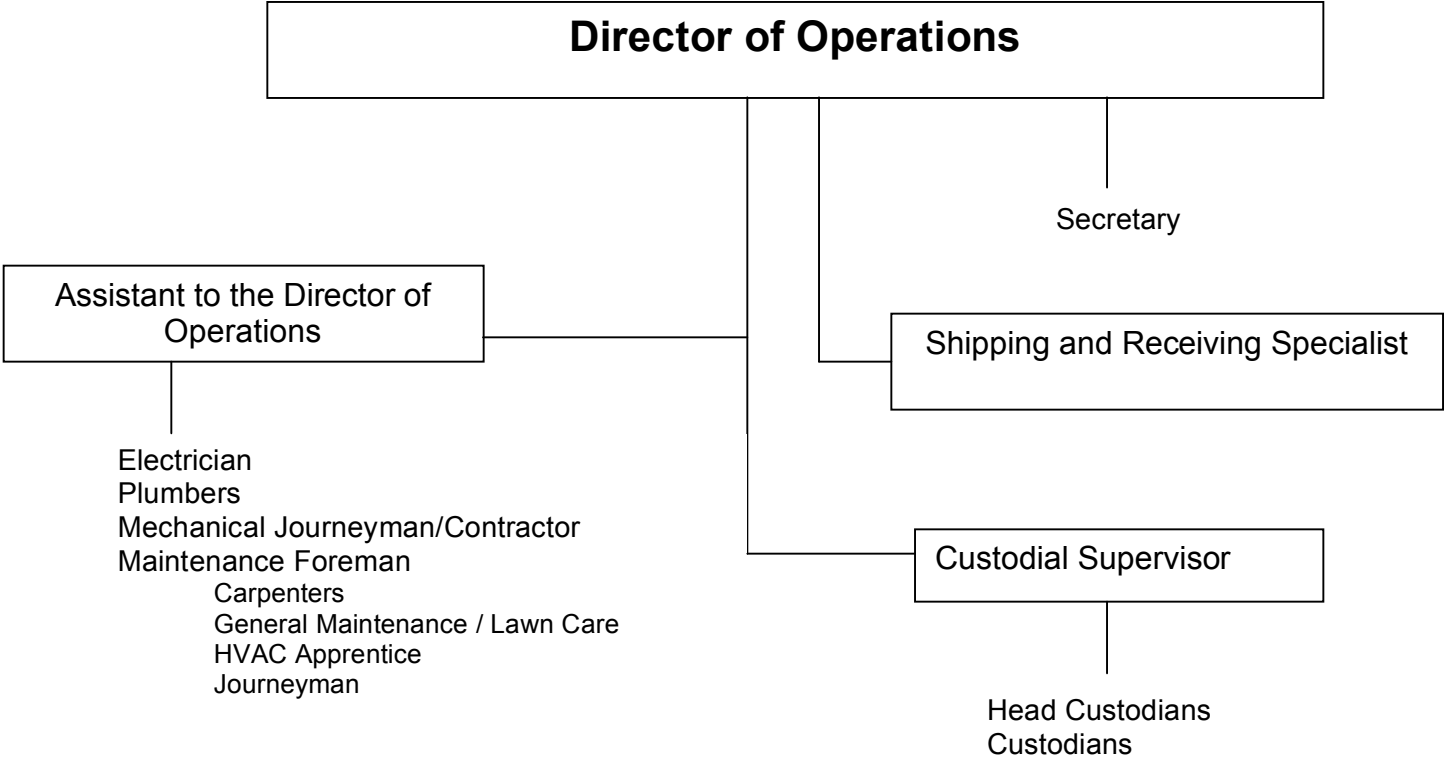












SUPERINTENDENT OF SCHOOLS

The Superintendent of Schools is the chief executive officer of the Board of Education and has charge of the administration of the schools under the direction of the Board of Education.

The job of the Superintendent is a group of related tasks, each of which requires a special knowledge, information, concepts, abilities and skills. These tasks are grouped into four (4) kinds of responsibilities. The Superintendent is a generalist whose responsibilities apply in all areas of operation. He/she must view the educational program in its entirety. All tasks must be accomplished so that the whole school system functions with balance and precision.

For the Superintendent there is no order of priority of responsibilities. The Superintendent is responsible for everything that happens in the District. The Superintendent may delegate authority, but never the responsibility.

The Superintendent shall have the following duties:

1. Acts as the role model of ethical leadership.
2. Exercises general supervision over the operation of all the schools in the system.
3. Supervises the administration of all school policies.
4. Attends regular and special meetings of the Board and participating in the deliberations without the privileges of presenting or seconding motions or voting.
5. Prepares, under the direction of the Board, the agenda for all Board meetings.
6. Reports regularly to the Board upon instruction, budget, staff, pupil population, school plant and other school problems so that members of the Board may keep informed about school operation and problems.
7. Recommends for Board consideration new policies or revisions of previously adopted policies.
8. Evaluates the effectiveness of general or specific areas of the school program.
9. Develops new and dynamic plans for the operation of the schools.
10. Recommends to the Board the election of personnel for employment, reemployment, reassignment or termination.
11. Assigns personnel to specific positions and reassigns them as conditions warrant the change. Reassignment involving change in salary status shall be submitted to the Board for approval.
12. Delegates the authority for and giving supervision to the organization and operation of an in-service education program for school personnel where it is deemed advisable.
13. Supervises the preparation and administering the general budget for the operation of the schools and presents it to the Board for approval as a financial plan of operation in accordance with the statutes of the state.
14. Recommends improvement and expansion in school plant facilities as needs become evident.
15. Informs the patrons and taxpayers of the school district about the programs of the school.
16. Attends all meetings of the Board of Education and meetings of Board committees, except when his/her own election, efficiency or salary are being considered, and he/she shall serve as the chief professional advisor on all matters pertaining to the schools.
17. Maintains all certified personnel files (to include sick leave, emergency leave, etc.).
18. Interprets and supervises personnel policies established by the Board of Education.
19. In cases where action must be taken within the school system and the Board has provided no guidelines for administrative action, the Superintendent shall have the power to act.
20. Performs such other duties and exercising such other authority as be required of or conferred upon him/her by the law or by the Board of Education.
21. Shall have the authority to accept voluntary resignations from employees and post the position openings when the need arises. The Board will have the final decision for acceptance or rejection of resignations.
22. Shall have the authority to approve overnight trips for regional, district and state competitions. The Superintendent will report such actions at the next scheduled board meeting.

23. Superintendent, Deputy Superintendent or Assistant Superintendent shall have the authority to approve an in state overnight activity trip as deemed necessary due to time restraints. The Superintendent will report such actions at the next scheduled board meeting.
24. The Superintendent shall have the authority to declare an emergency day pursuant to section 251 of Oklahoma School Law for any event which creates unsafe conditions, necessitating the cancellation of school. Each school district may provide not more than five (5) days each year for emergency leave. Those days shall not be chargeable to sick leave and will be noncumulative.

Adopted: 12-98
Revised: 10-01
Revised: -8-14-06
Revised: 10-09-06
Revised: 08-08
Revised: May 14-2018

SUPERINTENDENT AS EXECUTIVE OFFICER FOR THE BOARD

The leadership of the school system in all its aspects shall be delegated to the Superintendent, who shall carry out his/her administrative function in accordance with the policies adopted by the Board. The execution of all decisions made by the Board concerning the internal operation of the school system shall be delegated to the Superintendent.

PURCHASING AUTHORITY

The Board of Education authorizes the Superintendent, Deputy Superintendent and/or Assistant Superintendent to approve expenditures in a state of emergency in an amount allowed by law that may be required to conduct efficient operations within the budget approved by the board of education. No purchases may be authorized that would exceed the approved budget for the school district. Such purchases may include materials, small equipment, furniture and/or supplies used for operation and maintenance. (OK ST T. 74 Sec. 85.7, Competitive Bid or Proposal Procedures)

Adopted: 12-98
Revised: 10-01
Revised: 02-22-06
Revised: 08-14-17

PURCHASING

1. All purchases shall be done under a purchase order system. Final approval of all encumbrances is made by the Board of Education.
2. Purchases for merchandise with a cumulative extended price in excess of \$5,000.00 shall be made from quotes when practical. Purchases for services with a cumulative extended price in excess of \$5,000.00 shall be made from quotes with written specifications. If the lowest quote is not accepted, the lowest reasonable quote will be submitted with a written explanation attached. Purchases of merchandise or services with a cumulative extended price of \$25,000.00 or more will be by written specifications and sealed bid. All bids will be submitted to the Board of Education.

Merchandise purchased on State Contract under the supervision of the Oklahoma Office of Central Purchasing is not subject to the provision of this policy.

"The Mustang Board of Education will waive sealed bids required for the purchase of additional volumes (books) to be added to school media centers."

3. The following affidavit shall be used as required by law and as deemed appropriate by the Board of Education of the school administration.

_____AFFIDAVIT — State of _____, _____County, S.S. _____ of lawful age, being first duly sworn on oath says that he/she is the agent authorized by the bidder to submit the attached bid.

Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding, or with any school district official or employee as to quantity or price in the prospective contract, or any other terms of said prospective contract, or in any discussions between bidders and any school district official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

4. The Superintendent or his/her designee is the Board's purchasing agent. Employees notify supervisors of needs through issuance of a district requisition. The supervisor will present the requisition through the proper system with a purchase order being created and presented to the superintendent or designee for approval.
5. All purchases to be paid from activity funds are made by the sponsors through issuance of an activity requisition and presented to the principal and/or supervisor for proper authorization.
6. The employee must sign and date all itemized sales receipts and turn the original receipt into the accounts payable personnel at the central office. Only employees will be allowed to purchase or charge against the school district.
7. No purchase is to be ordered prior to receiving an approved purchase order.

Adopted: 12-98
 Revised: 10-01
 Revised: 06-02
 Revised: 08-03
 Revised: 08-14-06
 Revised: 08-09-10
 Revised: 03-11-13
 Revised: 11-11-13

DIRECT DEPOSIT POLICY

The following policy complies with the Direct Deposit Act as found in Title 70, Section 6-106.2.

1. This District shall require every employee to participate in direct deposit of his/her salary.
2. No fee will be charged to any employee because of the implementation and administration of this direct deposit policy.
3. Direct deposits will be made every payday in accordance with the pay schedule identified at the beginning of each year.
4. Direct deposit forms will be given to every new employee of the District and will be submitted to the payroll office prior to the employee receiving his/her payroll payment.
5. If any changes are needed to be made on the form, the employee is responsible for contacting the payroll office.

Adopted: 08-08
Revised: 11-09-15
Revised: 08-14-17

ADMINISTRATIVE ORGANIZATION

The Mustang School District recognizes the potential contribution of ideas of all personnel and patrons of the district. The administration welcomes the free interchange of ideas and feedback.

Adopted: 12-98
Revised: 10-01

USE OF FACILITY AND/OR GROUNDS

The MPS Board of Education believes that the primary use of school buildings, facilities, grounds and equipment is for the educational program. Approval must be secured before any MPS facility can be utilized. No facility may be rented at times when it will interfere with school activities or the general operation of the District. The 'Use of Facility' packets are to be obtained from the Mustang Educational Resource Center, 909 S Mustang Road, Mustang, Oklahoma or online at www.mustangps.org.

The following guidelines apply for use of MPS facilities:

1. There will be no unauthorized use of MPS facilities.
2. Any person providing services to MPS students must submit a 'Use of Facility Request' and follow all stated requirements.
3. Facilities may be used by PTA's or other parent/teacher groups for any program dealing with schools without charge if the building is normally open and custodians are on duty.
4. Bluebirds, Brownies, Campfire Girls, Girl Scouts, Cub Scouts, Boy Scouts and/or neighborhood/homeowners associations are approved to hold their regular meetings in school facilities without charge if the meeting is held on a regular school day and concluded by 8:30 p.m.
5. Adult sponsors must supervise the activities at all times. Non - participates must be monitored, if in attendance of the activities. Activities must be confined to the area assigned.
6. No intoxicants, narcotics, tobacco products, electronic cigarettes/vapor devices or any other product packaged for smoking or the simulation of smoking shall be used in or around school buildings and grounds.
7. Use or possessions of dangerous or offensive weapons are not allowed on the premises or property of Mustang Public Schools.
8. Proof of liability insurance must be provided before renting any facility. A copy of the certificate must be provided with each request. Mustang Public Schools must be named on the policy as a co-insured.
9. MPS Alumni Associates are approved to hold their alumni functions in school facilities without charge. Charges will apply for the use of food service areas.
10. Any special or one time event may be approved by a five (5) member committee. The committee will determine the merits of use and any associated fees or fee waivers.
11. Hours when MPS facilities may be used:
 - Mondays, Tuesday, Thursdays and Fridays – 6:00 p.m. to 9:00 p.m.
 - Wednesday – no facility can be used
 - Saturdays – 8:00 a.m. to 9:00 p.m.
 - Sundays – 1:00 to 5:00 p.m.
 - If school is closed due to inclement weather, there will be no use of facilities.
12. Upon completion of the 'Use of Facility' form, the felony checks and sex offender registry form and the proof of liability insurance are to be returned to the Mustang Educational Resource Center, 909 S Mustang Road, Mustang, Oklahoma.

13. The MPS Board of Education will approve or deny the request. Expenses for all facilities will be billed following the board meeting at which approval is granted and will be payable upon receipt of invoice. Payment is to be received by MPS before the facility can be used.
14. Mustang Public Schools reserves the right to revoke any use of facility for cause.
15. The Mustang Board of Education shall be the final authority in matters not covered by this policy.

Adopted: 12-98
Revised: 10-01
Revised: 06-03
Revised: 08-03
Revised: 07-06
Revised: 06-10
Revised: 07-10
Revised: 07-12
Revised: 09-13
Revised: 10-13
Revised: 6-19

USE OF FACILITY RENTAL FEES

2030.1

FACILITY	RENTAL FEE	CUSTODIAL FEE	KITCHEN FEE
Cafeteria (at all sites)	\$25.00 per hour (\$15.00 for the operations budget; \$10.00 for general fund budget)	\$18.00 per hour on Saturday and/or Sunday, with a two (2) hour minimum (Payroll)	N/A
Kitchen (at all sites)	\$25.00 per hour (\$10.00 for the operations budget; \$10.00 for general fund budget; \$5.00 for Child Nutrition budget)	N/A	\$18.00 per hour on Saturday and/or Sunday, with a two (2) hour minimum (Child Nutrition Payroll)
Non-Competition Gymnasium: <ul style="list-style-type: none"> All elementary sites 	\$15.00 per hour (\$10.00 for the operations budget; \$5.00 for general fund budget)	\$18.00 per hour on Saturday and/or Sunday, with a two (2) hour minimum (Payroll)	N/A
Competition Gymnasium: <ul style="list-style-type: none"> Canyon Ridge Intermediate Mustang Middle School Mustang North Middle School Horizon Intermediate 	\$25.00 per hour (\$10.00 for the operations budget; \$10.00 for athletic budget; \$5.00 for general fund budget)	\$18.00 per hour on Saturday and/or Sunday, with a two (2) hour minimum (Payroll)	N/A
Wrestling Rooms: <ul style="list-style-type: none"> Mustang Middle School Mustang High School 	\$25.00 per hour (\$10.00 for the operations budget; \$10.00 for athletic budget; \$5.00 for general fund budget)	\$18.00 per hour on Saturday and/or Sunday, with a two (2) hour minimum (Payroll)	N/A
Playing Fields: <ul style="list-style-type: none"> Mustang Middle School softball field (south of high school softball field) Mustang North Middle School baseball/softball field (north of Mustang North Middle School) Mustang High School soccer practice field (north of soccer complex) 	\$25.00 per hour (\$10.00 for the operations budget; \$10.00 for athletic budget; \$5.00 for general fund budget)	N/A	N/A

USE OF FACILITY RENTAL FEES

2030.1

High School Commons Area	\$125 per hour with a four hour minimum. \$500 minimum charge.	\$18.00 per hour on Saturday and/or Sunday, with a two hour minimum. Additional charges for media technician if requested. \$100 minimum. \$25 per hour.	N/A
Classrooms	\$10 per hour	TBD	N/A
Canyon Ridge Cafetorium (Cafeteria and Stage Area)	\$75 per hour with a four hour minimum. \$300 minimum charge.	\$18 per hour on Saturday and/or Sunday, with a two hour minimum.	N/A

Revised: 07-13-09
 Revised: 04-12-10
 Revised: 12-18-13
 Revised: 07-14-14

FELONY CHECKS & SEX OFFENDER REGISTRY

As a representative of the organization that is requesting to use a Mustang Public School facility and/or grounds, this letter is to acknowledge that all the employees/coaches of the organization have clean felony checks and are not listed as sex offenders.

Signature of Representative

Date

STATE OF: _____

COUNTY OF: _____

Subscribed and sworn to before me this _____ day of _____, 20__.

Signature of Notary Public

SEAL

REQUEST FOR PUBLIC INFORMATION

Request for public information must be made in writing. Forms will be available in the superintendent's office. This request must specifically itemize which documents are being requested. Prior to the assimilation of requested information, the Superintendent or his designee must approve the request. A cost of \$0.25 per page will be required prior to receipt of documents. Requests will be filled in a reasonable amount of time not to exceed ten (10) working days. If the request for copying takes more than one (1) hour, an additional cost of \$7.25 per hour will be added to cover clerical time for reproduction of documents. Copies up to ten (10) pages will be at no charge.

Adopted: 12-98
Revised: 10-01
Revised: 11-15
Revised: 08-14-17

OPEN RECORDS ACT

In accordance with the policy of the board of education to recognize and facilitate the public's right of access to and review of the district's public records, the following regulations shall apply:

Public access to district records shall be provided in accordance with applicable federal and state laws and regulations. The district shall implement the following procedures to provide prompt and reasonable access to its records in a manner that protects the integrity and organization of its records and prevents excessive disruptions of its essential functions.

1. Records specifically exempted by law from public inspection and copying are also exempted from this policy, including, but not limited to:
 - A. Records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation.
 - B. Records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, employment applications submitted by persons not hired by the public body and transcripts from institutions of high education maintained in the personnel files of certified public employees (may disclose degree obtained and curriculum on the transcripts of certified public employees).
 - C. Records of what transpired during meetings of the district's board of education lawfully closed to the public, such as executive sessions authorized under the Oklahoma Open Meeting Act. The following information may be kept confidential:
 - Investigative evidence of a plan or scheme to commit an act of terrorism;
 - Assessments of the vulnerability of government facilities or public improvements to an act of terrorism and work papers directly related to preparing the assessment of vulnerability;
 - Plans for deterrence or prevention of or protection from an act of terrorism;
 - Plans for response or remediation after an act of terrorism;
 - Information technology of a public body or public official but only if the information specifically identifies:
 - (1) design or functional schematics that demonstrate the relationship or connections between devices or systems;
 - (2) system configuration information;
 - (3) security monitoring and response equipment placement and configuration
 - (4) specific location or placement of systems, components or devices;
 - (5) system identification numbers, names or connecting circuits;
 - (6) business continuity and disaster planning or response plans; or
 - (7) Investigation information directly related to security penetrations or denial of services.
 - Investigation evidence of an act of terrorism that has already been committed.

The term terrorism means any act encompassed by the definitions set forth in Section 1268.1 of Title 21 of the Oklahoma Statutes.
 - D. The home address or social security number of any employee or former employee.

2. Requests for the inspection and copying of district records will be accommodated by district personnel designated to release district records for inspection and copying as soon as it is determined the requested records are not exempt from inspection and copying. Such determination may require the consideration of the superintendent and/or the district's attorney. Records shall only be available during the regular business hours of the district's administration building.
3. The superintendent may charge a fee to recover the reasonable direct costs of copying district records. The superintendent may also charge a fee for the direct costs of searching for district records sought for solely commercial purposes or for searches which cause excessive disruption to the district's essential functions. Search fees shall not be charged for records sought in the public interest, including, but not limited to releases to the news media, scholars, authors and taxpayers seeking to determine whether official of the district are honestly, faithfully and competently performing their duties as public servants. Fees for copies shall be paid in advance before the copies are made. A deposit may be required for search fees. The fee schedule for searching for and copying of district records shall be as follows:

Copies: 8 ½" x 11" = \$0.25 per copy

8 ½" x 14" = \$0.25

Search Fee: \$7.25 per hour

The referenced fees shall be posted at the principal's office of the school district and with the county clerk.

4. The following records shall be kept confidential by the district:
 - Individual student records;
 - Teacher lesson plans, tests and other teaching material;
 - Personal communications concerning individual students;
 - Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation; or
 - Personnel records whose disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions or employment applications submitted by persons not hired by the public body.
 - Personnel records will be maintained as confidential in accordance with state law.
5. An employee of the district shall have a right of access to the employee's own personnel file.

Adopted: 12-98

Revised: 10-01

Revised: 08-03

Revised: 08-14-06

Revised: 08-14-2017

**Mustang School District
Public Records Request Form**

Date request submitted _____

(Please Print)

Name _____ Telephone Number _____

Address _____

City _____ State _____ Zip Code _____

Specific record(s) requested: _____

For Office use Only

Records requested are determined to be: 1) Non-confidential; 2) confidential (See comments below)

School employee making determination: _____

Date request was processed: _____

Comments _____

School employee(s) researching records _____

Total time spent assembling/copying records: _____

(Complete time log on back of form)

Approved for release _____

Superintendent or designee

Signature of person receiving records

Date

____ copies (free of charge up to 10 pages)

____ copies at \$0.25 each (over 10) = _____

____ Total time spent @ \$7.25 hr.

Payable to Mustang Public Schools

Receipt # _____

Approved 08-14-17

AR2040

TIME LOG

[illegible]

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

STUDENT RECORDS POLICY AND PROCEDURES

I. Introduction

- A. This policy and the procedures included with it are designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA), and the Mustang School District is committed to implementing the policy and following the procedures.
- B. The Board of Education authorizes the Superintendent of Schools to inform parents, students and the public of the policy and to exercise his or her administrative resources to implement the policy as well as to deal with individuals who violate it.
- C. If a parent of a student, an eligible student or a citizen of the Mustang School District believes that the District is violating the FERPA, that person has a right to file a complaint with the Department of Education. The address is:

The Family Educational Rights and Privacy Act Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

II. Definitions

For the purpose of this policy, the Mustang School District has used the following definitions of terms:

1. Student - Any person who attends or has attended a program of instruction sponsored by the Board of Education of the Mustang School District and for whom it maintains education records.
2. Eligible student - A student or former student who has reached age 18 or is attending a postsecondary school.
3. Parent - Either natural parent of a student, unless his or her rights under the FERPA have been removed by a court order, a guardian or an individual acting as a parent or guardian in the absence of the student's parent or guardian.
4. Education records - Any record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche or other medium) maintained by the Mustang School District, an employee of the District or an agent of the District, which is directly related to a student and maintained by the Mustang School District or by a party acting for the Mustang School District, except:
 - a. A personal record kept by a school staff member that meets the following tests:
 1. The records are made by instructional, supervisory, or administrative personnel or educational personnel ancillary to those persons.
 2. The records are kept in the sole possession of the maker of the record. The records are not accessible or revealed to any other person except temporary substitute for the maker of the record.
 - b. Records of a law enforcement unit of the Mustang School District, but only if education records maintained by the Mustang School District are not disclosed to the unit, and the law enforcement records are:
 1. Maintained separately from education records;
 2. Maintained solely for law enforcement purposes; and
 3. Disclosed only to law enforcement officials of the same jurisdiction.
 - c. An employment record that is used only in relation to a student's employment by the Mustang School District. (Employment for this purpose does not include activities for which a student receives a grade or credit in a course.)
 - d. Records on an eligible student, that are:
 1. Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;
 2. Made, maintained or used only in connection with treatment of the student (treatment does not include remedial educational activities or activities that are part of the program of school instruction); and

3. Disclosed only to individuals providing the treatment.
- e. Alumni records that relate to the student after he or she no longer attends classes provided by the Mustang School District, and the records do not relate to the person as a student.
5. Personally identifiable information - Any data or information that make the subject of a record known. This includes the student's name, the student's parents' or other family member's name, the student's or family's address, a student number, a list of personal characteristics or any other information that would make the student's identity easily traceable.

III. Annual Notification

- A. Within the first three weeks of each school year, the Mustang School District will publish in the local newspaper of general circulation in the area, a notice to parents and eligible students of their rights under the FERPA and this policy. The District will also include this policy in the student handbook that is available online on district website.
- B. The notice will include the following:
 1. The right to inspect and review the student's educational records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
 2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
 3. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible students when notified of the right to a hearing.
 4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. Mustang Public Schools has designated the following as directory information and will be available for release and open for public inspection and copying:
 - Student name
 - Date and place of birth
 - Participation of officially recognized activities and sports
 - Weight and height of members of athletic teams
 - Dates of attendance
 - Degrees and awards received
 - The most recent school attended by the student
 - Current grade level

Disclosure to school officials with legitimate education interest will be made without consent. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student service on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School will disclose without consent to officials of another school district in which a student seeks or intends to enroll.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

- C. As an agency of elementary and secondary education the District will effectively notify parents who have a primary or home language other than English or who are disabled. 34 C.F.R. § 99.7(b)(2) and 34 C.F.R. § 99.7(b)(1).
- D. All rights and protections given parents under the FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student."

IV. Locations of Education Records

<u>TYPES</u>	<u>LOCATION</u>	<u>CUSTODIAN</u>
Cumulative School Records	School Counselor's Office: <ul style="list-style-type: none"> ▪ Mustang Education Center ▪ Mustang Elementary ▪ Mustang Valley Elementary ▪ Lakehoma Elementary ▪ Mustang Trails Elementary ▪ Mustang Creek Elementary ▪ Mustang Centennial Elementary School ▪ Prairie View Elementary ▪ Riverwood Elementary ▪ Canyon Ridge Intermediate ▪ Horizon Intermediate ▪ Meadow Brook Intermediate ▪ Central Middle School ▪ Mustang Middle School ▪ Mustang North Middle School ▪ Mustang High School 	School Counselor
Cumulative School Records (Former Students)	School Counselor's Office <ul style="list-style-type: none"> ▪ Mustang High School 	School Counselor
Health Records	School Nurse's Office: <ul style="list-style-type: none"> ▪ Mustang Education Center ▪ Mustang Elementary ▪ Mustang Valley Elementary ▪ Lakehoma Elementary ▪ Mustang Trails Elementary ▪ Mustang Creek Elementary ▪ Mustang Centennial Elementary School ▪ Prairie View Elementary ▪ Riverwood Elementary ▪ Canyon Ridge Intermediate ▪ Horizon Intermediate ▪ Meadow Brook Intermediate ▪ Central Middle School ▪ Mustang Middle School 	School Nurse

- Mustang North Middle School
- Mustang High School

Special Education Records
Psychological Records
Special Test Records

Special Services Director
Mustang Educational Resource Center
909 S Mustang Road
Mustang, OK 73064

School Transportation

Transportation Dept

Transportation Director Records

Occasional Records
(Student Education. Records
not identified above, such as
in Supt.'s office, in the school
attorney's office or in the
personal possession of
teachers)

Principal will collect and make
available at student's school

School Principal

V. Procedure to Inspect Education Records

- A. Parents of students and eligible students may inspect and review the student's education records within 45 days of a request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.
- B. Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if parents and eligible students wish to inspect records where they are maintained, school principals will make every effort to accommodate their wishes.
- C. Parents or eligible students should submit to the student's school principal a written request that identifies as precisely as possible the record or records he or she wishes to inspect.
- D. The principal (or other custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).
- E. The principal (or other custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.
- F. If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the Mustang School District will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.
- G. When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.
- H. The Mustang School District is not required to give an eligible student access to treatment records (as defined by the term "education records" in the Definitions section of this policy), but the student may have those records reviewed by a physician or other appropriate professional of the student's choice.

VI. Fees for Copies of Records

- A. The Mustang School District will not deny parents or eligible students any rights to copies of records because of the following published fees. When the fee represents an unusual hardship, it may be waived in part or entirely by the record custodian. However, the District reserves the right to make a charge for copies such as transcripts it forwards to potential employers or to colleges and universities for employment or admissions purposes. The School District may deny copies of

records (except for those required by the FERPA) in the following situations:

1. The student has an unpaid financial obligation to the school.
 2. There is an unresolved disciplinary action against the student that warrants the denial of copies.
- B. The FERPA requires the School District to provide copies of records:
1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student.
 2. At the request of the parent or eligible student when the School District has provided the records to third parties by the prior consent of the parent or eligible student.
 3. At the request of the parent or eligible student when the School District has forwarded the records to another school where the student seeks or intends to enroll.
- C. The fee for copies provided under the FERPA may not include the costs for search and retrieval. This fee will be from no cost to twenty-five cents per page.
- D. The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience will be twenty-five cents per page plus postage, if that is involved.

VII. Directory Information

- A. The Mustang School District proposes to designate the following personally identifiable information contained in a student's record as "directory information," and it will disclose that information without prior written consent:
1. Student name
 2. Date and place of birth
 3. Participation of officially recognized activities and sports
 4. Weights and height of members of athletic teams
 5. Dates of attendance
 6. Degrees and awards received
 7. The most recent school attended by the student
 8. Current grade level
- B. Within the first three weeks of each school year, the Mustang School District will publish in a newspaper of general circulation in the area the above list or a revised list of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be available to the student's parents or the eligible student in the student handbook that can be found online at www.mustangps.org.
- C. After the parents or eligible students have been notified, they will have two weeks to advise the School District in writing (a letter to the Superintendent of School's office) of any or all of the items they refuse to permit the District to designate as directory information about that student.
- D. At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

VIII. Use and Disclosure of Student Education Records

- A. To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The Mustang School District will use the following criteria to determine who are school officials. An official is:
1. A person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel)
 2. A person serving on the School Board
 3. A person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist)
 4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- B. School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required (a) in the school employee's position description approved the School Board, or (b) by participation in the school service program.
 2. Perform a supervisory or instructional task directly related to the student's education; or
 3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.
- C. The Mustang School District will only release information from or permit access to a student's education record with a parent or eligible student's prior written consent. Exceptions to this standard are defined un 34 C.F.R. § 99.31 and may be disclosed by the school without prior written consent of the parent.
1. To teachers or other district officials who have a legitimate education interest. 34 C.F.R. § 99.31(a)(1).
 2. To officials of another school system or school where the student seeks to enroll. 34 C.F.R. § 99.31(a)(2).
 3. To authorized representatives of the Comptroller General of the United States, the Secretary of the Department of Education, or state and local education authorities. 34 C.F.R. § 99.31(a)(3).
 4. In the connection with the application for or receipt of financial aid. 34 C.F.R. §99.31(a)(4).
 5. To state and local juvenile justice systems or their officials. 34 C.F.R. 99.31(a)(5).
 6. To organizations conducting educational studies. 34 C.F.R. 99.31(a)(6).
 7. To accrediting organization. 34 C.F.R. 99.31(a)(7).
 8. To parents of an eligible student who is considered a dependent student under the Internal Revenue Code. 34 C.F.R. § 99.31(a)(8).
 9. In compliance with a judicial order or other lawfully issued subpoena. The school will make a reasonable effort to notify the parent or eligible student of the order in advance of compliance, so that the parent or eligible student may seek protective action. 34 C.F.R. § 99.31(a)(9).
 10. In connection with a health or safety emergency if the knowledge of the information is necessary to protect the health or safety of the student or other individuals. 34 C.F.R. § 99.31(a)(10).
 11. If designated as directory information 34 C.F.R. § 99.31(a)(11).
 12. To parents of non-eligible student or to eligible student. 34 C.F.R. § 9.31(a)(12).
 13. To a caseworker or other representative of a State or local child welfare agency or tribal organization authorized to access a student's case plan "when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student"
- D. Mustang School District officials may release information from a student's education record if the student's parent or the eligible student gives his or her prior written consent for the disclosure. The written consent must include at least:
1. A specification of the records to be released;
 2. The reasons for the disclosure;
 3. The person or the organization or the class of persons or organizations to whom the disclosure is to be made;
 4. The parent or student's signature; and
 5. The date of the consent and, if appropriate, a date when the consent is to be terminated.
- E. Access to the name, address, and telephone listing of each secondary school students served by the local education agency shall be provided, upon a request by a military recruiter or an institution of higher education, unless the parent of such student has provided a written request to opt-out of the sharing of information to military recruiters or institutions of higher education.
- F. Communications regarding students via the Internet must adhere to the Mustang Public School's Internet and Local Area Network Policies.
- G. No communication including personally identifiable information shall be transmitted via the Internet without expressed written permission from the parent/guardian or student 18 or older.
- H. The student's parent or the student may obtain a copy of any records disclosed under this provision.

- I. The Mustang School District will not release information contained in a student's education records, except directory information, pursuant to court orders or lawfully issued subpoenas and as otherwise provided by state law concerning releases of information to state and local officials and authorities regarding the juvenile justice system, to any third parties, except its own officials, unless those parties agree that the information will not be re-disclosed without the parent or eligible student's prior written consent.

IX. Records or Requests for Access and Disclosures Made From Education Records

- A. The Mustang School District will maintain an accurate record of all requests for it to disclose information from or to permit access to a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, each student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs.
- B. The record will include at least:
 1. The name of the person or agency that made the request;
 2. The legitimate interest the person or agency had in the information;
 3. The date the person or agency made the request; and
 4. Whether the request was granted, and if it was, the date access was permitted or the disclosure was made.
- C. The District will maintain this record as long as it maintains the student's education record.
- D. The record will not include requests for access or access granted to parents of the student or to an eligible student, requests for access or access granted to officials of the Mustang School District who have a legitimate educational interest in the student, requests for or disclosures of information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or the disclosure is authorized by such prior consent, for requests for or disclosure of directory information designated for that student, or for access by a party seeking or receiving the records by a Federal grand jury or other law enforcement subpoena, when the issuing court or agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

X. Procedures to Seek to Correct Education Records

- A. Parents of students and eligible students have a right to seek to change any part of the student's record they believe is inaccurate, misleading or in violation of student rights. (NOTE: Under the FERPA, the District may decline to consider a request to change the grade a teacher assigns for a course.)
- B. For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the School District to correct a record.
- C. To establish an orderly process to review and correct an education record for a requester, the District may make a decision to comply with the request for a change at several levels in the procedure. Accordingly, a parent should complete a written request, with the assistance of the school to the extent required, advising the following:
 - Information that is claimed to be inaccurate, misleading, or in violation of the student's privacy rights;
 - Education records in which the parent believes the information is contained;
 - Basis for parent's claim (i.e., why the parent believes the information is inaccurate, misleading, etc.); and
 - Parent's proposed change.
- D. First level decision - When a parent of a student or an eligible student finds an item in the student's education record which he or she believes is inaccurate, misleading or in violation of

student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

- E. If the custodian cannot change the record to the requester's satisfaction or the record does not appear to be obviously incorrect, he or she will:
 1. Provide the requester a copy of the questioned record at no cost;
 2. Ask the requester to initiate a written request for the change; and
 3. Follow the procedure for a second level decision.
- F. *Second level decision* - The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the District to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:
 1. Is inaccurate and why;
 2. Is misleading and why; or
 3. Violates student rights and why.
- G. The request will be dated and signed by the requester.
- H. Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the District's response to the request), make a decision to comply or decline to comply with the request and complete the appropriate steps to notify the requester or move the request to the next level for a decision.
- I. If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that he or she has made the change. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.
- J. If the custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of his or her findings in the matter. He or she will transmit this summary and a copy of the written request to the Superintendent of Schools.
- K. *Third level decision* - The Superintendent of Schools will review the material provided by the record custodian and, if necessary, discuss the matter with other officials, such as the school attorney or the Board of Education (in executive session). He or she will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it will take longer, the Superintendent will notify the requester in writing of the reasons for the delay and a date when the decision will be made.
- L. If the Superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as he or she would if the change had been made at the second level.
- M. If the Superintendent decides the record is correct, he or she will prepare a letter to the requester, which will include:
 1. The School District's decision that the record is correct and the basis for the decision;
 2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the District will grant such a hearing;
 3. Instructions for the requester to contact the Superintendent or an officer he or she designates, to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. (The District will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes.); and
 4. Advise that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.
- N. *Fourth level decision* - After the requester has submitted (orally or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the Superintendent will, within a week, notify the requester when and where the District will hold the hearing and who it

has designated as the hearing officer.

- O. At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect, as shown in the requester's written request for a change in the record (second level).
- P. Within one week after the hearing, the hearing officer will submit to the Superintendent of Schools a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.
- Q. The Superintendent of Schools will prepare the District's decision within two weeks of the hearing. That decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the District's decision will be based solely on the evidence presented at the hearing. Therefore, the Superintendent may overrule the hearing officer if he or she believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the District's decision, the Superintendent will take one of the following actions:
 - 1. If the decision is that the District will change the record, the Superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.
 - 2. If the decision is that the District will not change the record, the Superintendent will prepare a written notice to the requester, which will include:
 - a. The School District's decision that the record is correct and will not be changed;
 - b. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the District's decision; and
 - c. Advise the requester that he or she may place in the student's education record an explanatory statement that states the reasons he or she disagrees with the School District's decision and/or the reasons he or she believes the record is incorrect.
- R. *Final administrative step in the procedure* - When the Mustang School District receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's education record as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record, and whenever the questioned part of the record is disclosed, the explanatory statement will also be disclosed.

XI. Availability of Policy

Copies of this policy will be available for parent and eligible student review in the principal's office of each school building and at the Superintendent's office.

Adopted: 12-98
 Revised: 10-01
 Revised: 05-02
 Revised: 08-14-06
 Revised: 08-08
 Revised: 07-11-11
 Revised: 08-12-13
 Revised: 11-09-15
 Revised: 8-20-18
 Revised: 6-10-19
 Revised: 6-27-19

EXTENDED SCHOOL YEAR POLICY AND PROCEDURES FOR STUDENTS WITH DISABILITIES

In recognition that some children need educational services in excess of the 180 days provided during the traditional school year, MPS has developed an extended school year program in order to provide students with a free appropriate, public education. Whether a student is entitled to extended year services will be determined on a case-by-case basis. Once a student is deemed to require additional educational services, the student's IEP team will determine what areas of the curriculum will be included in each individual student's extended school year program. This program and its attendant procedures do not supersede or preempt the prerogative of the individualized education planning team. The intent is to assure thorough review and careful consideration of the individual needs of our student population who will benefit from extended school year services.

In accordance with, and based on the requirements of the Individuals with Disabilities Act (IDEA) and implementing regulations, extended school year (ESY) services are special education and related services that are provided to children ages 3-21 with disabilities, beyond the 180-day school year as necessary to provide a free appropriate public education (FAPE). This must be in accordance with the child's Individualized Education Program (IEP) and must meet the standards of the State and the IDEA as amended.

All children with disabilities will not require ESY services in order to receive FAPE. A child with a disability, regardless of categorical disability, may be considered for ESY services on an individual basis. If ESY services are determined to be necessary by the IEP team for FAPE, those services must be provided.

The IEP team must determine a child's need for ESY services by collecting, reviewing, and analyzing existing information and pertinent data, including, but not limited to, the child's disability, education history, and present levels of performance/educational functioning and needs.

Determination of Need for ESY Services

- The need for ESY services(s) is a FAPE determination that must be determined on an individual basis by the IEP team
- ESY services are not determined on the basis of any category of disability
- ESY services are not limited to children who require a specific modality of learning
- The type, amount, or duration of ESY services are determined on an individual basis and may not unilaterally limited
- ESY services must be provided in accordance with the IEP/Review. The IEP team must specify which annual goal(s) and short-term objective/benchmarks are to be addressed by the ESY services for FAPE to occur. The specific amount and type of special and related services to be provided must be stated in the IEP.
- The question of need for ESY services may be raised at any time by the parents or other IEP members through an IEP or IEP Review meeting. ESY services are not limited to the summer months, but could include times outside the regular school year when a child requires additional services
- Prior year ESY services does not inevitably indicate current year services are required
- Failure to obtain IEP goals does not mandate ESY services
- Services offered via ESY may be different from those offered during the regular school year
- The least restrictive environment (LRE) requirement must be met for ESY. However, LRE for ESY may differ from that during the school year
- A child who reaches age 3 during the summer months must receive ESY services if the IEP team determined a need for them through the required transition IEP from Sooner Start to IDEA services
- Determination of need for ESY should be made by the IEP team in a timely manner to ensure free appropriate public education and early enough to allow resolution of disputes

- Parents retain the right to request mediation or due process hearing to resolve disputes about ESY services to ensure FAPE

Factors For Considering The Need For ESY Services

The following is a list of possible factors for consideration by the IEP team in determining the need for ESY services to ensure FAPE. The IEP team may not limit analysis of the need for ESY to any single criterion. This list is not intended to be exhaustive nor is it intended that each factor would necessarily impact planning for each child's IEP.

- degree of impairment;
- the degree of regression suffered by the child;
- the recovery time from this regression;
- the ability of the child's parent to provide the educational structure at home;
- the child's rate of progress;
- the child's behavioral problems;
- the child's physical problems;
- the availability of alternative resources;
- the ability of the child to interact with non-disabled children;
- the areas of child's curriculum which needs continuous attention
- the child's vocational needs;
- whether the requested service is extraordinary for the child's condition, as opposed to an integral part of a program for those with the child's condition; and
- other relevant factors as determined by the IEP team

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are eighteen (18) or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent before students are required to submit to a survey* that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 1. political affiliations or beliefs of the student or student's parent
 2. mental or psychological problems of the student or student's family
 3. sex behavior or attitudes
 4. illegal, anti-social, self-incriminating or demeaning behavior
 5. critical appraisals of others with whom respondents have close family relationships
 6. legally recognized privileged relationships, such as with lawyers, doctors or ministers
 7. religious practices, affiliations or beliefs of the student or parents
 8. income, other than as required by law to determine program eligibility
- *Receive notice and an opportunity to opt a student out of*
 1. any other protected information survey, regardless of funding
 2. any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings or any physical exam or screening permitted or required under State law and
 3. activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
- *Inspect*, upon request and before administration or use of
 1. protected information surveys of students
 2. instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposed and
 3. instructional material used as part of the educational curriculum

Mustang Public Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. Mustang Public Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Mustang Public Schools will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- collection, disclosure or use of personal information for marketing, sales or other distribution
- administration of any protected information survey not funded in whole or in part by the U.S. Department of Education
- any non-emergency, invasive physical examination or screening as described above

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Special Education Complaint Procedures

To comply with the requirements of state and federal law, the District has established the following procedures for filing and resolving formal written complaints regarding alleged violations of the requirements under Part B of the Individuals with Disabilities Education Act (IDEA), amended.

Step One

Formal written complaints filed with the District should be addressed to the Superintendent or a District administrator. It must include a statement that the District has violated a requirement under Part B of the IDEA, the facts on which the statement is based, the signature and contact information for the complainant; and, if alleging violations with respect to a specific child, the name and address of the residence (or contact information) of the child; the date of birth of the child; the current educational status of the child; the name of the school the child is attending; a description of the nature of the problem of the child, including facts relating to the problem; and a proposed resolution of the problem to the extent known and available to the party at the time the complaint is filed.

The complaint must allege that a violation occurred not more than one (1) year prior to the date the District received the complaint.

Step Two

Upon receipt of a formal written complaint alleging violation of Part B of the IDEA, the District will acknowledge receipt of the complaint in writing and provide the complainant with a copy of Parents Rights in Special Education. The District will provide the complainant an opportunity to voluntarily engage in mediation with the District in an effort to resolve the formal written complaint.

Step Three

The District will investigate the formal written complaint within ten (10) days of receiving the complaint. As part of the investigation, District personnel will give the complainant an opportunity to submit additional information, either orally or in writing, about the allegations in the complaint. District personnel will review all relevant information and make an independent determination whether it is violating a requirement of Part B of the IDEA.

Step Four

Within sixty (60) calendar days after completing the investigation, the applicable coordinator will issue a written decision to the Grievant. The decision will address each allegation in the complaint and contain findings of fact and conclusions and the reasons for the final decision. The decision will include procedures for effective implementation of the decision, if needed, including technical assistance activities and corrective actions to achieve compliance. The District will extend the time limit for the decision only if exceptional circumstances exist regarding a specific complaint or the complainant and the District agree to extend the time to engage in mediation or other available alternative means of dispute resolution.

Step Five

In the decision, the District will advise the complainant of the right to request review of the District's decision by the Oklahoma State Department of Education (SDE) and how to request SDE review.

Step Six

A complainant may choose to file his or her complaint directly with SDE rather than filing with the District.

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT

In accordance with Oklahoma law, school employees having reason to believe that a student under 18 is a victim of abuse or neglect shall report the matter immediately to the statewide toll free hotline of the Department of Human Services. The statewide Department of Human Services hotline number is 1-800-522-3511. In addition, the school employee shall also contact local law enforcement to make a report. Any school employee having reason to believe that a student age 18 years or older is a victim of abuse or neglect shall report the matter to local law enforcement. The MPS Board of Education fully supports that requirement and has established this policy to facilitate such reporting.

All employees of MPS shall report any suspected physical, mental or sexual abuse or neglect of any student to the Department of Human Services in the county as well as law enforcement by telephone. The employee shall also inform the building principal who will advise the Superintendent that the report was made using Suspected Child Abuse/Neglect Report Form.

“Child Abuse and Neglect” shall include, but is not limited to:

1. Child abuse as defined in Section 843.5 of Title 21 of the Oklahoma Statutes;
2. Sexual abuse or sexual exploitation as defined in Section 1-1-105 of Title 10A of the Oklahoma Statutes;
3. Contributing to the delinquency of a minor as defined in Section 856 of Title 21 of the Oklahoma Statutes;
4. Trafficking in children, as defined in Section 866 of title 21 of the Oklahoma Statutes;
5. Incest as described in Section 885 of Title 21 of the Oklahoma Statutes;
6. Forcible sodomy, as described in Section 888 of Title 21 of the Oklahoma Statutes;
7. Maliciously, forcibly or fraudulently taking or enticing a child away, as described in Section 891 of Title 21 of the Oklahoma Statutes;
8. Soliciting or aiding a minor child to perform or showing, exhibiting, loaning or distributing obscene material or child pornography, as described in Section 1021 of Title 21 of the Oklahoma Statutes;
9. Procuring or causing the participation of any minor child in any child pornography, as described in Section 1021.3 of Title 21 of the Oklahoma Statutes;
10. Permitting or consenting the participation of a minor child in any child pornography, as described in Section 1021.3 of Title 21 of the Oklahoma Statutes;
11. Facilitating, encouraging, offering or soliciting sexual conduct with a minor, as described in Section 1040.13a of Title 21 of the Oklahoma Statutes;
12. Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act as described in Section 1087 of Title 21 of the Oklahoma Statutes;

13. Causing, inducing, persuading or encouraging a minor child to engage or continue to engage in prostitution, as described in Section 1088 of Title 21 of the Oklahoma Statutes;

14. Rape or rape by instrumentation, as described in Sections 1111.1 and 1114 of Title 21 of the Oklahoma Statutes; and

15. Making any oral, written or electronically or computer-generated lewd or indecent proposals to a minor under the age of sixteen (16) as described in Section 1123 of Title 21 of the Oklahoma Statutes.

The reporting obligations under this section are individual, and no employer, supervisor or administrator shall interfere with the reporting obligations of any employee or other person, or in any manner discriminate or retaliate against, any such person who in good faith reports suspected child abuse or neglect or provides testimony in any proceeding involving child abuse or neglect. Any such employer, supervisor or administrator who discharges, discriminates or retaliates against such person shall be liable for damages, costs and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse or who interferes with the prompt reporting of suspected child abuse or neglect may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person with prolonged knowledge of ongoing child abuse or neglect who knowingly and willfully fails to promptly report such knowledge may be reported to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a felony.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report. A school employee with knowledge of a report of child abuse or neglect made by another school employee shall not disclose information identifying the reporting school employee unless otherwise ordered by the court or as part of an investigation by local law enforcement or the Department of Human Services.

The school district shall post, in a clearly visible location in a public area of the school that is readily accessible to all students, a sign in English and Spanish that contains the toll-free number operated by the Department of Human Services.

Reference: 10A O.S. 1-2-101
 10A O.S. 1-2-104
 63 O.S. 1-120 (G)
 70 O.S. 1210. 162
 Atty. Gen. Op. No. 78-202 (Dec. 28, 1978)

Adopted: 12-98
 Revised: 10-01
 Revised: 07-11-11
 Revised: 08-14-17
 Revised: 06-27-19



**STATE OF OKLAHOMA STANDARD FORM
CONSENT FOR THE RELEASE OF CONFIDENTIAL INFORMATION**

I understand that these records are protected under Federal and State confidentiality regulations and cannot be released without written consent unless otherwise provided for in the regulations. Federal regulations prohibit further disclosure of the records without specific written consent, or as otherwise permitted by such regulation. I also understand I may revoke this consent in writing at any time unless action has already been taken based upon this consent and in any event this consent expires one year from the date of signature.

AUTHORIZING PERSON -- ☐ CHILD ☐ PARENT ☐ GUARDIAN ☐ LEGAL CUSTODIAN ☐ OTHER
request that information concerning: _____

NAME OF CHILD

DATE OF BIRTH

SSN

be released and authorize _____
NAME OF PERSON OR AGENCY RELEASING INFORMATION

ADDRESS OF PERSON OR AGENCY RELEASING INFORMATION: INCLUDE STREET ADDRESS/P.O. BOX, CITY, STATE AND ZIP

to release to:

NAME/AGENCY

NAME/AGENCY

NAME/AGENCY

ADDRESS

ADDRESS

ADDRESS

CITY, STATE, ZIP

CITY, STATE, ZIP

CITY, STATE, ZIP

the following information: _____
KIND AND/OR EXTENT OF INFORMATION TO BE RELEASED

for the following purpose(s): _____

If the records to be disclosed are education records (which may include discipline records), they are maintained and released in accordance with the Family Educational Rights and Privacy Act (FERPA). Parents or eligible students shall be provided a copy of the records to be disclosed if requested. Redisclosure, except as provided at 34 CFR § 99.31, requires prior consent of parents or eligible students.

THE INFORMATION I AUTHORIZE FOR RELEASE MAY INCLUDE INFORMATION THAT COULD BE CONSIDERED INFORMATION ABOUT COMMUNICABLE OR NONCOMMUNICABLE DISEASE, WHICH MAY INCLUDE, BUT ARE NOT LIMITED TO, DISEASES SUCH AS HEPATITIS, SYPHILIS, GONORRHEA AND THE HUMAN IMMUNODEFICIENCY VIRUS, ALSO KNOWN AS ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS).

☐ NOTARY:

(Notary)

Subscribed and sworn to me _____ 20____

My commission number _____

My commission expires _____ 20____

Notary Public
(or Clerk or Judge)

(signature of person(s) authorizing release)

(date)

☐ AGENCY VERIFICATION IN LIEU OF NOTARY:

(staff signature and title)

(date)

Tobacco Free Premises

In accordance with School Laws of Oklahoma and the Mustang Public School District's desire to provide a healthy smoke-free environment for students, employees and patrons, commencing the 16th day of March 2004, all facilities within the District will be smoke-free twenty-four (24) hours per day on a year round basis. This prohibits smoking, the use of snuff, chewing tobacco, tobacco products or simulated tobacco products, vapes or vaping products, of any kind product by all persons. This policy extends to all activities, vehicles and property. There will be no designated smoking areas anywhere in the District.

Adopted: 12-98
Revised: 08-00
Revised: 10-01
Revised: 08-03
Revised: 03-04
Revised: 07-09-12
Revised: 08-14-17
Revised: 06-27-19

Tobacco Free Premises

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Adopted: 12-98
Revised: 08-00
Revised: 10-01
Revised: 08-03
Revised: 03-04
Revised: 07-09-12
Revised: 08-14-17
Revised: 06-27-19

FAIR LABOR STANDARDS ACT

The Mustang Board of Education will comply fully with the Fair Labor Standards Act, its regulations and relevant court decisions. This district will inform employees of the Act through proper posting of information as disseminated by the U. S. Department of Labor. The district will cooperate with all state agencies and maintain compliance.

The superintendent is directed to prepare a regulation supporting this policy and implementing the provisions of the Fair Labor Standards Act subject to approval of this board.

Adopted: 12-98
Revised: 10-01
Revised: 08-03

FAIR LABOR STANDARDS ACT (REGULATION)

In accordance with the policy of the board of education, the following regulation shall insure compliance with the Fair Labor Standards Act within this school district.

1. This district will pay all nonexempt employees at least the federal minimum wage and time and a half for all hours worked which exceed 40 hours per week, or permit compensatory time off at the rate of one and one-half hours off duty for each overtime hour worked. Provided however, that for any overtime hours to be credited for overtime pay such overtime hours must be approved in advance by that employee's designated superior. Failure to get approval for overtime may result in disciplinary action being taken, which may include termination of employment.
2. This district will inform employees of the law by posting information disseminated by the U. S. Department of Labor.
3. This district shall establish, through separate administrative regulations, the process of time keeping and procedurally complying with the Act.

Adopted: 08-03

FAIR LABOR STANDARDS ACT PROCEDURES

It is the intent of this school district to fully comply with the Fair Labor Standards Act (FLSA), its regulations, and relevant court decisions and to cooperate with state agencies in an effort to maintain compliance with the FLSA.

The following procedures and guidelines are to be followed in each department to ensure employees are properly compensated for approved hours worked in excess of the established work week as required by the provisions of the FLSA.

Definitions

“Overtime” is defined as authorized, compensable work time in excess of forty (40) hours per work week.

A “work week” for full-time nonexempt employees is forty (40) hours during one consecutive seven-day period beginning at 12:01 A.M. ON Saturday and ending at 12:00 midnight on the following Friday.

“Non-covered employees” are those who meet the definition of “employee” within the meaning of 29 USCA 203(e)(Supp.1990).

“Covered employees” are those who meet the definition of “employee” within the meaning of 29 USCA 203(e)(Supp.1990). Covered employees will be either exempt or nonexempt employees.

An “exempt employee” is a covered employee who is exempt from FLSA by virtue of meeting one of the tests for exemption.

A “nonexempt employee” is a covered employee who does not meet one of the tests for exemption.

Exemptions

The FLSA exempts certain groups of covered employees from coverage. The following categories of exemptions are established:

1. Executives
2. Administrators; e.g., superintendents, principals
3. Professionals; e.g., teachers, special education skilled service providers, attorneys, auditors, nurses, counselors

Adopted: 08-03

TIMEKEEPING NON-EXEMPT EMPLOYEE

The district may use a time clock, have a timekeeper keep track of employee work hours, or have the employees write their own times on a sign-in/sign-out records. Whichever method is used, employees will be required to sign the time card/sheet to indicate knowledge of recorded work time.

The following are samples of timekeeping formats that may be used by the district to meet record keeping requirements. These formats may be substituted by the district's current format if the same information requirements are met.

Option 1:

Day/Date

Employee Name	Time In	Time Out	Time In	Time Out	Total Hours	Employee Signature
John Doe	8:00	12:03	1:00	5:01	8	

Total Regular Hours: _____

Total Overtime Hours: _____

Total Workweek Hours: _____

Timekeeper's Signature: _____

Option 2:

Employee Name:

Day	Date	Time In	Time Out	Total Hours
Sunday	5/2/93	-----		
Monday	5/3/93	8:00	12:03	
		1:00	5:02	8
Tuesday	5/4/93			

Total Regular Hours _____

Total Overtime Hours _____

Total Work Week Hours _____

Employee Verification Signature: _____

COMPLIANCE PROCEDURES FAIR LABOR STANDARDS ACT

In accordance with the policy of the board of education, the following procedures shall apply to compliance with the Fair Labor Standards Act within this school district. Should any employee or group of employees have questions concerning the following, additional information will be provided upon request.

Minimum Wage Provisions

Mustang Public Schools meets the minimum wage provisions established by law. All employees are subject to the Fair Labor Standards Act (FLSA) unless exempt by some provision of the act. As outlined under the exemption provisions set forth below, certified educational employees working in certified positions who perform ancillary duties (i.e., bus driver, etc.) will be exempt from the overtime requirements of the FLSA as long as not more than 20% of their time is spent in non-exempt activities

Overtime Provisions

The FLSA requires that an employer must pay all nonexempt employees time and one-half their regular rate for all hours worked in excess of 40 hours in a seven-day workweek. The hours worked will not be averaged over two or more workweeks (i.e., pay period) to determine overtime hours, even though an employee is paid monthly. For example, if a nonexempt employee works 45 hours one week and 35 hours the next week, the employee will be paid one and one-half times the regular rate for five hours of overtime in the first week.

Compensation hours include all the time that an employee is required to be on duty, either at school or at a workplace for the employer, and all times that the employee is permitted to work. This includes time during which an employee is required at school functions, meetings, or training activities. It may also include time spent traveling on work-related business. Also included is time an employee voluntarily works before or after the regular work shift if "suffered or permitted" by the employer. Even work done at home is included if the employer knows or has reason to think work is being done there.

Vacation and sick leave hours are not counted as hours worked even though they are paid hours. Lunch breaks where the employee is completely relieved of his or her duties for at least 30 uninterrupted minutes and breaks of at least 20 uninterrupted hours also are not counted as hours worked.

Because of the overtime provision, nonexempt employees should not work overtime unless they are specifically authorized to do so by their supervisors.

Lunch breaks must be taken by all nonexempt employees as per the schedule created by the administration.

If the employee eats lunch at his or her desk or work station, the employee must not work while on lunch break. This includes not answering the phone, not writing memos, not assisting others, not reading material that is required by the job, etc. Nonexempt employees will not be allowed to start work before their regularly scheduled time and must stop working at their regularly scheduled stopping time unless permission to work overtime has been obtained from their supervisor(s) as per district policy.

Record Keeping

The Mustang Public School District will keep records for each nonexempt employee which records should include the following information:

- The employee's full name
- Social Security Number
- Address, including zip code
- Birth date/age
- Sex
- Occupation
- Time and day of week when employee's workweek begins
- Hours worked each day
- Total hours worked each workweek
- Wage basis (e.g., "\$6.00 per hour," "\$220 per week," "piecework")
- Regular hourly pay rate
- Total daily or weekly straight-time earnings
- Total overtime earnings for the workweek
- Additions to or deductions from wages
- Total wages paid each pay period
- Date of payment and the pay period covered by the payment

Time sheets will be provided to all nonexempt employees and they will be required to complete and sign them on a weekly basis. Exact time of arrival and departure shall be noted on the time sheet. Employees should not arrive at work any earlier than 10 minutes prior to the scheduled work time. The board may determine that a time clock be installed and used by all nonexempt employees as an alternative method of timekeeping.

Exempt Employees

An exemption from both minimum wage and overtime pay requirements is provided in section 12(a)(1) of the FLSA for any employee employed in a bona fide executive, administrative, professional, or outside sales capacity, as these

terms are defined and limited in regulations of the Secretary of Labor. An employee will qualify for exemption if he or she meets all of the pertinent tests relating to duties, responsibilities, and salary stipulated in the applicable section of Regulations, 29 CFR, Part 541.

1. Executive:

In order to be exempt as a bona fide executive employee, all of the following must be met:

- A. The employee's primary duty must be management of the enterprise, or of a customarily recognized department or subdivision; and
- B. The employee must customarily and regularly direct the work of at least two or more other employees therein; and
- C. The employee must have the authority to hire or fire, or recommend hiring and firing; or whose recommendations on these and other actions affecting employees is given particular weight; and
- D. The employee must customarily and regularly exercise discretionary powers; and
- E. The employee must devote no more than 20% of his or her hours to activities not directly and closely related to the managerial duties; and
- F. The employee must be paid on a salary basis at a rate of at least \$155 a week exclusive of board, lodging, and or other facilities.
- G. An executive employee paid at least \$250 a week, exclusive of board, lodging, and other facilities, is exempt if the employee regularly directs the work of at least two or more other employees and the employee's primary duty is management of the enterprise, or a recognized department or subdivision thereof.

2. Administrative:

In order to be exempt as a bona fide administrative employee, all of the following must be met:

- A. The employee's primary duty must be either:
 - 1. Responsible office or non-manual work directly related to the management policies or general business operations of the employer or the employer's customers; or
 - 2. Responsible work that is directly related to academic instruction or training carried on in the administration of a school system or educational establishment; and
- B. The employee must customarily and regularly exercise discretion and independent judgment, as distinguished from using skills and following procedures and must have the authority to make important decisions; and
- C. The employee must:
 - 1. Regularly assist a proprietor or bona fide executive or administrative employee; or
 - 2. Perform work under only general supervision along specialized or technical lines requiring special training, experience, or knowledge; or
 - 3. Execute under only general supervision special assignments; and
- D. The employee must not spend more than 20% of the time worked in the Workweek on work that is not directly and closely related to the administrative duties discussed above; and
- E. The employee must be paid on a salary or fee basis at a rate of not less than \$155 a week, exclusive of board, lodging, or other facilities, or in the case of academic administrative personnel in public or private schools, the salary requirement for exemption must be at least \$155 a week or one which is at least equal to the entrance salary for teachers in the employing school system or educational establishment or institution.
- F. An administrative employee who is paid on a salary or fee basis of at least \$250 a week, exclusive of board, lodging, or other facilities, will be exempt if:
 - 1. The employee's primary duty consists of either:
 - a. Responsible office or nonmanual work directly related to the management policies or general business operations of the employer's customers; or

- b. Responsible work that is directly related to academic instruction or training carried on in the administration of a school system or educational establishment; and
- 2. Such primary duty includes work requiring the exercise of discretion and independent judgment.
- 3. Professional:
In order to be exempt as a bona fide professional employee, all of the following must be met:
 - A. The employee's primary duty must be either:
 - 1. Work requiring knowledge of an advanced type in a field of science or learning, customarily obtained by a prolonged course of specialized instruction and study; or
 - 2. Work that is original and creative in character in a recognized field of artistic endeavor, the result of which depends primarily on the employee's invention, imagination, or talent; or
 - 3. Work as a teacher certified or recognized as such in the school system or educational institution by which he or she is employed; and
 - B. The employee must consistently exercise discretion and judgment; and
 - C. The employee must do work that is predominantly intellectual and varied, as distinguished from routine mental, manual, mechanical, or physical duties, and
 - D. The employee must not spend more than 20% of the time worked in the workweek on activities not essentially a part of and necessarily incident to the professional duties; and
 - E. The employee must be paid on a salary or fee basis at a rate of not less than \$170 a week, exclusive of board, lodging, and other facilities.

The salary requirement above does not apply to an employee who is the holder of a valid license or certificate permitting the practice of law or medicine and who is actually engaged in such practice, an employee who is the holder of the requisite academic degree for the general practice of medicine and is engaged in an internship or resident program, or an employee employed and engaged as a teacher in a school or educational institution.

OVERTIME AND COMPENSATION TIME

It is the policy of the Mustang Board of Education that no employee shall work overtime without the prior approval of the appropriate supervisor and the superintendent. All compensation time must be used by the end of the pay period which it was earned. Specific days off must be approved in advance by the appropriate supervisor or the superintendent.

When compensatory time is granted in excess of 40 hours in a workweek, it will be at the rate of one and one-half hours for each hour worked in excess of 40 hours for all nonexempt employees.

Adopted: 08-03
Revised: 08-09-10

EQUAL OPPORTUNITY EMPLOYMENT

The Mustang Board of Education is an equal opportunity employer.

Mustang Public Schools is committed to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or veteran status in its employment policy/practices.

Mustang Public Schools is committed to taking all actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the Americans with Disabilities Act (ADA) and all other applicable federal, state and local laws.

The Mustang Public Schools system does not discriminate on the basis of sex and complies with all the provisions of Title IX of the Education Amendments of 1972, as amended and part 86 of Title 45, Subtitle A, Rules and Regulations of the U.S. Department of Health, Education and Welfare and Section 504 of the Rehabilitation Act of 1973.

Inquiries concerning these regulations should be referred to the superintendent of Mustang Public Schools, Mustang, Oklahoma 73064.

Adopted: 12-98
Revised: 10-01
Revised: 08-09-10

ALCOHOL-FREE & DRUG-FREE WORKPLACE PROCEDURES

I. PURPOSE

The District maintains a strong commitment to its employees and to the community to provide a safe, drug-free, alcohol-free workplace. Consistent with the spirit and intent of this commitment, the District expects its employees to report for work in proper condition to perform their duties. The intent of this policy is to prevent the use and the presence of drugs and alcohol in the working environment.

The District recognizes that alcoholism and drug dependency may be treatable illnesses for which rehabilitation is an alternative course of action. However, usage of drugs or alcohol on duty or coming to work under the influence is grounds for discipline up to and including termination. Employees seeking rehabilitation voluntarily will not be jeopardized in their employment nor will this be part of the personnel record. Rehabilitation may be permitted as a condition of continued employment.

The following outlines the procedures by which the District will implement its drug and alcohol program. In addition, it defines the consequences for failure to remain drug and alcohol free.

II. PERSONNEL AFFECTED

All district personnel

III. SCOPE OF DRUG TESTING

The District may administer drug testing for:

- A. Reasonable suspicion/probable cause
- B. Pre-employment examination of regular full-time/part-time employees involved in public safety occupations, in the use of equipment or vehicles, or as determined by the Superintendent. Notice of such testing will be posted. Employees who test positive for any drug not previously disclosed during the pre-examination phase or who test positive for any controlled substance will not be hired by the District. An applicant may retest six months after furnishing proof of successful completion of any alcohol or drug rehabilitation program. The individual will be required to produce proof of completion that includes a current drug test.

IV. DEFINITIONS

- A. "Alcohol" shall be defined as any beverage as defined by Oklahoma State Law, Title 37; including non-intoxicating beverages (i.e., 3.2 beer) as well as intoxicating beverages.
- B. "Alcohol testing" means testing the blood alcohol content by a breathalyzer instrument device or drawing or collecting a blood or serum sample and providing the laboratory analysis thereon. This will not be part of the pre-employment testing.
- C. "Controlled Substances" shall be defined as those substances controlled by regulation or statute (Oklahoma State Law, Title 63 and/or Section 202, Schedules I through V of the Federal Controlled Substance Act), including, but not limited to narcotics, depressants, stimulants, hallucinogens and cannabis. The federal regulations also include the use of drugs, the possession and distribution of which is unlawful as promulgated by the Food and Drug Administration.
- D. "Conviction" means a finding of guilt (including a plea of no contest) or imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug and/or alcohol statutes.
- E. "Criminal Drug Statute" means a criminal statute involving manufacturing, distribution, dispensation, use or possession of any illegal drug or controlled substance.
- F. "District's (School) premises" are all areas in which the District operates including, but not limited to its property; District-owned or leased equipment; privately owned vehicles entering or parked on the property, or in use on the property; lockers; desks; equipment work space; and storage

facilities. "Drug or intoxicant" shall be defined as any substance impairing an employee's ability to perform his/her job or poses a threat to the safety of others.

- G. "Drug testing" shall normally be defined as the collection of a urine specimen by medical personnel and a laboratory analysis of that specimen. The initial drug screen will be a form of immunoassay identification with confirmation testing of any positive results with Gas Chromatography/Mass Spectrometry (GC/MS) or other reliable confirmation testing. For purpose of this policy, an employee is irrefutably presumed to be under the influence of drugs if urinalysis or other accepted testing procedures shows a forensically acceptable positive quantum of proof of drug alcohol usage.
- H. "Reasonable suspicion" shall be defined as the quantity of proof or evidence that is more than a hunch, but less than probable cause. Reasonable suspicion must be based on specific, objective facts and any rationally derived inference from those facts about the conduct of an individual that would lead the reasonable person to suspect that an individual is or has been using drugs while on or off duty; or alcoholic beverage while on duty or proximate to reporting to duty. The types of objective facts may include:
 - (1) information obtained from a reliable informant
 - (2) a preventable accident of a serious nature where there appeared to be operator negligence or carelessness
 - (3) a flagrant violation of standard operating or safety procedures
 - (4) any AWOL of two or more consecutive days. AWOL is defined here as an employee not calling in or showing up to work

Such conduct or inability to perform may include, but is not limited to, a drop in the employee's performance level, impaired judgment, reasoning, level of attention or behavioral change or decreased ability of the senses. Physical characteristics indicating reasonable suspicion may be a pattern of abnormal or erratic behavior; physical symptoms (i.e., glassy or bloodshot eyes, slurred speech, odor of alcohol or marijuana, unsteady gait, poor coordination or reflexes) or direct observation of drug or alcohol use.

- I. "Rehabilitation Program" shall be defined as a professional counseling program (medical as well as professionally certified and recognized counselors) designed to offer rehabilitative assistance to employees who need help in resolving their alcohol abuse or drug dependency problems. It will generally be voluntary for the employee. However, in cases of probable cause, reasonable suspicion or for positive drug tests, it may be required by a mandatory supervisory referral. Supervisors may also invite an employee to participate in a rehabilitation program.
- J. When performance would indicate the need for professional assistance to solve an attendance, alertness or attitude problem. Such participation is optional if part of "an invitation to participate", but if the employee refuses to attend, he/she shall not be able to use alcoholism or drug addiction as a defense in subsequent discipline for failure to perform.
- K. "Reliable Informant" shall be defined as someone who is known and trusted by the supervisor and who has first hand knowledge of an employee's alcohol, drug or controlled substance problem and who disclosed this to the supervisor.
- L. "Under the Influence" or "Impaired" shall be defined as behavior which may limit an employee's ability to safely and efficiently perform his/her job duties or poses a threat to the safety of the employee or others.

V. DISCIPLINE AND OTHER SANCTIONS

- A. Discipline for Drug and Alcohol Abuse or Problems
 - 1. The sale, possession, manufacture, distribution, dispensation, use, or purchase of drugs or alcoholic beverages on the District's premises or during work hours is against the District's policy and is cause for immediate discharge.
 - 2. Reporting to work impaired or under the influence of intoxicants such as alcohol or unprescribed drugs, as well as prescribed drugs used improperly or which when used would induce an unsafe mental or physical state is against the District's policy. Violation of this policy will be grounds to discipline up to and including termination. The determination of

appropriate action rests solely with the Superintendent or designee.

B. Arrest and Conviction of a Drug or Alcohol Offense

To reduce the potential exposure of the District should an employee continue to operate vehicles or machinery while impaired or while initially going through some form of rehabilitation, employees arrested for a drug or alcohol-related offense should notify the Superintendent or designee. An arrest is not sufficient to terminate, absent some other objective findings. Failure to notify the Superintendent or designee about an arrest of someone in a public safety position or who operates any commercial or motorized vehicle for the District will result in immediate discharge.

C. Rehabilitation Programs

1. The policy of encouraging an employee to voluntarily enroll in a rehabilitation program for either alcohol or drugs before being discovered as impaired on the job is not to be interpreted as conflicting with the District's rule concerning termination for the sale, purchase, use or possession of drugs or alcohol on District premises.
2. Employees who are mandatory referred into an rehabilitation program as a condition of employment must abide by those terms and conditions of referral, must attend necessary AA or similar meetings, must remain drug/alcohol free while at work and must ensure that their job performance and productivity do not suffer. Failure to abide by the conditions of the treatment plan or to maintain acceptable job performance will be cause for separation from the District.
3. The Mustang Public Schools is utilizing the services of an outside contractor to assist with initial diagnosis and referral to rehabilitation and other counseling services. This confidential service is generally available for self-referrals. However, the Supervisor with concurrence of the Superintendent or designee, may use these services for supervisory mandatory referrals as an alternative to discipline.
4. Employees who experience a recurrence of their drug or alcohol problem are not eligible for an additional rehabilitation period and will be terminated immediately, unless the time between said occurrences is sufficiently long to enable an employee another program. This will be determined on a case by case analysis by the Superintendent or designee based on the employee's job performance in the interim and other factors that benefit the district.

VI. PROCEDURES AND NOTIFICATIONS:

Employees are to be notified that:

- A. District rules and policies prohibit the unlawful manufacture, distribution, dispensation, possession or use of controlled substances; the possession and use of drugs or alcohol while on duty or on District property or in a District vehicle and/or being at work while under the influence of a controlled substance, drug or alcohol. Any violation of these rules and policies will subject the employees to discharge. In addition, any employee tampering with the results of a drug test shall also be terminated.
- B. Based on probable cause or reasonable suspicion, employees will be required to submit to drug or alcohol testing. Prior to requiring such testing, a supervisor shall articulate the basis for his suspicion to the employee. Whenever possible, the basis for the probable cause or reasonable suspicion will be communicated to either the Superintendent or designee. The employee will be immediately transported by the Superintendent or designee to an appropriate facility for the alcohol or drug test. Prior to testing, the employee will be required to sign a form consenting to testing. Failure or refusal to sign the consent form and to submit to testing will be cause for an adverse inference to be drawn relative to being under the influence and will also result in a charge of insubordination and the appropriate discipline up to and including termination will be administered based on the specific facts of the case.
- C. An employee, whose drug or alcohol test results in a positive finding, whose performance shows impairment will be subject to disciplinary action, including discharge. Such action will occur after the results of the drug/alcohol tests and the predetermination meeting. The predetermination meeting should be conducted to ascertain the employee's "side of the incident" (whether he/she had taken any drug, controlled substance or alcohol; when and why

this occurred; and the extent of the employee's dependency; and factors relative to reasonable accommodation).

VII. SUPERVISORS AND EMPLOYEE EDUCATION AND TRAINING

Supervisors will be trained:

- A. To recognize when employees appear unfit for duty because of controlled substances, drugs or alcohol and how to determine reasonable suspicion.
- B. To effectively and appropriately intervene in reasonable suspicion instances.
- C. To understand the methods of District drug and alcohol testing procedures.
- D. To effectively and appropriately document reasonable suspicion cases prior to the test, and after the meeting with the employee.
- E. In proper disciplinary measures, to include a mandatory referral or invitation to participate.
- F. In issues relative to privacy, search and seizure, and employee representation rights during investigations.

Adopted: 12-98

Revised: 10-01

**THE MUSTANG SCHOOL DISTRICT DRUG-FREE WORKPLACE
POLICY AND DRUG AND ALCOHOL PROCEDURES**

In accordance with the guidelines set forth in the Drug-Free Workplace Act (Act) of 1988, it is the policy of the District that the unlawful manufacture, distribution, dispensing, possession or use of an illegal chemical substance and/or alcohol during working hours or on District/School property including building, parking lots and vehicles is prohibited.

As a condition of employment, each employee must:

1. Abide by the terms of the Mustang School District Drug-Free Workplace Policy.
2. Abide by the terms of the District's Drug and Alcohol Guidelines as amended.
3. Notify the District of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

Pursuant to the Act, "conviction of a criminal drug offense" includes a finding of guilt (including a plea of no contendere) or imposition of sentences by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes. These include the manufacture, dispensation, use or possession of any controlled substances defined in Paragraph 5157 (3) of the Act. Although the Act only addresses violations "occurring in the workplace", any employee who has violated any provision of the District's policies relative to alcohol and/or drugs will be subject to appropriate disciplinary action, up to and including termination.

I understand the provisions of the Mustang School District's Drug-Free Workplace Policy and Drug and Alcohol Procedures and agree to abide by the terms of these policies. I understand that a copy of this signature page will be kept in my personnel file.

Signature of Employee _____ Date _____

Adopted: 12-98
Revised: 10-01
Revised: 07-07
Revised: 08-08

DRUG AND ALCOHOL TESTING PROGRAM

All transportation personnel and certified staff driving activity buses will be required to participate in a drug and alcohol-testing program as required by the Omnibus Transportation Act of 1991.

Adopted: 12-98
Revised: 07-07

WEAPONS-FREE SCHOOLS

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

“...any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed.”

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45 calendar days at the discretion of the superintendent. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten days and placed up to 45 days in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP. The child must be placed in an appropriate setting determined by the IEP team and continue to receive special education and related services.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. (See Note 2, below.)

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis.

WEAPONS - FREE SCHOOL (Cont.)

Students found to be in violation of this policy shall be referred to the appropriate criminal or juvenile justice system. Any firearms found on the premises shall be reported to law enforcement and will immediately be turned over to local law enforcement as per state law requirements.

Reference: 18 U.S.C. §921
21 O.S. §1271.1, § 1280.1
70 O.S. § 24-132.1

NOTE 1: The district is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school; the number of students expelled from the school, and the type of weapons concerned.

NOTE 2: Firearms and weapons are allowed on school property and deemed not in violation as follows: A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law, or a handgun carried in a vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property; a gun or knife used for the purposes of participating in the Oklahoma Department of Wildlife Conservation certified hunter training education course or any other hunting, fishing, safety, or firearms training courses, or a recognized firearms sports event, team shooting program or competition, or living history reenactment, provided the course or event is approved by the principal or chief administrator of the school where the course or event is offered, and provided the weapon is properly displayed or stored as required by law pending participation in the course, event, program, or competition; and weapons in the possession of any peace officer or other person authorized by law to possess a weapon in the performance of his/her duties and responsibilities. Although state law allows weapons on school premises, federal law dictates that students in possession of a firearm on school premises are to be suspended for one calendar year. The administration may modify this on a case-by-case basis.

Restrictions on Presence of Sex Offenders on District Premises

A safe learning environment promotes academic and social growth. The District desires to protect students at school from those who might expose students to inappropriate acts of a sexual nature. Those required to register with the State as sex offenders have committed acts totally incompatible with a safe learning environment. Accordingly, registered sex offenders are prohibited from being on any District property or attending District-sponsored activities at all times, and administrators are authorized to direct such offenders off District property and to notify law enforcement for noncompliance with that directive.

Limited Exception for Parent/Guardian: If the registered sex offender is the custodial parent of legal guardian of a child who is enrolled at the District, the registered sex offender may only enter District grounds to:

1. enroll their child, after prior notice to the site principal and written permission from the site principal;
2. attend meetings, etc. under special circumstances with prior Head Principal/District approval; these may be held at the administration building or at the building site, and may occur outside of regular business hours.
3. deliver or retrieve their child during normal school hours; or
4. deliver or retrieve their child from a District-sponsored extracurricular activity.

*While performing these delivery/retrieval functions, the registered sex offender **may not exit his/her vehicle** (unless prior approval has been granted by the site principal).

The registered sex offender, who is the parent or legal guardian of a child who is enrolled at the District, **may not** be on District property or at a District function at any other time. Registered sex offenders who are custodial parents or legal guardians of a child who is enrolled at the District will receive communications about their child by phone, letter or email instead of in-person communication with District personnel.

Adopted: March 12, 2018

CLOSED CAMPUS/LEAVING SCHOOL GROUNDS

All Mustang Public Schools have a closed campus.

Students who become ill or are injured during the school day will be allowed to leave only after the parent/guardian has been notified and permission has been granted by the attendance office personnel.

No student will be checked out by telephone to leave campus for lunch. Students must be checked out by a parent, guardian or emergency contact in person only.

Adopted: 12-98
Revised: 10-01
Revised: 08-09-10

COMPLIANCE REQUIREMENTS

EXCEPTIONAL CHILDREN

All children have the right to a free and appropriate public education. It is the intention of the Mustang Public Schools to comply with all pertinent provisions of legislation pertaining to the education of exceptional children.

Parents have certain rights in the placement and education programs of their children. For detailed information concerning the rights of parents, contact the Director of Special Education at the Mustang Educational Resource Center, 909 S Mustang Road, Mustang, Oklahoma or telephone at (405) 376-2461.

EQUAL OPPORTUNITY EMPLOYER

The Mustang Public Schools system does not discriminate on the basis of sex and complies with all the provisions of Title IX of the Education Amendments of 1972, as amended and part 86 of Title 45, Subtitle A, Rules and Regulations of the U.S. Department of Health, Education and Welfare, and Section 504 of the Rehabilitation Act of 1973. The Mustang Board of Education is an equal opportunity employer. Inquiries concerning these regulations should be referred to the Superintendent, Mustang Public Schools, Mustang, Oklahoma 73064.

FEDERAL PROGRAMS

Federal funds received by the district shall be used to supplement, not supplant, non-Federal resources. The district shall maintain quality fiscal control, accounting procedures and inventory regarding federal funds and expenditures. Records shall be retained for a minimum of five (5) years for purposes of monitoring, evaluation and audit. Federal funds shall be used toward programs that meet locally assessed and prioritized educational needs of students. Such programs shall be evaluated as required by Federal regulations.

A district wide salary schedule for teachers, administrators and auxiliary personnel shall be utilized. The Mustang School District will strive to ensure equivalence among schools in the provision of personnel, curriculum materials and instructional supplies.

The Mustang Schools shall contact and coordinate with private, nonprofit school officials regarding eligibility to receive funds and participate in federal programs. Parents of Mustang students shall be involved in the planning, implementation or evaluation of Federal programs as mandated.

Adopted: 12-98

Revised: 10-01

Revised: 06-27-19

PUBLIC RELATIONS IN THE DISTRICT

Good public relations is a job of the entire staff. Every employee should feel a personal responsibility for the developing of good relations with the public. Inquiries from the public will be responded to in a timely manner.

It shall be the policy of the Mustang Board of Education to cooperate with all community agencies.

Every effort will be made to plan school activities to avoid conflict with Wednesday evenings or Sunday church activities.

The District Communication's Officer is the designated public relations officer for Mustang Public Schools.

Adopted: 12-98
Revised: 10-01
Revised: 08-09-10

TEACHING CHARACTER

Public schools are non-denominational. The Mustang Public Schools shall recognize the right to all religious opinions and be partial to none. The following character traits will be integrated into the school curriculum:

1. Tolerance
2. Leadership
3. Respect/Self-respect
4. Integrity
5. Self-discipline
6. Volunteerism
7. Courage
8. Enthusiasm
9. Responsibility
10. Patriotism/Citizenship
11. Caring/Forgiveness
12. Courtesy

Adopted: 12-98

Revised: 10-01

**FLAG OF THE UNITED STATES/VETERAN'S DAY/
DIPLOMAS FOR WORLD WAR II, KOREAN AND VIETNAM CONFLICT VETERANS**

- I. The Flag of the United States will be displayed in each regular classroom and from the flagpole at each school during suitable weather. Instruction in flag etiquette to include the customs, traditions and history of the flag of the United States shall be presented to all students annually.

Students are authorized to recite at the beginning of each school day the "Pledge of Allegiance to the Flag of the United States of America" as enumerated at 36 U.S.C., Section 172. Each student shall be informed by posting a notice in a conspicuous place that the students not wishing to participate in the pledge shall not be required to do so.

- II. The date of November 11 is hereby designated "Veteran's Day" in Mustang Public Schools. In any year in which the date of November 11 is a Saturday or Sunday or classes are not in regular session, Mustang Schools shall observe the previous school day as "Veteran's Day."

Each school shall conduct and observe an appropriate program of at least one class period remembering and honoring American Veterans. In addition, schools may choose, if scheduling allows, to have a one-minute moment of silence beginning at 11:00 a.m. on November 11 of each year. The benefit of such activity, in addition to honoring American veterans, is to serve to educate students about the termination of World War I at 11:00 a.m. on November 11, 1918, which was first recognized by United States President Woodrow Wilson on the first anniversary of the truce in a proclamation eulogizing fallen Allied soldiers and referring to November 11 as Armistice Day.

- III. In order for Mustang Public Schools to recognize and pay tribute to veterans who left high school prior to graduation to serve in World War II and/or Korean conflict, or Vietnam. Mustang's Board of Education shall be authorized to grant a diploma of graduation to any veteran who meets the requirements as listed below. Such diplomas will be presented at the Veteran's preference, at regular board meetings, Veteran's Day programs and/or commencement exercises.

To be eligible for a high school diploma, a veteran shall:

1. have been honorably discharged from the Armed Forces of the United States of America (documentation DD214 or honorable discharge certificate);
2. have served a minimum of eighteen (18) consecutive months active duty or have been discharged with a service-connected disability between the dates of September 16, 1940, and December 31, 1946, or January 1950, to December 31, 1953, or January 1961, to December 1975;
3. be a resident of the State of Oklahoma and
4. present a letter to the Mustang Board of Education requesting the issuance of a high school diploma.

Adopted: 12-98
Revised: 10-01
Revised: 08-03
Revised: 08-14-06
Revised: 08-14-17

INSTRUCTIONAL YEAR CALENDAR

As provided in Oklahoma Statutes, school shall actually be in session and classroom instruction offered:

- a. For not less than one hundred eighty (180) days;
- b. For not less than one thousand eighty (1,080) hours each school year, if a district board of education adopts a school-hours policy and notifies the State Board of Education prior to October 15 of the applicable school year;
- c. Beginning with the 2021-2022 school year, for not less than one thousand eighty (1,080) hours with a minimum of one hundred sixty-five (165) days of instruction each school year, if a district board of education adopts a school-hours policy and notifies the State Board of Education prior to October 15 of the applicable school year;
- d. Beginning with the 2021-2022 school year, for not less than one thousand eighty (1,080) hours each school year, if a district board of education adopts a school-hours policy, notifies the State Board of Education prior to October 15 of the applicable school year and meets or exceeds the minimum guidelines for student performance and school district cost savings established by the State Board of Education.

No more than thirty (30) of these hours shall be used for professional meetings.

In addition, parent-teacher conferences may be held during the school day and counted as classroom instruction for no more than six (6) hours per semester, for a total of twelve (12) hours per school year.

70 O. S. § 1-109

Adopted 06-27-19

RELIGIOUS HOLY DAYS

Members of some religious faiths observe certain holidays. Children who are absent from school to observe Holy Days will be excused upon written request of the parents but will be counted absent.

Adopted: 12-98
Revised: 10-01

Internet Acceptable Use and Safety Policy (IAUSP)

The Mustang Public Schools ("District") provides access to the District's Internet Systems for its employees and students, collectively referred to as "users" for educational and business purposes, in conformance with applicable law. This Internet Acceptable Use and Safety Policy ("policy") governs all electronic activity of users using and accessing the District's Internet systems, including District e-mail and District-provided access to the Internet, and applies to the use of the District Internet Systems both on and off District property.

"The District's Internet Systems" means District-provided devices, Internet connections (including wireless connections) provided by the District, District-provided e-mail accounts, intranet and any remote connection to District systems. A user is deemed to access and use the District's Internet Systems through any electronic activity conducted on the District's Internet Systems using any device (whether or not such device is a District-provided device) regardless of the user's physical location.

"District-provided devices" means any electronic device provided by the District, including, but not limited to, desktop computers, laptops, and hand-held devices, such as personal digital assistants (PDAs), smartphones, iPads, tablets and e-readers.

Employee and Student use of the District's Internet Systems is governed by this policy, District regulations, policies and guidelines.

By using the District's Internet Systems, a user agrees to follow this policy and all applicable District regulations, policies and guidelines. All users must report any misuse of the network or Internet or receipt of any communication that violates this policy to a teacher, supervisor or other appropriate District personnel.

Principles of Acceptable and Safe Internet Use

General

Internet access and e-mail provided by the District are intended for educational use, instruction, research and the facilitation of communication, collaboration, and other District related purposes. Users are subject to the same standards expected in a classroom and/or professional workplace.

Monitoring and Privacy

Users have no right to privacy while using the District's Internet Systems. The District monitors users' online activities and reserves the right to access, review, copy, store, or delete any electronic communications or files. This includes any items stored on District-provided devices, such as files, e-mails, cookies, and Internet history.

The District reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. The District will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the District's Internet Systems.

Prohibited Uses of the District's Internet Systems

Users may not engage in any of the activities prohibited by this policy when using or accessing the District's Internet Systems.

If a user is uncertain whether behavior is prohibited, he or she should contact a teacher, supervisor or other appropriate District personnel. The District reserves the right to take immediate action regarding activities that (1) create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) expend District resources on content the District determines lacks legitimate educational or District content or purpose, or (3) the District determines are inappropriate.

Below is a non-exhaustive list of examples of prohibited behavior:

1. Causing harm to others, damage to their property or District property, such as:

- Using, posting or distributing profane, lewd, vulgar, threatening, or abusive language in e-mail messages, material posted on District web pages, or professional social media sites;
- Accessing, using, posting, or distributing information or materials that are pornographic or otherwise obscene, advocate illegal or dangerous acts, or advocate violence or discrimination. If users inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by their school or central division office;
- Accessing, posting or distributing harassing, discriminatory, inflammatory, or hateful material, or making damaging or false statements about others; cyberbullying is prohibited.
- Sending, posting, or otherwise distributing chain letters or engaging in spamming;
- Damaging computer equipment, files, data or the District's Internet System in any way, including spreading computer viruses, vandalizing data, software or equipment, damaging or disabling others' electronic property, or engaging in conduct that could interfere or cause a danger of disruption to the District's educational or business environment;
- Using the District's Internet System in a manner that interferes with the education of the user or others or the job duties of the user or others;
- Downloading, posting, reproducing or distributing music, photographs, video or other works in violation of applicable copyright laws. Any music, photographs and/or video should only be downloaded for District, and not personal purposes. If a work specifies how that work may be used, the user should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright or trademark owner; or
- Engaging in plagiarism. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

2. Gaining or attempting to gain unauthorized access to the District's Internet Systems, or to any third party's computer system, such as:

- Malicious tampering, phishing or hacking activities;
- Intentionally seeking information about passwords belonging to other users;
- Disclosing a user's password to the District's Internet Systems to other individuals. However, students may share their District password with their parents.
- Modifying passwords belonging to other users;
- Attempting to log in through another person's account;
- Attempting to gain access to material that is blocked or filtered by the District;
- Accessing, copying, or modifying another user's files without authorization;
- Disguising a user's identity;
- Using the password or identifier of an account that does not belong to the user; or
- Engaging in uses that jeopardize access into others' accounts or other computer networks.

3. Using the District's Internet Systems for commercial purposes, such as:

- Using the District's Internet Systems for personal financial gain;
- Conducting for-profit business activities, personal advertising, or other non-District business communications;
- Engaging in fundraising (except as set forth in the Chancellor's Regulation A-610); or

- Using the District's Internet Systems on behalf of any elected official, candidate, candidates, slate of candidates or a political organization or committee.

4. Engaging in criminal or other unlawful activities.

Filtering

In accordance to Children's Internet Protection Act ("CIPA"), the District blocks or filters content over the Internet that the District considers inappropriate for minors. This includes pornography, obscene material, and other material that may be harmful to minors. The District may also block or filter other content deemed to be inappropriate, lacking educational or work-related content or that pose a threat to the network. The District may, in its discretion, disable such filtering for certain users for bona-fide research or other lawful educational or business purposes.

Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities.

See additional <http://www.fcc.gov/guides/childrens-internet-protection-act>

Protection of Personally Identifiable & Confidential Information

The Family Educational Rights and Privacy Act ("FERPA") prohibits District school officials from disclosing personally identifiable information ("PII") from education records of District students and families to third parties without parental consent. However, several exceptions to this general rule may apply.

All users of the District's Internet Systems must comply with FERPA. If you are unsure about whether the activity will comply with FERPA, please contact the District's Technology and/or Special Services Department.

Users should ensure that e-mails that include or attach confidential information are only sent to the intended recipients.

Student Internet Safety

1. District Responsibilities:

- The District will provide curriculum about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.
- The District will work to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- As appropriate, the District will provide students, staff and parents with guidelines and instructions for student safety while using the Internet.

2. Students Using the District's Internet Systems

- Students must not reveal personal information about themselves or other persons on social networking sites, in chat rooms, in emails or other direct electronic communications, or any other forum over the Internet. For example, students must not reveal their home address, or telephone or cell phone number. Students must not display photographs of themselves, or the images of others.
- Students should not meet in person anyone they have met only on the Internet.

- Students must promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable.
- Students should not allow District computers to save their passwords.

3. Teachers using the District Internet Systems, including Social Media for class activities

- Teachers should educate students about appropriate and safe online behavior, including interacting with individuals on social networking websites and in chat rooms and cyber bullying awareness and response.
- Social Media
 - “Social media” means any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Google+, and Flickr.
 - Schools use a variety of online web-based interactive communication technologies to enhance students’ education and learning. Social media sites must be used only for educational and school related purposes, in connection with lessons and assignments and to facilitate communication with teachers and other students.

4. Parents:

- Although students generally will be supervised when using the District’s Internet System on school property, it is not practical for the District to monitor and enforce a wide range of social values in student use of the Internet. Parents are primarily responsible for transmitting their particular set of family values to their children, and discussing with their children what material is and is not acceptable for their children to access through the District’s Internet Systems.

Violations of this Policy

The District, including central offices and schools, reserves the right to terminate any user’s access to District Internet Systems - including access to District e-mail - at any time.

If a student violates this policy, appropriate disciplinary action will be taken consistent with the Discipline Code and applicable District Policies. If a student’s access to the District’s Internet System is revoked, the student may not be penalized academically, and the District will ensure that the student continues to have a meaningful opportunity to participate in the educational program.

Employee violations of this policy will be handled with appropriate discipline.

All users must promptly disclose to their teacher, supervisor, principal or manager any information they receive that is inappropriate or makes them feel uncomfortable.

Limitation of Liability

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The

District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

Adopted: 12-98

Revised: 10-01

Revised: 08-03

Revised: 06-10

Revised: 08-13

Revised: 08-14-17

**Refusal to Participate in Usage of the Mustang Public Schools
Computer Systems and Internet Access**

Please print:

Student Name _____ Student ID _____

Address _____

Phone Number _____ Grade _____

School Name _____

I understand by refusing to participate in the use of Mustang Public Schools computer systems or the Internet that I, the under signed student, cannot access any computers in the Mustang Public Schools system for any purpose. I cannot use the computers to do any class assignments or computer based testing programs that may be offered or required by Mustang Public Schools. I understand that I will be offered a non-computer based option if applicable or allowable by Mustang Public Schools, in some cases this may not be 100% comparable to the computer-based option.

Student's Signature * _____ Date _____

***If student is under the age of 18, a parent or guardian must also read and sign this agreement.**

I do not give my permission for my child to access to Mustang Public Schools computer systems or allow my child to use the Internet through Mustang Public Schools.

Please print: Parent or Guardian's Name _____

Parent or Guardian's Signature _____ Date _____

SCHOOL EQUIPMENT

School equipment shall not be used for personal use.

Adopted: 12-98
Revised: 10-01
Revised: 08-03
Revised: 08-14-17

PERSONAL TECHNOLOGY DEVICE (PTD) USE POLICY

Personal Device Use

The district may provide the opportunity for students to access the District network for Internet access. This access is not required but rather may be provided to augment the teaching and learning experience. Use of personal devices in a school setting is at the sole discretion of the instructor and/or designated administrator. Acceptable device types include but are not limited to the following:

- Laptop Computer
- Tablet
- Cellular Phone
- Smart Phone
- Kindle

Devices whose primary purpose is gaming are specifically prohibited.

Purpose: Communication and Instruction

The purpose of Personal Technology Device use is to provide an additional conduit in the pursuit of teaching and learning. It is not required as a component of curriculum but may exist as an instructional option.

Its integration into curriculum is the discretion of the instructor with approval of the designated administrator. The instructor will determine the specific instructional objective addressed and the manner in which the device will be used. Such use must not constitute a distraction or inhibit the instructional environment. The instructor and, or, administrator may terminate the student's access at their discretion.

PTD use in one classroom does not constitute approval for use elsewhere in the District.

PTD is not provided for parents or patrons in accordance with Federal ERate regulation.

Personal Use

Use of personal devices at school is for instructional purposes. All other types of access are prohibited.

Acceptable Use/ CIPA Compliance.

The District's Internet and Other Computer Networks Acceptable Use, Internet Safety and CIPA Policies apply to the use of PTD while on campus. This includes CIPA compliant internet filtering. Students using PTD are prohibited from accessing inappropriate material on personal devices while on campus.

Students are prohibited from recording sounds or images in the classroom without the express consent of the instructor.

Liability

The District assumes no liability for any personally owned device used to access the District's Network. The District reserves the right to deny network access to any user or any specific device.

Revised: 08-12-2013

PARENT INVOLVEMENT POLICY

Mustang Public Schools encourages and supports parents as partners with teachers and other staff in the education of their children. The district adheres to a philosophy of parental involvement as an essential element to promote student success. Student academic achievement requires parents to be knowledgeable of curriculum standards, progress monitoring and district policies and procedures.

District parental involvement will be supported and encouraged through the following district expectations:

- respecting parents as partners in the education of their children;
- valuing diversity and the need for equity in each school;
- promoting parent involvement in district leadership and decision-making;
- fostering a welcoming and responsive environment for parents;
- ensuring accountability of the staff at all levels throughout the district in working with parents as partners;
- valuing the need for partnerships within public and private entities in the Mustang community;
- ensuring flexibility and accessibility within administrative operations and flexibility within district-wide processes and procedures; and
- establishing and promoting communication as a source of trust and understanding between the district and parents.

Parental involvement will be supported and encouraged through the following parent expectations:

- taking the initiative to seek the best educational opportunities for their children;
- understanding and respecting the mission and values of the school;
- respecting teachers and supporting school staff as partners in the education of their children;
- demonstrating respect for the school as a whole, including the faculty and staff;
- developing jointly with the teacher, a school-parent compact for their child that outlines how the parents, the school and the student will share the responsibility for improved academic achievement;
- identifying and addressing barriers to parent involvement;
- understanding school procedures and opportunities to contribute or receive support;
- participating in the development of the school parent involvement plan and the review and evaluation of the plan;
- utilizing two-way lines of communication between parents, school staff and the district on the instruction, achievement and conduct of their children;
- participating in training opportunities that will include but are not limited to: strategies/reinforcing learning at home, discipline and understanding cultural differences;
- valuing diversity and the need for equity in each child's learning;
- participating in decision making;
- volunteering in their children's schools; and
- supporting and engaging in developing partnerships within the Mustang Public Schools community.

Volunteers in Schools

1. All volunteers will need to have their ID scanned in the front office each time they enter the school.
2. Volunteers working directly with students, without the presence of a Mustang Public School employee, will be required to have a yearly background check process, please check the school's website or contact the school's front office.

3. Volunteers supervising students in any capacity, including field trips, will be required to have a yearly background check.
4. Mustang Public Schools administration reserves the right to limit access to students and schools to any volunteer for any reason regarding student safety.

COMMITTEES (PARENTAL/STUDENT INVOLVEMENT POLICY)

A primary task of our school system is to create a learning climate that develops active involvement of parents and students. Such a climate is created when parents and students work with the school staff in planning and evaluating school programs. At both the site and district levels, active parental and student involvement in decision-making is vital to the successful operation of Mustang Public Schools. Mustang Public Schools believes that parents and students of appropriate age should:

- Be encouraged to participate in all levels of committee work.
- Feel free to express without fear their own opinions concerning the issues before the respective committee.
- Be involved in the planning, discussions, and decisions of the committee.

Administrators involved in committee member selection should make every effort to include a variety of opinions when selecting parents and students. The board, when it deems appropriate, may determine to utilize a procedure whereby each board member appoints one patron or student to serve on the committee in addition to those provided above.

Although employees of Mustang Public Schools can serve on all committees as employees or parents; first consideration for parental representation concerning committee membership should be given to parents who are not employed with Mustang Public Schools.

Committee membership that is governed by the Mustang Education Association Contract agreement may not be subject to the provisions of this policy.

Adopted: 12-98
Revised: 10-01
Revised: 08-03
Revised: 04-14-2014
Revised: 11-12-18

EMPLOYMENT, ASSIGNMENT AND REASSIGNMENT OF PERSONNEL

The Superintendent recommends employment to the Board of Education. When the Board has voted to employ certified or non-certified personnel, the Superintendent is authorized to give notification of the appointment.

A requirement in the selection process for all applicants is that a person must be able to perform tasks necessary to a particular position in a safe and effective manner.

Effective July 1, 2010, a "national criminal history record check" will be submitted prior to employment of certified or non-certified personnel. A "national criminal history record check" means a check of criminal history records entailing the fingerprinting of the individual and submission of the fingerprints to the United States Federal Bureau of Investigation (FBI) for the purpose of obtaining the national criminal history record of the person. A "national criminal history record check" may be obtained only when authorized or required by state or federal law. (74 O.S. § 150.9)

Prospective employees will be required to go to the Oklahoma State Department of Education where a national criminal history record check (NCHRC) shall be submitted. All fees associated with this process are the responsibility of the prospective employee.

Falsification of any records will be grounds for termination.

A prospective employee is defined as an individual who has received an offer of temporary employment by a school district pending the results of the NCHRC. The temporary employment of a prospective employee shall be terminated after sixty (60) days unless the district receives the results of the NCHRC. The sixty (60) day temporary employment period begins on the first day the prospective employee reports for duty in the district. If a prospective employee has had a NCHRC completed for Oklahoma teacher certification within the last year, a new NCHRC will not be required.

Any person applying for employment as a substitute teacher shall be required to have a NCHRC for the school year. If a substitute teacher has been employed by the district in the last year, a new NCHRC will not be required. Any person employed as a full-time teacher by a school district in this state in the five (5) years immediately preceding an application for employment as a substitute teacher will not be required to have a NCHRC, if the teacher submits a copy of a NCHRC completed within the preceding five (5) years and a letter from the district in which the teacher was last employed stating that the teacher left in good standing. Any person employed as a full-time teacher by a school district in Oklahoma for ten (10) or more consecutive years immediately preceding an application for employment as a substitute teacher in the same school district is not required to have a national criminal history record check for as long as the person remains employed for consecutive years by that school. If the substitute teacher wishes to work in another Oklahoma school district, a national criminal history background check will be required.

The Superintendent shall have the authority to place a substitute teacher in a teaching assignment if a NCHRC is received prior to the next scheduled board meeting.

The Superintendent shall have the authority to accept voluntary resignations from employees on behalf of the Board of Education. The Superintendent shall have the authority to post the position openings when the need arises and begin the selection process to fill vacant positions prior to Board action.

Employment and resignations are official only on Board vote.

Adopted: 12-98
 Revised: 10-01
 Revised: 08-09-10
 Revised: 07-11-11
 Revised: 10-08-12
 Revised: 08-14-17

SUBSTITUTE TEACHERS

The Mustang Board of Education realizes that teachers may occasionally be absent from the classroom and acknowledges the need for qualified substitute teachers.

Substitute teachers are to be approved by the superintendent or his/her designee. All substitutes will be employed by the District and paid by the District at the board-approved daily rates. All substitute candidates shall attend a mandatory training workshop prior to substituting or receiving payment for services rendered.

Pursuant to Board Policy 2150, any person applying for employment as a substitute shall be required to have a national criminal history record check for the school year. If a substitute has been employed by the district in the last year, a new NCHRC will not be required. Any person employed as a full-time teacher by a school district in this state in the five (5) years immediately preceding an application for employment as a substitute teacher will not be required to have a new NCHRC, if the teacher submits a copy of a NCHRC completed within the last five (5) years and a letter from the district in which the teacher was last employed stating that the teacher left in good standing. Any person employed as a full-time teacher by a school district in Oklahoma for ten (10) or more consecutive years immediately preceding an application for employment as a substitute teacher in the same school district may not be required to have a NCHRC for as long as the person remains employed for consecutive years by that school district as a substitute teacher, if the teacher left full-time employment in good standing. If the substitute teacher wishes to work as a substitute teacher in another Oklahoma school district, a national criminal history record check will be required.

No non-certified, non-degreed substitute teacher shall be employed for a total period of time in excess of 90 days per school. Effective November 1, 2012, a non-certified, non-degreed substitute teacher may not be employed for the same assignment for more than 90 days during a school year.

No substitute teacher with a lapsed or expired certificate shall be employed for a total period of time in excess of 100 days per school year and may not be employed for the same assignment for more than 20 days during a school year. Effective November 1, 2012, a substitute teacher with a lapsed or expired certificate may not be employed for the same assignment for more than 100 days during a school year.

A substitute teacher holding a valid certificate may be employed unlimited days during the school year.

Substitute teachers who do not hold a valid certificate and who are employed to teach special education for physically handicapped or intellectually disabled students are not subject to these restrictions if no certified teacher is available to teach such students and the students would be denied instruction in special education if the substitute teacher were not employed. Any substitute teacher employed to teach special education for the same assignment for more than 15 consecutive days or 30 days during a school year who does not hold a valid certificate to teach special education shall be required to complete in-service training as prescribed by the State Board of Education. The training shall be provided at no cost to the substitute teacher.

After substituting for the same teacher assignment for twenty (20) consecutive school days, with the written recommendation of the building principal and approval by appropriate central office personnel, the certified substitute maybe eligible to be placed on a daily basis in long term assignment. The daily rate of pay for long term substitutes will be based on the Bachelors' degree base salary at the zero (0) step. The daily rate will be prorated per the number of teacher contract days in the current school year. No fringe benefits apply to long term assignments.

Adopted: 10-08-12

Revised: 08-14-17

FAMILY AND MEDICAL LEAVE

It is the policy of the Board of Education to provide up to 12 work weeks of unpaid leave to employees who have been employed at least one year from date of employment in this school district, who have worked at least 1,250 hours during the previous 12-month period from date of request, and who have exhausted their sick leave, personal leave, vacation time and workers' compensation leave.

Before an employee will be placed on unpaid family leave, the employee must first exhaust any accumulated sick leave, personal leave, vacation time and workman's compensation leave. Such sick leave, personal leave, and vacation time will be deducted from the twelve (12) work weeks of eligibility.

Eligible employees are those district employees who meet the above requirements and who request leave for one of four (4) reasons:

- a. The birth of a son or daughter by an employee and in order to care for such son or daughter;
- b. The placement of a son or daughter with an employee for adoption or foster care;
- c. The care of an employee's parent, spouse, son or daughter who suffers from a serious health condition; or,
- d. A serious health condition of an employee that makes the employee unable to perform job duties.
- e. A medical need of a family member in the armed services

An employee who is granted family or medical leave shall not lose status or accrued benefits during the use of the leave. All benefits paid by the employer shall continue during the time of the leave.

The employee shall present certification by a physician of the necessity of medical leave. Certification shall be sufficient if it includes the following information:

- a. the date on which the serious health condition began
- b. the probable duration of the condition
- c. the appropriate medical facts within the knowledge of the health care provider regarding the medical condition
- d. for purposes of leave to care for another, a statement that the employee is needed for care and an estimate of the amount of time that such employee will be needed to care for the relative
- e. for purposes of the employee's own condition, a statement that the employee is unable to perform job duties
- f. in the case of requested intermittent or reduced leave schedule for planned medical treatment, the dates of the treatment to be given and the duration of the treatment
- g. in the case of requested intermittent or reduced leave schedule for the care of a relative, a statement that the employee's intermittent leave or leave on a reduced leave schedule is needed for the care of the relation or will assist in their recovery, and the expected duration and schedule of the intermittent leave or reduced leave schedule
- h. Upon completion of family leave, the employee will be entitled to return to the former position of employment with equivalent benefits and pay without loss of seniority or tenure. The employee will be deemed to be at work for the purposes of tenure accrual and retirement benefits participation and vesting. The district will maintain the employee's medical insurance coverage.

A second medical opinion may be required. All applicable leave must be exhausted before family and medical leave will be granted.

Adopted: 12-98
 Revised: 10-01
 Revised: 08-14-17

APPEALS PROCEDURE FOR EMPLOYEES

A school employee should first discuss any problem with the school official serving as his/her immediate supervisor.

If a resolution to the conflict is not reached, the employee may take the matter to the official next in line of authority. A final appeal may be made to the Board of Education and must be submitted in writing and signed by the complainant. The only exceptions are those items being handled as a grievance under a negotiated master contract.

Adopted: 12-98
Revised: 10-01

SEXUAL HARASSMENT

The Board of Education will not tolerate sexual harassment/hazing by any district employees. This policy also applies to non-employee volunteers whose work is subject to the control of school personnel, employee to student relationships, and employee to employee relationships. Sexual harassment may include verbal or physical sexual advances, sexual activities, touching, pinching, patting, brushing against, or comments regarding physical or personal characteristics of a sexual nature, and sexually oriented kidding, teasing, and/or jokes. Any employee found to have engaged in sexual harassment/hazing shall be subject to sanctions including but not limited to warnings, suspension, or termination subject to applicable procedural due process requirements according to state law.

21 O.S. § 1111 addresses sexual activities between employees and students by adding to the definition of rape: sexual intercourse between a student under certain age and certain school employee as rape.

21 O.S. § 1111 specifically states as rape:

“Where the victim is at least sixteen (16) years of age and is less than eighteen (18) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of the same school system.”

Victims who feel that administrators, supervisors, support personnel, teachers, or other persons are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision, or to any responsible adult person.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.

The procedure and forms for making such claims can be found in Policy # 1115, 1115A and 1115B.

Adopted: 12-98
Revised: 10-01
Revised: 08-03
Revised: 8-24-06
Revised: 08-14-17

Employee Threats to a Student

The MPS Board of Education is committed to providing a healthy environment for students. Our children will be treated with respect, kindness and dignity at all times.

The Board of Education will not condone, defend or tolerate an employee who threatens a student. If a principal/director/supervisor receives a report that an employee has exemplified behavior towards a student that is violent, threatening, harassing or intimidating, he/she shall immediately contact the Superintendent/Deputy Superintendent/or designee so that he/she may evaluate, investigate and take appropriate action. Such behavior on the part of an employee could be grounds for termination.

Investigation and Corrective Action

MPS will promptly investigate all reports or alleged incidents of violent, threatening, harassing or intimidating behavior.

All employees are expected to cooperate fully in all such investigations.

The employee suspected of violating this policy may be placed immediately on suspension pending the results of the investigation.

If the claims of violent, threatening, harassing or intimidating conduct are substantiated, the employee will be dealt with through the appropriate disciplinary process, and may be subject to discipline up to and including dismissal from state service.

Where the situation warrants, MPS will request that the appropriate law enforcement agencies become involved in the investigation of the matter, and MPS may seek prosecution of conduct that violates the law.

TRAVEL AND REIMBURSEMENT POLICY

Board members, administrators and employees of the Mustang Public Schools who intend to seek reimbursement for registration costs, travel or travel related expenses incurred while traveling on district business or attending professional functions, shall be entitled to reimbursement only in accordance with this policy.

Definitions: For the purposes of this policy only, the following definitions shall be applicable:

1. The term “**registration costs**” shall mean and refer to all fees, costs, and monies paid, or to be paid, as a part of the costs of attending or being entitled to attend and participate in any professional meeting, the charges for program materials, meals included as a part of the program, and all other incidental costs related thereto. The term “registration costs” does not include the payment of dues.
2. The term “**travel related expenses**” shall mean and refer to the costs of transportation by air, bus, or any other mode of travel, mileage, necessary taxicab fares, turnpike charges, costs of rooms and lodging, meals, telephone charges and all incidental costs of travel. The term “travel related expenses” **does not include** tips, alcoholic beverages, monies paid for meals or lodging of other persons, charges for personal phone calls, personal entertainment or entertainment provided as an optional activity at professional meetings, dues or personal expenses or activities unrelated or unnecessary to school business, travel on behalf of, or for the benefit of, any person or entity other than the Mustang Public Schools, none of which are reimbursable.
3. The term “**professional meeting**” shall mean and refer to any and all seminars, conferences, workshops, luncheons, conventions, or other meetings which relate to public education or the legitimate business, concerns, activities, duties, responsibilities or functions of the Mustang Public Schools; the term “professional meetings” does not include classroom “field trips” as same are neither included within or restricted by this policy.
4. The term “**district business**” shall mean and refer to any official business of the Mustang Public Schools which is legitimate, necessary and appropriate to the daily operations, functions, business, activities, duties or responsibilities of the Mustang Public Schools. The term “district business” does not include activities in furtherance of an individuals unilateral or personal interest, inconsistent with or in contravention of Board policy, or of actions that require, but do not have, consensus of the Board.
5. The term “**outside the district**” purpose of reimbursable travel shall mean and refer to that area outside of the boundaries of the Mustang Public School district.
6. All reimbursement shall be subject to the conditions and limitations hereinafter set forth throughout this policy.

REIMBURSEMENT AND DOCUMENTATION REQUIRED

Reimbursable travel, travel related expenses and/or registration costs outside the district and within the State of Oklahoma and/or registration costs within the district may be reimbursed when:

- (1) the Board member, Superintendent, administrator or employee has executed a "Reimbursable Expense Request Form" and
- (2) such reimbursable travel expense and/or registration cost was for legitimate district business and
- (3) the travel, travel related expenses and/or registration costs were approved, in advance by the administrative supervisor of employee or administrator (other than the Superintendent) and
- (4) the expenses are reasonable and are adequately supported by itemized and legitimate documentation of dates, mileage, and reimbursable expenses as evidenced by third-party receipts, charges, invoices, statements, or other documentary verification together with written promotional materials describing the function attended, where applicable, all of which is submitted with the claim for reimbursement and
- (5) the Board of Education, in it's discretion, approves same.

Adopted: 12-98

Revised: 08-03

Mustang Public Schools Leave Sharing Policy

If an employee has exhausted or will exhaust all leave otherwise provided and is absent due to an extraordinary or severe injury, illness, impairment or physical or mental condition of the employee, pregnant or recovering from childbirth, a relative or household member, documented by a physician, and the condition has caused or is likely to cause the employee to take leave without pay or to terminate employment, the employee may request the use of Leave days to be donated by another employee.

Relative means a spouse, child, stepchild, grandchild, grandparent, stepparent or parent.

Household member means one who resides in the same home as the employee and who shares a duty to provide financial support with the employee.

- A. An employee requesting donated days must first provide the Human Resources Department with a Request for Donated Leave Form, statement of need indicating why donated leave is needed, a HIPAA (Health Insurance Portability and Accountability Act) release of information form and a medical certificate from a licensed physician or health care provider verifying the severe or extraordinary nature and expected duration of the condition.

In the event that all available leave including; sick, sick bank, personal, vacation, compensation time, excessive/extended leave and donated leave have been exhausted the employee will be placed on an automatic sick leave of absence without pay for the remainder of the school year. At that time they will no longer be eligible for leave sharing.

An employee may obtain up to 60 days of shared leave per school year. The Superintendent, Deputy Superintendent or their designee may grant an extension beyond the 60 day limit in extenuating circumstances.

Employees desiring to donate days shall complete a written authorization transferring days to the ill or injured employee.

Employees may donate any amount of leave which does not cause the donating employee's accumulated leave balance to fall below the yearly amount afforded to them per the negotiated agreements or support handbook.

Shared leave may be used only by the recipient for the purposes specified in this policy and may not be used if the employee has been notified of a pending reduction in force or employment termination affecting the employee.

- B. The employee receiving donated days is to receive his or her normal rate of pay.
- C. Shared leave usage records shall be maintained separately from regular or sick bank leave records.
- D. Any donated leave which is not used shall be returned to the donating employee(s) on a prorated basis.
- E. Sick Bank days may not be donated.
- F. All donations are anonymous; the recipient cannot be told who gives them sick days.
- G. Participation in this policy is strictly voluntary. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick leave for the purpose of this policy.

- H. The Board of Education delegates initial decision making authority pursuant to 70 Okl. Stat Section 6-104.6 (C)(1) to the Superintendent or their designee as the determining body as to whether the employee meets the criteria above and has previously abided by District leave policy. The Superintendent, acting as Board designee, will make the decision which may be appealed to the Board.

Adopted: 1-13-2014

**ADVANCED APPROVAL REQUIRED FOR ALL OUT OF STATE
TRAVEL RELATED EXPENSES AND/OR REGISTRATION COSTS**

All reimbursable travel, travel related expenses and/or registration costs outside the state of Oklahoma by any Board member, employee or administrator, including the Superintendent, shall be reimbursed **only if specific advance approval of the Board of Education** was obtained and (1) the Board member, administrator or employee has executed a "Reimbursable Expense Request Form" and (2) such reimbursable travel expense and/or registration cost was approved, in advance by the administrative supervisor of any employee or administrator (other than the Superintendent) and (3) the expenses are reasonable and are adequately supported by itemized and legitimate documentation of dates, mileage, and reimbursable expenses as evidenced by third-party receipts, charges, invoices, statements, or other documentary verification and written promotional materials describing the function attended, where applicable, all of which is submitted with the claim for reimbursement. **No out of state travel related expenses and/or registration costs shall be approved for any person or reason without advance board approval.**

REGISTRATION COSTS, MILEAGE AND MEALS WITHIN THE DISTRICT

No board member, superintendent, administrator or employee shall be reimbursed for mileage, meals or other travel related expenses within the district, unless registration costs have included those items. Meals provided as a part of the uniform registration costs charged to attend a professional meeting shall not be subject to reimbursement from the employee. Any non-administrative employee who is required to use their private vehicle to routinely travel between sites within the district during school hours as a part of their regularly assigned duties shall be reimbursed for actual mileage upon approval by their immediate administrative supervisor of a proper claim submitted by the employee itemizing the mileage by date and place.

Adopted: 12-98

Revised: 10-01

TRANSPORTATION AND MILEAGE

Authorized reimbursement for mileage by private vehicle shall be at the rate in effect as published by the Internal Revenue Service. Distances for which mileage is claimed shall not exceed the distance from the schools origin to the destination points as verified by the calculation of MAPS on Yahoo plus any additional miles that may be specifically justified and approved by separate itemization. Mileage shall not be paid in any amount that exceeds the airfare for travel to such location.

Mileage reimbursement shall not be allowed if a district owned vehicle is traveling to the same location for the same purpose and a space is made available to, and rejected by, the person proposing to travel by private vehicle unless otherwise approved in advance by the superintendent.

In the event an administrator or employee receives a car allowance as a part of their compensation, they shall not be paid mileage for any travel. No mileage reimbursement shall be given to any individual traveling in a district owned vehicle.

If more than one person is proposing to travel to a distant destination for the same purpose by separate private vehicles, employees shall be encouraged to travel together to maximize funds available to other district personnel.

Reimbursement for gasoline for district vehicles will not be reimbursed unless the car was filled at the school prior to departure and was insufficient to enable a return to the district. Gasoline should only be purchased in amounts sufficient to enable the return to the district. Reimbursement of gasoline and other district owned vehicle costs must be supported by receipts.

Reimbursement for airplane transportation shall not exceed coach fare reduced by any discounts or package offers actually received. Reimbursement shall be made only upon submission of the documents issued by the airline reflecting the actual cost paid and cancelled checks or receipts reflecting such payment. Frequent flyer benefits from district travel should be issued in the name of the district and reported to the district.

Adopted: 12-98
Revised: 10-01
Revised: 08-14-06

ROOM AND LODGING

Board members, administrative and non-administrative employees attending meetings, workshops, conferences or other objectives of trips which are conducted at a designated hotel, motel, or other public lodging place or where lodging has been arranged for by the blocking of rooms or by rate reductions for the participants by the sponsor as evidenced by the announcement or notice of the meeting, workshop, conference or other objective shall be reimbursed the actual lodging expense **not to exceed the single occupancy room rate** charged by the designated hotel, motel or other public lodging place, provided that same has been approved by the Board or Supervisor, as herein otherwise provided, in advance. Itemized receipts issued by the hotel, motel or other public lodging place shall accompany claims for reimbursement, together with sufficient documentation to justify lodging has been arranged for by the blocking of rooms or by rate reductions for the participants by the sponsor as evidenced by the announcement or notice of the meeting, workshop, conference or other objective, if applicable. Double occupancy is required unless approved otherwise.

In order to obtain any reimbursement, the individual seeking reimbursement shall be required to submit the actual itemized billing submitted by the hotel, motel or other lodging facility at the time of check-out.

Personal telephone calls, services, tips, beverages, meals, food or other items charged to the room shall not be reimbursed EXCEPT THAT MEALS ONLY MAY BE REIMBURSED TO THE EXTENT THEY ARE CONSISTENT WITH AND INCLUDED WITHIN THE MEAL ALLOWANCE HEREIN ELSEWHERE PROVIDED.

No lodging shall be reimbursed for any period of time more than 24 hours prior of the commencement of the professional meeting or 24 hours after the meeting. No lodging shall be reimbursed for lodging within the district or within a sixty-mile radius of the district.

Adopted: 12-98
Revised: 10-01

FOOD AND MEALS

Reimbursable meals during a full day of in-state travel that requires an overnight stay shall be reimbursed at the rate of \$25.00 per day per diem with documentation. A day shall be calculated as 24 hours. Anything over 24 hours but less than 48 hours will be pro-rated.

Reimbursable meals during a full day of out of state travel shall be reimbursed at the rate of the published U.S. General Services Administration Domestic Per Diem Rates (www.gsa.gov). A day shall be calculated as 24 hours. Anything over 24 hours but less than 48 hours will be pro-rated.

Adopted: 12-98
Revised: 10-01
Revised: 08-03
Revised: 08-14-06
Revised: 08-14-17

INCIDENTAL TRAVEL EXPENSES

Toll and parking charges to be reimbursed must be documented by official receipts or reimbursement shall be denied.

Rental cars shall not be reimbursable unless the business necessity is justified. Such expense shall be approved in advance and verified with documentation. Taxicabs shall not be reimbursed except to and from the airport or from the place of lodging to the place of the professional meeting, if different from the place of lodging. Taxicabs or rental cars used in whole or in part for personal use are not reimbursable.

Any unusual or extraordinary expense must be justified and specifically approved in advance. Documentation validating such expense is a condition to any reimbursement.

REIMBURSEMENT CLAIMS

No reimbursement shall be made until the person seeking reimbursement has submitted to his administrative supervisor a "Request for Reimbursement" itemizing the expenses claimed and tendering all of the documentation necessary to support such claim.

APPROVING AUTHORITY

Administrators shall approve documentation for all reimbursable expenses and ensure that all claims are reasonable and justified.

CODE OF CONDUCT FOR EMPLOYEES

Any employee who fails to report to work for any reason other than those approved by the district (sick leave, personal leave, bereavement leave, professional leave, legal leave, military leave, vacation leave, if applicable) shall be guilty of willful neglect of duty and subject to immediate dismissal. Any employee recommended for termination or nonrenewal for violation of this policy shall be entitled to due process as provided for by statute.

Any employee who engages in a strike and is absent from his/her duty is considered to have refused to perform the requirements of his/her contract and will be guilty of willful neglect of duty and subject to immediate dismissal.

The district is concerned about the use of profanity, improper language and the potential embarrassment, belittlement and harassment of all employees and/or students. The following is adopted as district policy because of the potential harm to students, and because of the strong message that the board wants to send to its employees.

- An employee, while on school grounds, in transit of a school activity or at any location outside the district where representing the district, SHALL NOT:
 1. use profanity
 2. use improper language
 3. allow any other person to use profanity or improper language in the presence of students, parents or patrons
 4. use improper non-verbal communication
 5. allow any other person to use improper non-verbal communication in the presence of students, parents or patrons
 6. engage in an inappropriate relationship with a student

DEFINITIONS:

Profanity is defined as language that is irreverent, vulgar, coarse, foul or derisive. It includes cursing and swearing.

Improper language is defined as language that is intended to embarrass, humiliate, belittle, harass or cause emotional harm. It includes both verbal and written forms of communication.

Improper non-verbal communication is defined as expressions, signs or other actions that are irreverent, vulgar, coarse or foul, and are intended to embarrass, humiliate, belittle, harass or cause emotional harm.

VIOLATIONS:

Violation of this Code of Conduct may result in:

1. verbal reprimand with documentation placed in the personnel folder
2. written reprimand and plan of improvement
3. a requirement that the employee attend training, at his/her sole expense, that would address the particular misconduct engaged in by the employee
4. immediate termination of the assignment of the employee

The fraternization with Mustang students by school personnel will be grounds for dismissal. Such behavior is counter to the good order and discipline of the school and is grounds for termination.

No employee shall be permitted to engage in private enterprise with students during school hours.

When the supervisor who has the responsibility to evaluate identifies poor performance or conduct, the procedures for admonishment will be followed.

School personnel should be aware that any assault and battery upon the person of a school employee or threats to a school employee while in the performance of duties as a school employee is unlawful. Any such activity shall be reported to the immediate supervisor.

Adopted: 01-00
Revised: 08-08
Revised: 08-09-10
Revised: 08-14-17

CELLULAR TELEPHONES/WIRELESS DEVICES POLICY

Based on IRS guidelines, MPS will provide a monthly allowance for specific district employees for employee owned cell phones. This allowance will be taxed income according to the individual employee's tax structure. Allowances are recommended based on the necessity and nature of responsibilities of the employee. The range of payment will be dependent upon the position. Employees will have the option to accept or decline the allowance.

MPS will continue to provide the push-to-talk phones to specific support employees.

Any use of personal or work cell phones during the work day that would endanger the safety of students and/or employees (i.e. driving a school bus, operating equipment) or distract the employee from performing his/her job responsibilities is strictly prohibited. Using personal and/or work cell phones for recording inappropriate picture or video, accessing the internet or email for participation in pornography, gambling, purchasing or any other unlawful usage is grounds for dismissal.

Adopted: July 2002

Revised: 08-14-06

Revised: 03-10-08

Revised: 09-13-10

**Annual Employee Election Form
for Cellular Telephone/Wireless Device Use**

The Internal Revenue Service considers the personal use of cellular telephone service by an employee a taxable fringe benefit. Personal electronic communication devices are considered fringe benefits, which the IRS defines as a form of pay provided by the employer to an employee for the performance of services, which can include property, services, or cash. Any issuance of a cellular telephone/wireless device to any employee is to be for Mustang Public School business only.

Business Use Guidelines:

(initial) _____ I, the undersigned, understand that I am to utilize the cellular telephone/wireless device for **business use only**. I understand and agree that the cellular telephone will not be used for personal calls except in a time of emergency, and provided I adhere to these guidelines, will not be subject to a taxable fringe. I understand that personal usage of the district cellular telephone/wireless device could result in termination of this agreement; taxable benefit assessment; reimbursement of costs and loss of use.

Name (Please print)

Signature

Date

Supervisor Approval

Date

Submit to Supervisor. Supervisor will submit to the Superintendents Office.

Adopted: 03-10-08

SURPLUS PROPERTY DISPOSAL PROCEDURES

Site principals/Administrators will notify the Director of Operations via email or internal school mail when they have surplus property available at their respective site. When an item is no longer needed at a site, all other sites will be made aware that this item is available. If a response is not received and the item is no longer needed, the Director of Operations will be responsible for determining whether the surplus property is salvageable for resale or to be discarded. A list of the property will be submitted to the Board of Education for review and consideration. Disposal of surplus property will be by either public sale, i.e., public auction or written sealed bid, or discarded if determined to be of no value. Periodically, surplus property sales will be conducted at either the General Maintenance Warehouse or Transportation Department Yard area. Public notice of the sale will be made through a local newspaper. All items will be sold "as is" without warranties or guarantees. All sales are final. No items will be delivered by MPS employees. All written, sealed bids will be opened at the advertised time by the Director of Operations or his designee. The Director of Operations retains the right to reject any and all bids. Sale and disposal of all surplus items will be recorded and a copy provided to the Director of Finance.

Payment by the highest bidder must be received by the Director of Operations and the item must be removed from school property within 48 hours of the opening of the sealed bids or at the end of the auction. If payment is not made and the item is not removed from school property within the 48 hour period, the highest bid will be disqualified and the next highest bidder will be notified. All funds from the sale shall be receipted and the money collected shall be presented to the District Finance Office for deposit in the proper fund.

All computers or other similar electronic devices declared as surplus property shall have all student/staff personal information, passwords, bank account information, medical records, photographs and all other sensitive information erased from all hardware devices prior to the sale of such items. The Director of Technology shall determine the method of disposal of all technology equipment in the district and work with the Director of Operations on its disposal.

Adopted: 09-11-06

Curriculum Policy

Curriculum Philosophy

The curriculum of the district must be appropriate for all levels of learners. The curriculum must maintain the appropriate scope and sequence, align with state and national requirements, provide for various ways in which individuals learn, and to promote and prepare students to become productive citizens. The curriculum is designed to allow for appropriate transitions from grade level to grade level, from building to building, and eventually from school to life.

The curriculum helps focus the district on what is essential, and connects to reinforce complex learning leading to mastery within and across grade levels and schools. Curriculum maps and guides have been developed in core areas to provide the written work plan. The maps are aligned with the Oklahoma Priority Academic Skills and the National Standards. Teams of teachers have worked collaboratively to develop the maps and guides. Teams meet annually to systematically review, and as appropriate, revise the curriculum to ensure the needs of the students are being met.

Instructional strategies within the classrooms put the work plan into action. Assessments are given in the district to monitor and see results of the curriculum work. Professional development plays a key role in response to the instructional needs based on results.

The primary goal of our district curriculum is to prepare all students to succeed at each grade level and graduate from high school well prepared for a variety of post-secondary pursuits. The Mustang School District is committed to aligning the written, taught, and tested curriculum to ensure that all students engage in rigorous and relevant learning.

District Curriculum Committee

The purpose of the district curriculum committee is to consider all curriculum issues including the addition, deletion, or changes to existing courses and to make recommendations to the curriculum coordinators for such. All recommendations will be presented to the Board of Education for approval. The curriculum committee will meet one time in the fall and one time in the spring. Other meetings will be called as needed. Subcommittees will be formed as needed. The committee is made up of a representative from each site, administrative representatives, and curriculum coordinators.

Each building will also have a curriculum committee. The purpose of the building committee is to advise and assist in the implementation of curriculum, discuss curricular issues, and make recommendations to the district committee. Course change documents are attached.

Procedure for Adding a New Courses

1. A new course may be initiated by a teacher, curriculum coordinator, leadership team or other employee with a vested interest.
2. The initiator of the new course must talk with the building principal regarding the idea for initial consideration and obtain permission to proceed.
3. If given recommendation to proceed, the employee proposing the course must submit a new course proposal form and a draft course outline including:
 - a. General description and purpose of the new course
 - b. Student skills to be learned (objectives) with regard to state standards.
 - c. Text and resources recommended and projected cost to the district
4. The principal and building curriculum committee study the above information considering:
 - a. Personnel
 - b. Cost
 - c. Scheduling

- d. Site and district ramifications
 - e. Other criteria of significance
5. If site approval is given, the course proposal is forwarded to the assistant superintendent for consideration by the district curriculum committee. This may involve study by subcommittee
6. If the district curriculum committee recommends the addition of the course, the assistant superintendent will draft a memo for approval by the board of education.

Curriculum Teams

Core curriculum teams meet on an ongoing basis according to need. The teams design curriculum, review and revise. Maps and guides have been developed in all core areas and some elective areas. Each school site is represented on the team. Teams review test data related to the subject area, review PASS additions or changes, and make needed revisions to curriculum maps and guides.

Curriculum Guide/Map Revisions

The curriculum guides or map documents for courses offered in Mustang Public Schools are collaborative efforts of the teachers under the guidance of the curriculum coordinators. If changes are made at the state level in PASS Skills, course titles, or content, or if teachers feel that the guide has become outdated, the guides shall be revised.

All subject area or grade level teachers should have the chance to participate in and contribute to the guide revision. Core curriculum representatives at the elementary level will assist in gathering and distributing information. If grade/subject level teams meet and agree to guide revisions, these revisions must be submitted to the curriculum coordinator for review and publication as an official district curriculum document. It may be necessary to meet as a committee to further clarify or discuss the suggested revisions prior to publication.

To ensure that all PASS are addressed in classroom instruction, it could be necessary to have any curriculum map/guide revisions take effect the following school year.

It is imperative that the curriculum maps reflect the consideration of the state testing blueprints for the core areas subject to state CRT exams.

Adopted: 03-08-08

Revised: 11-9-15

Revised: 08-14-17

VOLUNTEER COACHES

The Mustang Board of Education recognizes the services of volunteer coaches and the unique skills they can bring to the district. The Board also recognizes that it can be advantageous to the athletic program to utilize volunteer coaches for particular assignments. Volunteer coaches may be used in Mustang Public Schools as needed in accordance with established administrative procedures.

Any request for a volunteer coaching position must be submitted by the head coach and reviewed by the district athletic director and the building principal. The volunteer will be selected by the district athletic director after consultation with the head coach and the site principal. A recommendation will be made by the superintendent for approval by the Board of Education.

The following guidelines shall govern the service of a volunteer coach:

1. Volunteer coaches may serve only under the direction and immediate supervision of a head and/or assistant coach employed by the Board;
2. Volunteer coaches must clearly understand their duties and responsibilities and perform no services outside those duties;
3. Volunteer coaches serve in a support capacity. The head or assistant coaches employed by the Board are responsible for the supervision and instruction provided to pupils participating in the athletic program;
4. Volunteer coaches cannot transport students to or from athletic practices and/or events;
5. Volunteer coaches are not permitted access to pupil records;
6. Volunteer coaches must not disclose any confidential student information of which they become aware as a result of their volunteer status;
7. Volunteer coaches shall receive no financial remuneration or benefits;
8. Volunteer coaches must submit to a criminal background check;
9. Volunteer coaches shall serve at the discretion of the district and may be removed from the position by the district athletic director at any time for any reason;
10. Volunteer coaches shall be expected to abide by all applicable laws, district policies, and administrative procedures when performing their assigned responsibilities.

Adopted: 02-08-10

MEMORANDUM OF UNDERSTANDING

I, _____, understand that as a volunteer coach for Mustang Public
(Print Name of Volunteer Coach)

Schools, I must abide by the guidelines set forth in Mustang Public School's Board Policy # 2240 that is
attached.

Signature of Volunteer Coach

(Date)

Signature of MPS District Athletic Director

(Date)

Attachment

Adopted: 02-08-10

PHILOSOPHY REGARDING COURSE AND PROGRAM ALIGNMENT

The alignment of academic, athletic, and fine arts courses and programs in the Mustang School District is a priority to the Mustang Board of Education. Research is clear that there are significant positive results associated with aligning the scope and the sequence of courses and programs and with the establishment of consistent and common language, expectations, concepts, and fundamentals early on in the progression of a program or a course. Included among those results are increases in overall student achievement and student participation as well as stronger and more effective programs overall.

ACADEMICS

Vertical alignment by content area will be developed from kindergarten through 12th grade in all content areas within the District. Alignment will include identified standards, pacing guides, curriculum maps, textbooks, supplemental materials, and assessments at a minimum. A specific scope and sequence will be identified for every content area through the alignment process. District and site administrators will assume the authority for the alignment process with input from teacher leaders across the district.

ATHLETICS

The head varsity coach of each athletic program would serve as the program coordinator from 7th through 12th grade. Coordination would include but not be limited to providing direction and guidance to all coaches within a specific sport who are employed by the district. The head varsity coach for each sport would have the authority to implement strategies, philosophies, concepts, and fundamentals that he or she believes to be appropriate for the overall program at all levels district wide. Head coaches will work under the direct supervision of district and site administration.

FINE ARTS

The high school sponsor or lead instructor will serve as the program coordinator for the entire district in a specific area; i.e. band, choir, and drama. Program development as well as a scope and sequence will be developed by the high school sponsor or lead instructor, who will work under the supervision of district and site administrators

BENEFITS OF ALIGNMENT

- ✓ Student development
- ✓ Competitive programs
- ✓ Common language
- ✓ Common fundamental skills
- ✓ Common philosophy and expectations
- ✓ Consistency throughout individual courses and programs
- ✓ Strengthening of parent, community, and district wide support
- ✓ Opportunities for horizontal alignment
- ✓ Interaction between HS and MS students and staff

Alignment is intended to provide all stakeholders with additional assistance, guidance, and a means to consistency. Alignment is intended to provide opportunities for enhanced student development as well as an overall strengthening of the entire program.

It provides accountability and creates a pathway for success.

Adopted 01/11/2016

SAFETY PROGRAMS FOR MPS

Statement of Safety Programs

The safety and health of district employees are matters of great concern for Mustang Schools. The district is committed to promote safe work practices in an effort to minimize the incidence of illness and injury to employees. Safety is the responsibility of all district employees.

Purpose of Safety Programs

The purpose of this program is:

- to establish responsibility for applying the program through establishment of a safety organization, which includes a safety committee
- to establish safe operating procedures and rules
- to make every machine, process, building or working situation as safe as possible
- to keep all work areas clean and orderly
- to encourage safe work practices by providing all employees with safety and health education
- to provide regular safety inspections for the purpose of identifying unsafe and unsanitary conditions so they may be eliminated
- to formulate modern accident prevention techniques
- to maintain proper records for the purposes of analyzing causes of accidents
- to investigate the causes of all accidents; to determine what remedial steps can be taken to prevent reoccurrence
- to provide or make available all types of personal protective equipment for jobs requiring such protection
- to encourage participation by employees through safety promotion and publicity

Duties and Responsibilities

The Safety Officer/Risk Manager of O.S.H.A. will have full responsibility for the direction of the Mustang School's Safety Program. The responsibilities are as follows:

- coordinate all safety activities
- develop or approve all safety procedures for the prevention of work injuries and illness
- develop procedures for training personnel in accident prevention.
- establish standards for the procurement, issuance and maintenance of safety, first aid, and fire protection equipment.
- review and see that all necessary safety logs and reports are properly maintained.
- make certain that Mustang Schools comply as fully as possible with the Occupational Safety and Health Act.
- insure that the investigation of all accidents and incidents is accomplished and reports filed in a timely manner.

Safety Committee Staffing and Responsibilities

The Safety Officer/Risk Manager of O.S.H.A. shall designate those employees within the school system whom he/she wishes to serve on the Safety Committee. The Safety Committee will be responsible for the following duties:

- establishing procedures for handling suggestions and recommendations from staff
- inspecting the schools quarterly for the purpose of detecting hazards
- reviewing accident reports as a basis for recommending means to prevent recurrence
- recommending changes or additions to improve protective equipment
- developing or revise rules to comply with current safety and health standards
- promoting safety and first aid training for employees

Any condition, which threatens the health or safety of students and/or district personnel, is a concern of the committee. The following list is not complete, but gives a general range of possible hazards to be of committee concern and action:

- Health
 - a. fumes and vapors
 - b. dust
 - c. excessive heat or cold
 - d. physical stress
 - e. excessive noise
 - f. spilled chemicals
- Safety
 - a. unguarded machinery
 - b. machinery in need of maintenance
 - c. inadequate or unmarked emergency exits
 - d. poor lighting
 - e. electrical hazards
 - f. mishandling flammable substances
 - g. wet and slippery floors
 - h. improper storage of materials
 - i. lack of appropriate equipment to do a job safely

DEPARTMENTAL SAFETY PROGRAMS

I. Child Nutrition - Safety in the School Cafeteria

A. Management responsibility:

- provide a safe place to work for employees
- provide a safe place for students
- arrange for regular cleaning of facilities and fixtures, especially stoves, stove hoods and filters
- assure regular removal of all rubbish from the premises
- post appropriate safety materials at frequent intervals

B. Everyone's responsibility:

- report every injury, no matter how slight. A small cut that does not bleed may become infected
- keep food containers covered when not in use
- do not use food from unmarked containers, nor store items in unmarked containers
- do not permit kettle handles to protrude over the front edge of the stove or flame
- exercise care when operating equipment; keep unprotected body parts away from escaping steam, boiling water and hot objects
- notify manager if carpets, mats or runners are insecure, if they have tears or holes or if they present a tripping hazard
- keep aisles free of obstructions
- turn on lights when entering cafeteria or kitchen during dark periods of the day
- immediately clean up grease, water, scrap and spillage
- when cleaning floors, protect wet area by blocking with signs or other noticeable item
- immediately clean up broken glass; use a dustpan and broom; avoid picking up pieces by hand.
- do not highly wax or polish floors
- clean all ventilators and hoods of accumulated grease at least once a month
- immediately report defective equipment
- use only knife sharpeners that are equipped with guards
- do not leave knives or cleaners on tables; knives kept in drawers should be stored with points to the back of the drawer
- all electrical equipment should be grounded
- the guards on cutters, grinders and choppers are for protection; keep them in place at all times
- be careful when lighting a gas stove after the pilot has gone out; turn off the gas and ventilate the stove and room thoroughly before striking a match
- know the location and operation of all firefighting equipment; keep fire extinguishers in the proper place
- pull out or bend down all nails and staples in packing crates, boxes or barrels
- when lifting, carry the load close to the body; keep the back as straight as possible; lift with leg and arm muscles, rather than back muscles; do not lift in a twisted or awkward position; use back supports provided get assistance in lifting or moving heavy objects
- use only steps or ladders that are in good repair and are specifically designed for such purposes; apply "non-slip" feet to ladders; do not use a box, chair, crate, desk or other unstable article as a substitute for steps or ladders
- wear sensible and comfortable footwear - non-skid soles, leather uppers, white in color
- wear hand protection when washing dishes with strong detergents or soaps
- be careful when handling steel wool or other metallic cleaners
- use potholders when handling hot utensils

C. Helpful Hints:

1. Knives can cut

- cut downward and away from your hand
- put it back -- a knife lying around can hurt
- keep blades sharp -- dull knives slip
- do not try to catch falling knives -- let them go
- to clean the blade, wipe away from sharp edges -- take time to take care

2. Miscellaneous

1. keep the cooking area clean -- clutter causes casualties; never let handles overhang
2. wash hands often; hair nets and caps should cover head; no jewelry, nail polish or false nails; wear clean, neatly pressed uniforms
3. pick up food scraps and paper; wipe up spills; prevent sudden slips.
4. use caution on a damp floor; don't hurry; wear slip-resistant shoes

II. Maintenance, Custodians, Bus Mechanics, Shop and Transportation Shop Areas

A. General Safety Precautions

1. Building and General Housekeeping

- clean up spills immediately or protect until safe
- correct or report all leaks
- be extra cautious in wet weather
- keep cords and hoses, jack handles and creepers out of travel areas
- report to supervisor any damaged floors, stairs or ramps
- keep floor openings, such as grease pits, covered or guarded
- ice and snow should be removed from outside sidewalks and stairs by shoveling, scraping clear or the use of salt
- spills in hallways should be immediately blocked off and the proper persons should be notified for cleaning; after cleaning slippery surface, wet floor signs should be posted
- mopping should be done during lightly traveled times with halls being mopped laterally to the wall one-half at a time; wet floor signs should be posted
- use only steps or ladders that are in good repair and are specifically designed for such purposes; apply "non-slip" feet to ladders; do not use a box, chair, crate, desk or other unstable article as a substitute for steps or ladders

2. Storage Rooms

- keep racks and shelves strong and orderly
- put heavy items on lower shelves
- store flammable stock in separate place
- store oxygen cylinders upright, held securely, valves closed, caps on; keep oxygen tanks apart from combustible gas tanks

3. Tools

- read manufacturer's instructions before attempting to operate
- machine guards must stay in place; all safety devices must be kept in working order; no "short cuts"
- gloves, loose fitting clothing, metal jewelry and long hair are dangerous near machinery
- use safety glasses if buffing, grinding, chipping, sanding or drilling
- keep all blades and cutters sharp and clean
- use clamps; do not hold material to be cut, drilled or sanded in hand
- never leave machinery unattended; keep others at a safe distance
- if unusual noise, sparks or heat occur, shut the machine down and report it
- disconnect electric ends when not in use
- never grind on the side of a bench grinder wheel

- keep electric tools grounded; use three-wire extension cords
 - water and electricity don't mix; use only on dry surface
 - protect cords from cuts, oil and heat; if damaged, replace; don't patch
 - do not pull cords through walls or staple to building
 - bare wires, broken fixtures or outlets must be reported immediately
 - keep outlets, switches and junction boxes enclosed
 - keep motors clear of dust and clutter
4. Hand Tools Safety
- check - Are handles slippery? Are heads loose? Are heads rounded? Are jaws spread?
 - use them correctly - do not use as a pry bar, hammer or chisel unless that is their primary function
 - put tools away - not overhead, underfoot or on the edge of workbench
5. Individual Safety
- Lifting
 - (a) stand close to load; have good footing
 - (b) squat down, get good clean grip and push up with leg muscles
 - (c) hold close to body when carrying objects that are heavy
6. Garage Safety
- Hoist
 - (a) never overload
 - (b) stand clear of suspended loads
 - (c) after raising load, support with blocks or axle stand
 - (d) when up, safety lock hoist
7. Pit
- beware of grease on steps
 - after job, clean in and around pit; replace rails
8. Under the Hood
- keep hands clear of electrical or moving parts while engine is on; remove starter key or disconnect "ground" on battery while working
 - Avoid opening hot radiator; let cool or pour on water; to open: protect hand, keep head away, turn cap part way to release pressure; be very cautious
9. Batteries
- to lift, use the strap; it's easier on your back and keeps acid off
 - when charging a battery, remember they give off explosive gas; keep face away
 - keep tools away from terminals; it can cause sparks
 - to use jumper cables, follow instructions carefully
10. Tires
- when inflating, keep to one side; never over inflate; this can be dangerous
11. Welding/Cutting
- keep all traces of oil or grease off oxygen-acetylene equipment, gloves or hands
 - check valves, connections and hose for damage or leaks
 - keep fire extinguisher handy
 - shield work from bystanders; work in ventilated areas, clear of combustibles.
 - wear proper eye protection and required protective clothing; button up collar and sleeves

- use torch lighter - never a match or cigarette lighter
- after the job, shut off valves and bleed hose
- compressed air is deadly under the skin.; never use it to cool off, clean clothes or horseplay
- exhaust carbon monoxide is deadly; it does not give a warning; need to have ventilation; limit running engines or pipe exhaust to outdoors
- do not use a damaged ladder; keep off top step of ladder
- car doors and hoods chew up many fingers; keep yours clear

12. Chemicals

- keep chemicals in proper container and properly labeled
- if using chemicals wear rubber gloves, face protection, respirator, apron, etc.
- don't ever take gasoline for granted; it vaporizes fast and settles in low places; just a spark will set it off
- gasoline must be transported in approved containers; never put in open pans or use as a cleaning solvent
- never wash hands in gasoline; if clothes get soaked with gasoline, change right away

13. General Safety

- report to work rested; a tired body is susceptible to accident
- wear sturdy, close-fitting, clean clothes; safety shoes save toes
- correct any unsafe conditions or report them
- horseplay, throwing things and practical jokes are prohibited

III. Transportation

A. Pupil Transportation

1. Bus Accidents without Injury

- Driver will notify the Transportation Department
- Driver will survey passengers for injuries
- Site administrator and administration building will be notified
- The Transportation Department will notify the police
- The Director of Transportation/designee and site administrator/designee will go to the accident scene
- The Director of Transportation will survey passengers for injuries
- The driver will provide a current passenger seating chart
- The driver will keep all passengers on the bus, unless evacuated
- Passengers not allowed to leave scene until completion of investigation
- Director of Transportation will conduct accident investigation
- School administrator or designee will notify parents
- Any release of information will go through the superintendent's or communication officer's office
-

2. Bus Accidents With Injury

- Driver will notify the Transportation Department and the Transportation Department will notify emergency services – 911
- Driver will survey passengers for injuries
- Notify site administrator and the administration building
- The Director of Transportation/designee and site administrator/designee will go to the accident scene
- The Director of Transportation will survey passengers for injuries
- The driver will provide a current passenger seating chart
- The driver will keep all passengers on the bus, unless evacuated

- Passengers not allowed to leave scene until completion of investigation
- Director of Transportation will conduct accident investigation
- Provide administrator with names of passengers and a list of injured
- Notify the administration building with names of injured
- School administrator/designee will notify parents
- School administrator will notify counselors, crisis team and nurses
- Notify administration building of any passengers transported to area hospitals
- Any release of information will go through the superintendent's or communication officer's office

B. General Operation of School Bus

1. At no time shall a bus operator drive a school bus over 55 miles per hour.
2. All buses shall load and unload on the right side of the road with clear vision in both directions for at least 100 yards.
3. Many accidents happen due to a driver backing the bus without proper vision. Drivers are urged to back only in an emergency and then only with the aid of someone watching the back of the bus.
4. Sudden stops and fast starts should be permitted only in case of ~~dire~~ necessity.
5. When necessary for a driver to leave the bus, the driver must shut off the motor, set the brakes, and remove the ignition key.
6. NO passenger will be permitted to operate the bus.
7. It is the responsibility of the driver to maintain discipline on the school bus.
8. Buses will not stop to discharge pupils at any location other than authorized stops.
9. Student behavior rules, driver complaint forms, special riding request and emergency evacuation drills can be found in the Mustang Student Transportation Regulations and Student Handbooks.
10. Additional regulations, guidelines, and certification information are located in State Department of Transportation Regulations.

IV. Clerical and Classroom Teacher Safety

A. Basic Policy

1. The right way is the safe way.
2. Report to work rested, fit to give full attention to your job.
3. Unsafe conditions or equipment shall be reported to your supervisor.
4. Any injury shall be reported immediately.

B. Fire Safety

1. Know exact locations of exits.
2. In case of alarm, act without delay. Conditions can change rapidly.
3. Evacuation means to leave the building as outlined in the building fire drill procedure.
4. Remember -- panic can be worse than a fire.

C. Lifting

1. Stand close to the load, feet apart for balance.
2. Squat down. Support spine in a straight line.
3. Grip load securely.
4. Keep spine straight and let your legs push up with the load. Avoid sudden jerking.

D. Preventing Falls

1. Keep floor clean of tripping hazards.
2. Spills should be wiped up right away, or area blocked off.
3. Reading or blocking your view while walking causes falls. See ahead!

4. use only steps or ladders that are in good repair and are specifically designed for such purposes; apply "non-slip" feet to ladders; do not use a box, chair, crate, desk or other unstable article as a substitute for steps or ladders

BLOODBORNE PATHOGENS

Universal Precautions Procedures for Handling Blood and/or Other Body Fluids

- A. Blood and/or other body fluids (vomitus, urine, feces, saliva, nasal discharge, tears, drainage from wounds, vaginal secretions, semen, menses, amniotic fluid, etc.) emanating from any individual may contain organisms, which can transmit disease and should be treated cautiously.
- B. The following procedures are based on recommendations from the Center for Disease Control:
 - 1. Always wear disposable gloves when coming in contact with blood and/or body fluids.
 - 2. Contact with blood and/or fluids:
 - a. Avoid contact with blood and/or body fluids.
 - b. Allow students or staff to clean the injury when possible.
 - c. Wear latex gloves, which are available where the first aid supplies are stored, and also in the custodian's room.
 - d. Used gloves should be wrapped securely and placed into a plastic bag, and then placed into a second plastic bag before discarding.
 - e. Wash hands immediately after gloves are removed.
 - f. If gloves are not worn, hands must be washed vigorously with soap and warm water under a stream of running water for 15-20 seconds. Rinse under running warm water. Dry hands with a paper towel. Use the paper towel to turn off faucet and discard. If other skin surfaces are involved, follow above procedure.
 - 3. Cleaning and Disinfection - When possible, disposable products are to be used.
 - a. Hard Surfaces
 - 1. Remove blood and/or body fluids promptly from surface.
 - 2. Wash surface with detergent or soap and water.
 - 3. Apply EPA approved disinfectant according to directions.
 - 4. Mops and rags should be soaked in disinfectant after use, then washed in hot water and rinsed.
 - 5. Disposable equipment should be placed into a plastic bag, wrapped securely, and then placed into a second plastic bag before discarding.
 - 6. Non-disposable equipment (dust pans, brooms, buckets, etc.) should be rinsed thoroughly in the disinfectant.
 - 7. Discard used solutions in drainpipe; rinse pail or containers.
 - 8. Remove gloves and wrap securely and place into a plastic bag, and then place into second plastic bag.
 - 9. Wash hands after removing gloves.
 - b. Laundry
 - 1. Clothing and other non disposable items soaked with blood and/or body fluids should be washed separately.
 - 2. Pre-soak in cold water if necessary.
 - 3. Bleachable items: add 1/2-cup bleach to wash cycle.
 - 4. Unbleachable items: add 1/2-cup non-chlorine bleach to wash cycle.
 - 3. Wash with detergent in water at least 160 degrees for 25 minutes.
 - c. Rugs
 - 1. Apply a sanitary absorbent agent, allow it to dry, and then sweep or vacuum.
 - 2. Dispose of contents in a plastic bag.
 - 3. If necessary, use a rug shampoo containing a germicidal detergent.

4. Handwashing is the single most important technique for preventing the spread of infections. Wash hands:
 - a. before drinking and eating
 - b. before handling clean utensils or equipment
 - c. before and after food handling
 - d. before and after using the restroom
 - e. after contact with blood and/or body fluids (vomitus, urine, feces, saliva, nasal discharge, tears, drainage from wounds, menses, etc.)
 - f. after handling soiled diapers, menstrual pads, garments, or equipment
 - g. after removing disposable gloves
 5. How to wash hands:
 - a. remove all jewelry
 - b. wet hands with running water
 - c. apply soap and lather well
 - d. wash hands for 10-30 seconds; wash fronts, back, between fingers and around and under fingernails; use circular motion and friction
 - e. rinse hands well under running water
 - f. dry hands well with paper towel; apply lotion as needed
 - g. turn off faucet with paper towel and discard towel
- C. For Mustang Public Schools' detailed policy, refer to the board approve "Exposure Control Plan for Bloodborne Pathogens."

State of Oklahoma Hazard Communication Standard
Pursuant to 40 O.P.S. & 401-424

It is the policy of the Mustang Public Schools' Board of Education for the Director of Operations to annually review and update as necessary the following program guidelines:

- Hazard Communication Program Per title 30, Oklahoma Department of Labor, Chapter 45, Oklahoma Hazard Communication Standard
- Respiratory Protection Program
- Lockout/Tagout Procedure

Guidelines for When an Accident Occurs

- A. First Aid and Follow-Up Treatment
 - 1. First aid supplies are to be kept in a centralized location that is readily accessible.
 - 2. The responsibility for administering first aid is assigned to supervisory personnel in the absence of nurses or other professionally trained staff.
 - 3. If necessary, promptly seek professional medical assistance.
- B. Reporting the Accident
 - 1. All accidents, whether they cause personal injury or property damage, must be reported and investigated.
 - 2. Timely reporting of all accidents and occupational illnesses is critical. Immediate notification provides the opportunity for an on-the-scene investigation of accidents, ensures prompt prevention action and provides the employee assistance in matters of insurance and employee benefits. It is the responsibility of each employee and/or supervisor to report all accidents in accordance with criteria in this section.
 - 3. An employee **MUST** report all work-related injuries regardless of severity, to his/her direct supervisor as soon as possible. The employee must provide the supervisor full and complete particulars of the circumstances in order that a clear, intelligent report can be made of the accident.
 - 4. Reports of an employee accident must be made on the proper forms immediately after the accident.
- C. Investigating the Accident
 - 1. Gather all related information. Who was involved? What happened? Where did it happen? When did it happen? Interview involved employees and witnesses. Study the accident scene.
 - 2. Analyze the information. Collecting information does not guarantee that corrective actions necessary to prevent future accidents will occur. The factors that cause accidents stem from people, equipment, material and environment.
 - 3. If applicable, determine a corrective action. The corrective will be defined through analysis.

Worker's Compensation Statement and Filing Procedures

Mustang Public Schools provides a comprehensive worker's compensation program at no cost to the employee. This program covers any injury/illness sustained as a result of and in the course of employment that requires medical treatment. Worker's Compensation coverage provides benefits subject to the rules of the Worker's Compensation Court Title 85 of the Oklahoma Statutes.

When an employee is injured as a result of and in the course of employment, the following steps are to be followed:

1. The employee must notify his/her immediate supervisor. If the employee is not able to make that notification, then a co-worker should on his/her behalf.
2. If the employee does not want treatment, the employee is still required to report the incident to his/her immediate supervisor that same day, but absolutely no later than 24 hours.
3. The supervisor then is to notify the workers compensation clerk at the administration building so that the incident can be documented.
4. If the injury is not life threatening or if there is no need of going to the emergency room, the supervisor is to accompany the employee to the administration building to speak with the workers compensation clerk and start the reporting process. The supervisor should call the workers compensation clerk and notify him/her of the injury and whether they are coming to the administration building or if the employee is being transported to the emergency room. Backup for the workers compensation clerk is the superintendent's secretary.
5. The official reports (Form 2, HIPAA and Occupational Injury) will be completed by the workers compensation clerk prior to the employee going to receive medical treatment.
6. While the information is being gathered for the above reports, the employee will be given an "Employee's Report of Incident" to be completed at that same time.
7. The supervisor will be given the "Supervisor's Evaluation Report" to complete along with the accident investigation guidelines. The supervisor will be given up to forty-eight (48) hours to submit the report to the workers compensation clerk.
8. Upon completion of the forms and prior to obtaining medical treatment, the employee and his/her supervisor will meet with the workers compensation administrator for an accident interview and signature approving treatment and prescriptions.
9. Following the meeting with the workers compensation administrator:
 - The employee may go for treatment – the supervisor is not to transport the employee in personal vehicles. If the employee is unable to transport themselves, a relative/friend shall be called to transport the employee
 - The supervisor begins to investigate the accident scene
 - Interviews, pictures, etc., are gathered and submitted with the supervisor's report. Palm pilots will be available for checkout to take pictures if necessary
10. After the employee has received treatment and prior to returning to duty, the following guidelines must be followed:
 - The "medical status sheet" must be turned into the workers compensation clerk

- If the employee is placed on total temporary disability (TTD), he/she cannot return to work, but is responsible to stay in contact with the workers compensation clerk and keep the district informed

Mustang Public Schools will not be liable for payment of workers compensation benefits for injuries/illness that occur during an employee's voluntary participation in any off-duty athletic, recreational or social activities. If the injury/illness is proven to be due to fighting, was self-inflicted, use of drugs or alcohol, a failure to observe proper safety procedures/precautions or a failure to use proper safeguards and/or equipment, benefits will be denied and the employee will be subject to disciplinary action.

Adopted: 12-98
Revised: 10-01
Revised: 09-13-10

Training By Classification

It is recommended that all personnel receive appropriate training as part of the on going Mustang Public School's Safety Program.

Adopted: 12-98
Revised: 10-01
Revised: 09-13-10

HIPAA
AUTHORIZATION TO DISCLOSE PROTECTED HEALTH INFORMATION
MEDICAL RECORDS

Patient Name: _____ D.O.B.: ____/____/____ S.S.N.: _____

Dates of Treatment: beginning _____ through _____
[relevant time period must be inserted]

AUTHORIZATION:

I, _____, authorize the disclosure of my protected health information as described herein.

1. I authorize the following person(s) and/or organization(s) to disclose the protected health information described in paragraph 3.

(individual medical provider name must be inserted)

2. I authorize the following person(s) and/or organization(s) to receive the protected health information described in paragraph 3. The records authorized to be released include:

Director of Operations or Deputy Superintendent
 Personnel Specialist
 Members of the Sick Leave Bank Committee

all medical records and billing records including without limitation: medical reports, clinical notes, nurse's notes, history of injury, subjective and objective complaints, x-rays, x-ray reports or interpretations, other diagnostic tests (including a copy of the report), diagnosis and prognosis; if applicable, emergency room records or logs, history and physical examination report, laboratory reports, tissue committee reports, reports of operation, operation logs, progress notes, doctors' orders, nurse's notes, physical therapy records, admission and discharge summaries, and all out-patient records; hospital bills, bills for the services you have rendered, bills for medication; and any other documents, records, or information in your possession relative to my past, present or future physical condition. I understand the information released may include information that may indicate the presence of communicable or venereal diseases, which may include, but are not limited to, diseases such as hepatitis, syphilis, gonorrhea and the Human Immune Deficiency Virus, also known as Acquired Immune Deficiency Syndrome (AIDS).

4. I expressly waive any laws, regulations and rules of ethics, which might prevent any health care provider who has examined or treated me from disclosing my records pursuant to this Authorization.
5. The purpose of this Authorization relates to a request for use of the sick leave bank with my employer, the Mustang Public School District. I understand a copy of the notification will be forwarded to the office where sick leave bank records are kept and a copy will be forwarded to the Superintendent's Office to be kept in my personnel file. All documents pertaining to the request and action taken by the Sick Leave Bank Committee will be kept on file in the Office of the Personnel Specialist.
6. I understand that I may revoke this Authorization at any time by sending a letter to the person or organization listed in paragraph one (1), except to the extent that such person(s) and/or organization(s) may have already taken action in reliance on this Authorization. If I do not sign, or if I later revoke, this Authorization, the services provided to me by such person or organization will not be affected in any way.
7. This Authorization expires one year from its date of execution.
8. THIS AUTHORIZATION DOES NOT PERMIT THE PERSON OR ORGANIZATION LISTED IN PARAGRAPH TWO (2) TO OBTAIN OR REQUEST FROM THE MEDICAL PROVIDER IDENTIFIED IN PARAGRAPH ONE (1) ORAL STATEMENTS, OPINIONS, INTERVIEWS, OR REPORTS THAT ARE NOT ALREADY IN EXISTENCE.
9. Copying costs will be borne by the person or organization named in paragraph two (2).
10. A photocopy or facsimile of this Authorization is as valid as an original.
11. I understand that a potential exists for information that is disclosed pursuant to this Authorization to be subject to re-disclosure by the recipient and therefore be no longer protected by federal confidentiality rules.

Signature of Patient or Authorized Representative

Capacity of Representative, If Applicable

Date of Signature

Energy Policy

The Mustang Public Schools Board of Education embraces energy conservation and believes that it is our shared responsibility to conserve energy and natural resources while exercising sound financial management. To this end the Board of Education has adopted an energy conservation policy in an effort to manage the District's energy resources.

The goal of the energy conservation program is to make good use of our resources while providing students a safe and comfortable environment in which to study and grow.

Keeping the preceding in mind, each of us has the shared responsibility to use our resources wisely and efficiently. This responsibility makes it essential that energy conservation be practiced in all phases of energy use. Air conditioning, heating, and lights typically account for 70 to 80 percent of the energy consumed in the district, therefore, it is especially critical that the following guidelines be adhered to when operating air conditioning and heating equipment and when using lights.

Each employee of the District will be responsible for implementing these guidelines in his/her respective areas. The Principal will be responsible for the total energy usage of his/her building. The Director of Facilities will provide the Superintendent monthly information reflecting the energy consumption of each site.

Any exceptions or changes to these guidelines must be approved by the Deputy Superintendent or the Director of Facilities.

RESPONSIBILITIES

- Each individual is expected to become an "ENERGY SAVER" as well as an "energy consumer"
- Staff members are responsible for implementing the guidelines during the time that he/she is present in the classroom or office.
- The custodian is responsible for control of common areas. i.e. halls, cafeteria, etc.
- Staff members are responsible for ensuring that the classroom or office is shut down at the end of each day.
- Custodians are responsible for verifying that classroom or offices are shut down at night.
- The Principal is responsible for the total energy usage of his/her site.
- The Director of Facilities provides regular program updates to the Mustang Public Schools Board of Education.
- The Director of Facilities performs routine audits of all facilities and communicates the audit results to the site Principal.
- The Director of Facilities is responsible for directly or indirectly making adjustments to the District's Energy Management System.
- District and Site administration will regularly communicate the importance and impact of the energy conservation program to its internal and external constituents.
- The Director of Facilities provides monthly energy savings reports to facility administration.

GENERAL

1. Classroom doors will remain closed when Heating and Air Conditioning (HVAC) are operating. Doors between conditioned spaces and non-conditioned spaces should be kept closed, unless passing from one to the other.
2. Exhaust fans should be turned off each day.
3. Office machines (copiers, laminating equipment, etc.) should be switched off each night.
4. All computers, including monitors, local printers, and speakers should be switched off each night.
5. All capable PC's should be programmed for the "energy saver" mode, ensuring that the monitor "sleeps" after 10 minutes of inactivity.

6. General occupied settings for Heating and Air are as follows:
 - a. Cooling Occupied Set Points: 70 – 74 Degrees Fahrenheit
 - b. Heating Occupied Set Points: 68 – 72 Degrees Fahrenheit
7. General Unoccupied set points:
 - a. Cooling Unoccupied Set Point: 78 Degrees Fahrenheit
 - b. Heating Unoccupied Set Point: 55 Degrees Fahrenheit

SPECIFICS

AIR CONDITIONING PROCEDURES

While it is obvious that not everyone is comfortable at the same temperature, it is important that we strive for a temperature range that is considered fair to the majority of the individuals who occupy an area. Substantial savings can be achieved by maintaining uniform, consistent, but fair temperature ranges in all buildings across the district. Even greater savings can be realized by readjusting thermostat settings during the hours that buildings are not being used by students, teachers, and office personnel. Temperature levels for air conditioning of 70 to 74 degrees and for heating of 68 to 72 degrees are considered by industry standards to be appropriate for comfort.

The following procedures should be observed in all phases of heating and air conditioning use:

1. Occupied cooling set points shall be set to maintain occupied temperatures between 70 – 74 Degrees.
2. Not all units are controlled by an Energy Management System (EMS). In these locations the teacher or staff member occupying the space is responsible for turning his/her own air conditioner on when he/she arrives at school in the morning and should set the thermostat back to 78 degrees 30 minutes after the end of the student day or when he/she leaves at the end of the day, whichever occurs earliest.
3. Unless otherwise stated during unoccupied times, air conditioning equipment shall be set up to 78 degrees. Unoccupied periods begin 30 minutes after students leave the area at the end of their school day.
4. Air conditioning start times may be adjusted (depending on weather) to ensure classroom and office are within the occupied parameters at the start of the student day.
5. The custodial staff is responsible for controlling the thermostats in common areas, i.e. hallways, cafeterias, etc.
6. At sites, where applicable, the kitchen manager will be responsible for controlling thermostats in the kitchen area.
7. Except for approved school functions, air conditioning should not be used in the evenings, on weekends or during summer shutdown.
8. Staff and students should be encouraged to dress appropriately for current weather conditions. Staff and students should also be informed to expect slightly warmer or cooler conditions to exist in buildings after a long shutdown.
9. While teachers and staff have primary responsibility for ensuring appropriate shutdown each day; night custodial staff is responsible for ensuring that each thermostat has been properly adjusted for the night settings. It is important that teachers adjust his/her thermostat appropriately, it may be several hours between the time a teacher leaves and night custodial staff cleans.
10. Outside air dampers are closed during unoccupied times.
11. Ceiling fans should be operated in areas that have them. Fans should be shut off at the end of the day.
12. During summer shut down, air-conditioning should be utilized only in areas being used for summer school or other approved programs.
13. In areas where cross-ventilation is available during mild weather, HVAC should be shut down and outside ventilation should be allowed.
14. Designated startup days for air conditioning equipment will be the last three work days prior to the day teachers are scheduled to report for service. Teachers who wish to work in their rooms prior to school starting are encouraged to take advantage of these days. Rooms that are not being used should remain shut down until needed. All guidelines apply when using the air conditioning

equipment during these days. Teachers are encouraged not to use the air conditioning after 3:00 pm on these days because of peak charges that are incurred.

HEATING PROCEDURES

1. Occupied heating set points shall be set to maintain an occupied temperature of 72 degrees or less.
2. Unoccupied temperatures setting shall be 55 degrees. In the event of extreme cold weather the set-back may be increased to 60 degrees. At no time during the heating season (winter) should the heat be turned completely off. Unoccupied periods begin 30 minutes after students leave the area at the end of their school day.
3. During spring and fall when there is no threat of freezing, heating systems may be shut off.
4. Domestic hot water systems should be set to maintain 120 degree water. (140 degree for cafeteria use)
5. Domestic hot water re-circulating pumps should be switched off during unoccupied times.
6. Staff and students should be encouraged to dress appropriately for current weather conditions. Staff and students should also be informed to expect slightly warmer or cooler conditions to exist in buildings after a long shutdown.

LIGHTING PROCEDURES

Lights not only consume electricity they also give off heat which, in turn, places an additional load on the air conditioning equipment and increases the use of electricity necessary to cool the room.

1. Lights should be turned on only when definitely needed. Lights not only consume electricity but also give off heat that places an additional load on the air conditioning equipment.
2. All unnecessary lighting in unoccupied areas should be turned off. Staff should make certain that lights are turned off when the classroom or office is empty. Utilize natural lighting when and where appropriate.
3. All outside lighting should be off during daylight hours.
4. Gym lights should be off unless the gym is being utilized.
5. All lights will be turned off when students and staff leave for the day.
6. Custodial staff will turn on lights only in areas in which they are working.
7. During hours that school is not in session and there are no activities taking place the school building should appear to be in an energy conservation mode. The only lights being used should be those needed in individually occupied rooms and those needed for safe and secure passage through the building. Staff who start early and/or work late need to be instructed as to the location of hall light switches so they will be able to turn them on/off as needed to get to and from their classroom.
8. Coaches and teachers who have student activities scheduled before and after school should inform students that the main building may be dark before and after school. Insist that students use designated entrances and limit their access to the main building.

WATER PROCEDURES

1. All plumbing and/or roof leaks should be reported as soon as possible.
2. Sites with automated water sprinkler systems should schedule the watering to be done between 4 am-10 am on ODD/EVEN days only by site address.

MISCELLANEOUS PROCEDURES

1. Gymnasiums/Auditoriums – due to the size of most gymnasiums/auditoriums it is very important that we carefully manage the heating and cooling of these areas. Unless being used for games/performances these areas will generally be kept in a “Stand-By Mode” at a higher or lower temperature depending on the season.

2. Vestibule Doors – Vestibule doors at the entrances of many of the District's buildings are designed to help keep the temperatures in the buildings stable. It is extremely important that these doors be kept shut at all times when using heat or air conditioning.
3. Classroom doors – generally speaking hallways will be warmer than classrooms during the cooling season and cooler than classrooms during the heating season. Therefore, it is important that classroom doors be kept closed when air conditioning and/or heat is being used.
4. Space Heaters – portable electric heaters are not to be used to warm a room or area. This type of heater is very expensive to operate and is extremely dangerous to use.
5. Personal refrigerators, microwaves or other appliances – teachers and staff are not encouraged to bring their personal appliances to school. Principals may allow teachers to use appliances in their classrooms as long as energy guidelines are adhered to. This guideline will be reviewed annually.
6. The use of scented warming plates and/or candles is prohibited throughout the district.
7. Copy Machines, Computers, Printers, Laminators and other electronic appliances – All machines should be shut down each day. Copy machines should be turned off at the end of the work day. Computers and printers should be turned off when not being used. Unless needed for recharging, this includes monitors, interactive white boards, speakers, etc. Even when these devices are in sleep mode there is a small electrical draw that occurs. This coupled with the fact that we now have thousands of computers, monitors, and projectors in the District provide us an opportunity for saving.
8. Weekends and Holidays – These are ideal opportunities for conservation to occur without affecting the learning or working environment. It is essential that all unnecessary lights and equipment be turned off during these times.

Please remember that each of us have the shared responsibility to use our resources wisely. By wisely using these limited resources we will be able to maximize our energy dollar and provide our students with the best possible learning environment.

Adopted 07-11-2016

Certified Policies & Procedures

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STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

210:20-29.1. Purpose

- (a) The standards of conduct for teachers in this Subchapter are adopted pursuant to *HB 1017, 70 O.S. § 6-101.21; S.L. § 124 Standards of Conduct and Performance for Teachers; 70 O.S. § 6-101.22, S.L. § 125 Grounds for Dismissal or Nonemployment of Teachers*
- (b) Teachers are charged with the education of the youth of this state. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence and the nurture of democratic principles.

210:20-29.2. Mission Statement

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

210:20-29-3. Principal I: Commitment to the Students

- (a) The teacher must strive to help each student realize his or her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.
- (b) In fulfillment of the obligation to the student, the teacher:
 1. shall not unreasonably restrain the student from independent action in the pursuit of learning
 2. shall not unreasonably deny the student access to varying points of view
 3. shall not deliberately suppress or distort subject matter relevant to the student's progress
 4. shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety
 5. shall not intentionally expose the student to embarrassment or disparagement
 6. shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background or sexual orientation, unfairly
 - a. exclude any student from participation in any program
 - b. deny benefits to any students
 - c. grant any advantage to any student
 7. shall not use professional relationships with students for private advantage
 8. shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted by law or is required by law

210:20-29-4. Principle II: Commitment to the Profession

- (a) The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.
- (b) In order to assure that the quality of the services of the teaching profession meets the expectations of the State and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education and assist in preventing the practice of the profession by unqualified persons.
- (c) In fulfillment of the obligation to the profession, the educator:
 1. shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications
 2. shall not misrepresent his/her professional qualifications
 3. shall not assist any entry into the profession of a person known to be unqualified in respect to character, education or other relevant attribute,
 4. shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position
 5. shall not assist an unqualified person in the unauthorized practice of the profession

6. shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law
7. shall not knowingly make false or malicious statements about a colleague
8. shall not accept any gratuity, gift or favor that might impair or appear to influence professional decisions or actions

210:20-29-5. Principle III

- a. A career teacher may be dismissed or not reemployed for:
 1. willful neglect of duty;
 2. repeated negligence in performance of duty;
 3. mental or physical abuse to a child;
 4. incompetency;
 5. instructional ineffectiveness;
 6. unsatisfactory teaching performance; ~~or~~
 7. commission of an act of moral turpitude; or
 8. abandonment of contract.
- b. Subject to the provisions of the Teacher Due Process Act, a probationary teacher may be dismissed or not reemployed for cause.
- c. A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.
- d. A teacher may be dismissed, refused employment or not reemployed after a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties. As used in this subsection:
 1. "Criminal sexual activity" means the commission of an act as defined 21 O.S. § 886 which is the act of sodomy; and
 2. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity. [70 O.S. § 6-101.22; S.L. § 125 *Grounds for Dismissal or Non- reemployment of Teachers*]

Adopted: 12:98

Revised: 10-01

Revised: 08-06

REDUCTION-IN-FORCE CERTIFIED PERSONNEL

Oklahoma Statutes at Section 6-101.31 of Title 70, provide as follows: "The primary basis used in determining the retention or reassignment of affected teachers and administrators when a school district implements a reduction-in-force plan shall be the ratings of the teachers and administrators as measured pursuant to the Oklahoma Teacher and Leader Effectiveness (TLE) Evaluation System as set forth in section 6 of this act."

In the event it becomes necessary to reduce the number of certified employees in any program, subject area or building, the Board shall follow the procedure below:

- A. Normal attrition throughout the district. (retirement, resignations, and temporary contracts)
- B. Ratings of teachers as measured by the Oklahoma Teacher and Leader Effectiveness Evaluation System. Once a determination has been made as to which positions should be eliminated, then the primary basis that will be used in determining which teachers to retain in the affected position(s) will be the composite evaluation rating of the teachers holding such positions as measured (to the nearest hundredth of a decimal point) by the District's TLE System for each year in which the TLE has been in effect. When all factors under consideration are equal, seniority will prevail.
- C. Certified employees found to be in excess will be transferred, when highly qualified (Standard Certification) to fill vacancies in other buildings. (Transfers due to reduction of force will be considered prior to other consideration of transfers).

If normal attrition does not sufficiently reduce certified staff, career teachers shall be selected for release at the discretion of the Board after considering the following criteria in the order listed:

- 1. Certification and highly qualified status
- 2. The composite evaluation rating of teachers holding such positions as measured (to the nearest hundredth of a decimal point) by the District's TLE System for each year in which the TLE has been in effect. (When all factors under consideration are equal, seniority will prevail.)

Certified employees released as a result of Reduction in Certified Employees will be rehired in reverse order of release if his/her position or a similar position for which he/she is highly qualified becomes available the following school year. Failure to accept a position offered relieves the Board of any further rehire obligation to the released certified employee.

When a certified employee affected by the reduction in staff is rehired for the following school year, all seniority and benefits to which said employee was entitled to at the time of release will be returned to the employee.

Adopted: 10-14-13

TEACHER EVALUATION

The Mustang Board of Education believes that personnel evaluation is a mutual endeavor among all staff members and the board to improve the quality of the overall educational program. The improvement of the district's educational efforts must be a joint responsibility of the school district and the individual educator.

The Board recognizes that through legislation passed in recent years, the State of Oklahoma has assumed greater control of systems, processes, inputs and outcomes related to the evaluation of teachers. This policy reflects the Board's commitment to comply with applicable Oklahoma law and regulations and to include provisions of law that are required to be in local policy.

All certified staff members shall be evaluated using Tulsa's TLE Observation and Evaluation System. The completed evaluation shall be retained in the personnel file of the person being evaluated. The evaluation instrument is a confidential document and shall be protected accordingly.

Probationary teachers shall receive formative feedback from the evaluation process at least twice each year. Formative feedback shall occur during the fall semester, and at least once during the spring semester, each year. Career teachers shall be evaluated at least once each year. Career teachers scoring an overall score of 3.8 or higher (superior or highly effective) on their previous year's evaluation may be evaluated once every two years if mutually agreed upon by both the teacher and the evaluator. Evaluations of teachers shall be made by the appropriate certified principal, or other designated certified and qualified administrative person.

During the 2015-2016 school year, one hundred percent (100%) of the evaluation rating of teachers and administrators shall be based on the qualitative component of the TLE, and no portion of the evaluation rating shall be based on the quantitative components of the TLE.

For first-year and second-year teachers, evaluations shall be based solely on qualitative components and utilizing the alternative percentages established by the State Board of Education.

The evaluation shall be reviewed by the staff member and the evaluator. Either or both may attach written and signed comments to the evaluation instrument within two weeks of the evaluation, provided that no additional statements or comments shall be attached without the teacher's knowledge. The teacher's signature on the evaluation instrument shall serve only to reflect the teacher's acknowledgment that an evaluation was conducted. A copy of the completed evaluation instrument will be provided to the teacher.

Except by order of a court of competent jurisdiction, evaluation documents and the responses thereto shall be made available only to the evaluated person, the board of education, the administrative staff making the evaluation, the board and administrative staff of any school to which the evaluated person applies for employment, and such other persons given consent by the teacher in writing, and shall be subject to disclosure at a hearing or trial de novo.

If the evaluation discloses any area(s) in which improvement can be reasonably expected and desired, the principal shall discuss such area(s) with the teacher and offer suggestions and recommendations as to how improvement may be achieved. Such recommendations shall be recorded on the evaluation instrument.

When the evaluating administrator identifies poor performance or conduct that the administrator believes may lead to a recommendation for the career teacher's dismissal or non-reemployment, the administrator will admonish the teacher in writing and make reasonable effort to assist the teacher in correcting the poor performance or conduct; and establish a reasonable time for improvement, not to exceed two months.

If the career teacher does not correct the poor performance or conduct cited in the admonition within the time specified, the administrator shall make a recommendation to the superintendent for the dismissal or non-reemployment of the teacher. A probationary teacher will receive a plan of improvement if inadequate teaching performance exists.

The board shall review this evaluation policy on an annual basis following consultation or involvement by representatives selected by the teachers in this district.

REFERENCE: 70 O.S. §6-101.10, et seq.

Adopted 10-14-13

Revised: 8-11-14

Revised: 9-14-15

THIS POLICY REQUIRED BY LAW.

TEACHER PERFORMANCE EVALUATION PROCEDURES

During the 2015-2016 school year, one hundred percent (100%) of the evaluation rating of teachers and administrators shall be based on the qualitative component of the TLE, and no portion of the evaluation rating shall be based on the quantitative components of the TLE.

Once the State Department of Education establishes guidelines for the quantitative measures for the 2016-2017 school year, those will be implemented and followed.

Adopted: 10-14-2013

Revised 8-11-14

Revised 9-14-15

TEACHERS

Teachers shall be responsible for the care, discipline and instruction of students during the prescribed school day or any additional time they are placed in a position of responsibility by the principal or superintendent. Teachers shall exercise such control over children as would be exercised by a kind, firm and judicious parent. Students shall only be released to parents, guardians and/or authorized personnel.

Teachers shall report to, and are responsible to the principal. All members of the educational staff are professional colleagues with specialized skills to contribute.

Teacher Performance Responsibilities

1. Meets and instructs assigned classes at designated time unless appropriate Principal/Personnel has been notified.
2. Prepares for assigned classes and provides written evidence of preparation that reflect objectives to be achieved.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students within the limits of the resources of the district.
4. Guides the learning process toward the achievement of curriculum goals and in harmony with these goals. Establishes clear objectives and communicates these objectives to students.
5. Discerns students' needs, and refers, when appropriate, to school personnel who can best help with their problems.
6. Works to establish and maintain open lines of communications with students and their parents concerning academic and behavioral progress of assigned students.
7. Plans curriculum in cooperation with administration that, as much as possible, meets the individual needs, interests, and abilities of students.
8. Takes necessary and reasonable precautions to protect students, equipment and facilities.
9. Assists administration in developing/implementing policies, rules and regulations.
10. Attends and participates in faculty and professional activities and serves on committees as requires.
11. Completes reports and other school related paperwork within time and date requested.
12. Accepts the responsibility and arrives punctually for activities and duties as assigned.
13. Establishes and maintains cooperative relations with co-workers.
14. Upgrades professional growth through one or more of the following:
 - a. professional training courses
 - b. workshops
 - c. seminars
 - d. conferences
 - e. college classes
 - f. other professional activities
15. Maintains appropriate emotional control, physical health and personal appearance.
16. Performs such other tasks and assumes other tasks and responsibilities, as may be assigned by the principal and/or superintendent.
17. Demonstrates fiscal responsibility as relates to school equipment and supplies.
18. Assesses the accomplishments of students on a regular basis and provides progress reports as required through report cards and parent-teacher conferences.

New Teachers

In accordance with state law and to help new teachers, consulting teachers within the same local school are to be assigned to help with any problems of adjustment to the routine procedures of the system and to acquaint the new teacher with the system more quickly and easily. If at all possible, consulting teachers will be assigned in the same subject fields as the new teacher in the secondary schools and on the same grade level in the elementary schools.

Procedure for Handling Teacher Evaluations

During the first week of school the Superintendent or his designee will hold a meeting(s) for the purpose of orienting a new teacher to the evaluation procedure.

Probationary teachers shall be evaluated at least twice yearly. The first evaluation shall be prior to November 15, and the second prior to February 10.

Career teachers shall be evaluated once every year prior to February 10 of that year except as otherwise provided by law.

For the purpose of evaluation, each certified employee shall be observed in the performance of his/her assigned duties. At least one (1) formal observation of not less than thirty (30) minutes will be required in the evaluation of all certified employees. Prior to each formal observation, the evaluator shall contact the certified employee to set a date and time for the observation. A pre-observation conference shall be held if either the evaluator or the certified employee so desires.

Certified employees shall be evaluated in accordance with the criteria covered by the Board approved evaluation form. Development of the form will be a collaborative effort between the Board, the administration and the MEA.

A copy of the completed evaluation report form shall be given to the certified employee within fifteen (15) working days of the conclusion of the formal observations. An evaluation conference will be either held or scheduled at that time.

The District shall make every reasonable effort to give all necessary support and assistance to teachers with respect to maintenance of an appropriate learning environment in the classroom.

Admonishment of a Teacher

When an administrator who has the responsibility to evaluate a teacher identifies poor performance or conduct that the administrator believes may lead to a recommendation for the teacher's dismissal or non-reemployment, the administrator shall:

1. Hold a conference with the teacher to discuss the teacher's poor performance or conduct. Written verification of the date and problems discussed will be provided to the teacher. If the administrator believes the situation is severe enough he/she may skip step one (1) and go directly to step two (2);
2. Admonish the teacher, in writing, and make a reasonable effort to assist the teacher in correcting the poor performance or conduct; and
3. Establish a reasonable time for improvement, not to exceed two (2) months, taking into consideration the nature and gravity of the teacher's performance or conduct.

If the teacher does not correct the poor performance or conduct cited in the admonition within the specified time, the administrator shall make a recommendation to the superintendent of the school district for the dismissal or non-reemployment of the teacher.

Open Positions and Transfers

Teachers currently employed by the Mustang School District may request a transfer to any open position for which the teacher is qualified according to the following guidelines:

- Currently employed teachers may ask to transfer to open positions that occur before the beginning of the school year. Current employees will be given first consideration. (First consideration is defined as, current teacher's application will be reviewed to determine if the teacher has the qualifications required to fill the position. Upon determination that the teacher does meet the qualifications that teacher, upon request, will be granted an interview in a reasonable time frame.)

- Open positions shall be posted at a central location at each school site, the District website and sent electronically to all staff through the GroupWise program. Upon request, a brief job description, a statement of minimum qualifications and salary range (salary range should indicate if there is additional compensation for certain aspects of the position) may be obtained.
- Anyone who wishes to be considered for an open position shall inform the receptionist at the Central Administration Building. During the summer months when school is not in session, vacancies will be posted at the central administration office. A copy of the posting will be sent to the President of MEA at the time it is posted.
- Any teacher currently employed by the Mustang Schools who wishes to be considered for an open position that occurs during the summer months must advise the Superintendent or his designee in writing by the end of the 5th day following the posting. Said advisement may be made by telephone if time does not permit a written advisement to be received before the deadline.
- Written requests for possible future open positions may be left at the Central Administration Office to be filed for consideration should a vacancy occur.
- When it does not conflict with the best interests of the District open positions shall be filled by qualified voluntary transfers versus involuntary transfers.

Reduction In Staff

In the event it becomes necessary to reduce the number of certified employees in any program, subject area or building, the Board shall follow the procedure below:

1. Normal attrition throughout the district.
2. Certified employees found to be in excess will be transferred, when fully qualified (Standard Certification) to fill vacancies in other buildings. (Transfers due to reduction of force will be considered prior to other consideration of transfers).
3. Selection of probationary teachers for release will be based on seniority and certification and principal recommendation respectfully.
4. Probationary teachers shall be released before career teachers who are fully certified to hold positions currently held by probationary teachers. Probationary teachers who have special teaching assignments will be released before career teachers who have equal qualifications (Certification, evaluation, and performance) in the special teaching assignment affected.

If normal attrition and the release of probationary teachers does not sufficiently reduce certified staff, career teachers shall be selected for release at the discretion of the Board after considering the following criteria in the order listed:

1. certification
2. seniority
3. principal's recommendation (evaluation and performance will be a consideration)

Certified employees released as a result of Reduction in Certified Employees will be rehired in reverse order of release if his/her position or a similar position for which he/she is fully qualified becomes available the following school year. Failure to accept a position offered relieves the Board of any further rehire obligation to the released certified employee.

When a certified employee is rehired for the following school year, all seniority and benefits to which said employee was entitled to at the time of release will be returned to the employee.

Resignation

When a teacher wishes to resign, the teacher should submit the "Voluntary Resignation From Employment Form" to the site principal, giving as much advance notice as possible and indicating the date to terminate employment and the reason for resigning. This form can be obtained from the immediate supervisor and/or the administration office.

Contracts

Employment of teachers on a regular contract in Oklahoma is on a continuing contract basis. Temporary contracts have specific beginning and ending dates, and have no expectation of continuing employment. The following quotation is from the Oklahoma School Code as amended in 1955. "A board of education shall have the authority to enter into written contracts with teachers for the ensuing fiscal year prior to the beginning of such year. If, prior to the first Monday in June, a board of education has not entered into a written contract with a regularly employed teacher or notified him/her in writing by registered mail or certified mail that he/she will not be employed for the ensuing fiscal year, and if, by fifteen (15) days after the first Monday in June, such teacher has not notified the board of education in writing that he/she does not desire to be re-employed in such school district for the ensuing year, such teacher shall be considered as employed on a continuing contract basis and on the same salary schedule used for other teachers in the school district for the ensuing fiscal year, and such employment and continuing contract shall be binding on the teacher and on the school district..."

Whenever any person shall enter into a contract with any school district in Oklahoma to teach in such school district the contract shall be binding on the teacher and on the board of education until the teacher legally has been discharged from his/her teaching position or released by the board of education from his/her contract...." (Article VI, Section 112, Oklahoma School Law.)

Extra Duty Contracts and Assignments

Teachers are expected to assume reasonable duties over and above their regular in class teaching responsibilities. Activities and services that make minor demands on the teacher's time are part of each teacher's basic assignment and shall not require extra duty compensation. Administrators will strive to equalize such duties among teachers.

The Superintendent shall annually recommend to the Board certified personnel for employment in extra duty assignments. No certified employee shall be assigned to an extra duty position or given an extra duty contract until Board approval. A written extra duty contract, separate and distinct from the certified employee's basic teaching contract, shall be executed between the district and employee.

Extra duty contracts shall not be continuing contracts and shall automatically terminate at the end of each school year unless terminated by Board action.

Substitutes and Sick Leave

Teachers will report all absences through an automated substitute system. The system will contact a substitute from the substitute list approved by the administration. Sick leave will be in accordance with the policy as adopted by the Board of Education and distributed to the faculty.

Leave of Absence

Requests for leave of absence from certified personnel must be submitted to the Board of Education through the Superintendent of Schools. A leave of absence will not be approved for more than one year, except in rare and extenuating circumstances.

Adopted: 12-98
 Revised: 10-01
 Revised: 08-14-06
 Revised: 12-14-09
 Revised: 10-14-13

VIDEO/FILM (Instructional & Non-Instructional)

The use of video or film must be approved by the principal. The district will adhere to all federal laws regarding copyright. Any non-instructional video or film will require written parental permission prior to the child's viewing. Alternate activities will be provided to students whose parent(s) elect for the student not to view a given video or film. Upon request, parent(s) will be given the opportunity to preview any video/film used in the classroom.

Adopted: 12-98
Revised: 10-01
Revised: 08-14-17

SPONSORS AND ACTIVITIES and ORGANIZATIONS AND/OR BOOSTER CLUBS

All money-raising projects by classes, clubs or any other group must first be approved by the principal and the central office administration. Sponsors must approve all class or club meetings. The president should first contact the sponsor to get permission for a meeting, then come to the principal to get final approval as to date, etc. Sponsors/Coaches must attend functions of their group.

All parties, picnics, etc., must first be approved by the principal. Principals will notify the sponsor of the number to be held each year. The sponsors of any activity or school group are responsible for:

- requesting requisition for purchase
- monitoring activity fund deposits and withdrawals
- submitting all bills and invoices for payment
- providing non-kick back affidavit when applicable

Adopted: 12-98

Revised: 10-01

Revised: 08-14-06

Revised: 11-14-16

SANCTIONING POLICY

The Board of Education of Mustang Public School District believes that student achievement programs and parent-teacher associations and booster club organizations advance the educational goals of the Board of Education and provide significant benefits to the students and programs of the School District. Therefore, the District must comply with the statutory controls of Oklahoma School Code, OKLA STAT. tit. 70 5-129 which states that all schools districts must adopt policies providing guidelines for the sanctioning (approval to operate) of parent organizations and other associations. The School District shall approve 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.

In determining whether a student achievement program or a parent-teacher association or organization should be approved by the School District, the Board of Education may consider:

- a. if the program, association, or organization promotes activities that are an extension or expansion of the District's curriculum and/or extracurricular activity;
- b. if the program, association, or organization assists student government or activities in carrying out special projects or responsibilities;
- c. 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.

Approval Procedures for Student Achievement Programs and Parent-Teacher Associations and Booster Organizations

A written statement by a student achievement program or by a parent-teacher association or booster club organization to the Board of Education requesting approval shall include the following:

- a. a completed application including a statement or by-laws of its purpose, goals, organizational structure, and membership requirements;
- b. a detailed statement of how the School District and its students will benefit if the organization is sanctioned;
- c. a statement of nondiscrimination consistent with all Oklahoma and federal laws; and, acknowledgement that said group or club will at all times support and represent Mustang Public Schools with its highest standards;
- d. a financial statement for such program, association, or organization and a most recent audit performed by an independent accounting firm if available;
- e. Acknowledge that the program, association, or organization, will be managed or operated by adults as required.

The written statement and application packet shall be submitted to the Superintendent for Preliminary review and submission to the Board of Education. Once approved, the organization agrees to provide the following:

- a. Proof of Liability Insurance certificate;
- b. Proof of Internal Revenue Code 501© 3 tax exempt status and tax identification number.
- c. Board policy Sanctioning Affidavit acknowledging and agreeing to comply with all sanctioning regulations and guidelines set forth by Mustang Public Schools Board of Education.
- d. agrees to attend yearly sanctioning workshops conducted by the District in order to provide training to new booster club and parent organization officers.

Adopted: 11-14-16

MONEY

All sponsors must adhere to the MPS Activity Fund Handbook and General Fund Purchasing Policies.

SOLICITATION OF FUNDS FROM STUDENTS AND TEACHERS

No salesmen, solicitors or peddlers are permitted to interview teachers during school hours without the permission of the Superintendent. Also, no advertisement, circulars, posters or other propaganda will be passed out in the classroom or on the school premises to teachers or pupils without permission from the Superintendent, Deputy Superintendent and/or Assistant Superintendent of Schools.

Advertising and commercial announcements will be made in the schools only upon the approval of the Superintendent, Deputy Superintendent and/or Assistant Superintendent of Schools. Advertisements may not be posted on the school premises.

E-MAIL POLICY

Mustang Public Schools reserves the right to allow supervisory reviews of district e-mail. Inappropriate jokes, racial slurs, sexually harassing statements, obscene or offensive or insensitive material may not be posted on the Mustang Public Schools e-mail system. Refer to Policy and Procedure # 2130.

Adopted: 12-98
Revised: 10-01

ACTIVITY TRIP POLICY

Activity trips will be made only with the prior approval of the building principal, administrative designee and the transportation director. Activity trips are trips related to travel in association with interscholastic contests or extracurricular activities where students perform or compete.

School-sponsored activity trips must be within the boundaries of the State of Oklahoma. Activity trips outside the State of Oklahoma are expressly prohibited unless board permission is obtained prior to the event.

Activities that maintain a regular schedule will provide a general permission slip to cover that schedule and must be signed and returned to the coach/sponsor of that activity prior to the student being transported or otherwise participating. All other activities not included in a regular schedule will require individual permission slips and must be signed and returned to the coach/sponsor of that activity prior to the student being transported or otherwise participating.

Student Insurance:

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

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

Adopted: 12-98
Revised: 10-01

ACTIVITY TRIP REGULATIONS

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

Guidelines:

1. The trip must satisfy the criteria outlined in board policy relating to activity trips.
2. Adequate coach/sponsor and or parental supervision must be provided.
3. Activity trips may not be scheduled on days designated for nine-week, semester or state-mandated tests.
4. Coaches/sponsors are limited to scheduling events within the boundaries of the State of Oklahoma. Any out-of-state activity trips require prior approval by the board of education.
5. Any activity trip requiring an overnight stay will require board approval.

General Regulations:

1. Students on activity trips shall obey all rules listed for students on regular school bus routes and school regulations.
2. A student may be denied going to and participating in an activity trip because of academic deficiencies, behavioral, or other disciplinary reasons, as determined by the principal or the principal's designee.
3. Students on an activity trip will be counted present and permitted to make up any regular schoolwork that has been missed.
4. Student safety shall be a primary concern during the activity trip.
5. Transportation for activity trips shall be limited to school vehicles, those of a commercial carrier or private vehicles specifically authorized by the principal. Individuals using private vehicles to transport students on an activity trip are not covered by the district's automobile insurance.

Procedures for Requesting Approval:

1. Coaches/sponsors desiring to take students on an activity trip must make a transportation/calendar request, in writing, at least two weeks prior to the trip.
2. A request must be filed with the building principal. If the request is approved and the activity trip extends beyond the school campus, the coach/sponsor is responsible for securing parental consent for each student making the trip in accordance with the regulations governing activity trips.
3. The principal, administrative assistant, and transportation director is authorized to approve or disapprove requests based on the availability of appropriate transportation, sufficient qualified supervision, and budget limitations. The principal must also ascertain that all-possible precautions to provide for the health, safety, and welfare of all the individuals concerned have been met.
4. A teacher's request must be answered in writing within five days after the principal receives it. If the answer is negative, the reason(s) for non-approval should be given.
5. The administrative designee shall approve or deny requests for transportation and notify the building principal (in writing) of his/her decision within five days. Approval of requests will be based on the availability of school buses and drivers.

Coach's/Sponsor's Responsibility:

1. Upon approval of the trip, the coach/sponsor is responsible for obtaining all appropriately signed parental permission. Notification to parents of students should include the following information: purpose and destination of trip, transportation arrangements, date and time of departure and estimated time of return. Last minute changes in departure or arrival times must be communicated to

parents, students, building office staff and transportation director.

2. The coach/sponsor is responsible for providing all parents with additional information such as: supervision arrangements, overnight accommodations and detailed itinerary when an activity trip will extend beyond the school day.
3. The coach/sponsor is responsible for notifying the principal by telephone, immediately, in the event of an accident.
4. The coach/sponsor will encourage students to keep the bus clean during the activity trip.
5. The coach/sponsor is responsible for having an accurate written list of names of all persons to be transported, one copy to be filed with the building principal.
6. The coach/sponsor is responsible for notifying the school principal, before returning, if a student is missing, and follow the district's guidelines in cases of a lost child on an activity trip.
7. The coach/sponsor is responsible for making arrangements for adequate sponsor and parental supervision.
8. The coach/sponsor is responsible for notifying the building cafeteria manager of the date, times and approximate number of students that will not be present at lunch.
9. Adequate supervision must be maintained during mealtime while students are on activity trips.
10. The coach/sponsor is required to ride with students to and from all activities (Minimum of one certified employee on each bus/van)

Adopted: 12-98
Revised: 10-01

FIELD TRIP POLICY

Field trips will be made only with the prior approval of the building principal, administrative designee and transportation director. Advance written consent of the student's parent or legal guardian is required for any off-campus field trip. Field Trips do not include interscholastic contests or extracurricular activities where students perform or compete.

The Board of Education recognizes educational field trips as part of the curriculum. The following criteria should be considered in deciding whether or not a field trip would be a beneficial experience for students:

- a) Would this field trip be a better experience for students than other activities which might be conducted within the school building?
- b) Would the students benefit more from the field trip than they would from a virtual learning experience, a guest speaker, experiment, project, etc.

Any out of state or overnight school-sponsored field trip must have board approval. Distance, educational value and expense to the district will be taken into consideration before approval is given for any field trip.

Field trips outside the State of Oklahoma are expressly prohibited unless prior board approval is obtained.

Parents, guardians, and volunteers attending a field trip as a chaperone or sponsor will be subject to a background check.

Student Insurance

The only students who are insured are those students whose parents have obtained a Student Accident Insurance Policy made available at the beginning of each school term. This is only a limited accident policy; it does not cover illness. If additional insurance coverage is desired, parents may purchase trip insurance from a private carrier.

Adopted: 12-98
Revised: 03-00
Revised: 10-01
Revised: 08-14-17

INFORMATION COORDINATOR

The school district designates the deputy superintendent as the information officer to coordinate requests for information from the Oklahoma State Bureau of Investigations when the parent/legal guardian releases such information of the student or by court order. In the absence of the deputy superintendent, the assistant superintendent will be the information coordinator. Only information maintained by the district, which is not prohibited from being released to law enforcement officers by state or federal law regarding past and present students in the district may be released in compliance with the district's FERPA Policy, Policy and Procedure # 2045.

Support Personnel Policies & Procedures

Support Personnel

4010

SUPPORT PERSONNEL

Support personnel are all personnel who do not have teaching licenses or certificates, and include all personnel shown in Section VII, Compensation, of the Support Personnel Handbook. Policies and procedures concerning support personnel are contained in the Support Personnel Handbook. The handbook is approved each year by the Mustang Board of Education.

Adopted: 12-98
Revised: 10-01
Revised: 09-13-10

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GENERAL POLICIES

The school exists for the student; yet, there are certain rules, regulations and procedures that are considered good practice in all well-regulated schools. Some of these are given in order that students might understand more clearly their responsibilities. A handbook has been developed that defines the expectations and responsibilities of students.

TRANSFER POLICY

It is the policy of the Mustang Board of Education that an application for transfer will be reviewed by the Mustang Board of Education and considered on a first-come, first-served basis. Written application for any transfer shall be made by the parent(s) of the student. For purposes of the Education Open Transfer competent student having reached the age of majority. Act, the term "parent" means the parent of the student or person having legal custody of the student or a competent student having reached the age of majority.

The District shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, and proficiency in the English language, measure of achievement, aptitude or athletic ability. Notwithstanding the provision of the Education Open Transfer Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes.

For consideration of a transfer request, parent/guardian must provide documentation of active enrollment, attendance, and discipline; whereas; the student is not suspended or has not voluntarily withdrawn for acts of violence or reckless disregard for others.

Mustang Public Schools offers three (3) transfer options to attend a district school:

1. In-District Transfers (Resident Students)
2. Open Transfers (Non-Resident Students)
3. Emergency Transfers (Non-Resident Students)

PARENTS WILL BE REQUIRED TO PROVIDE TRANSPORTATION FOR ANY STUDENT ACCEPTED FOR TRANSFER INTO THE MUSTANG PUBLIC SCHOOLS, UNLESS PROVIDED OTHERWISE BY LAW.

Siblings of students granted transfers may apply to attend the same said school system.

Parent may cancel an approved transfer at any time to return to their resident school by providing written notification to the Principal and to the office of the Deputy Superintendent.

All transfer applications will be considered for approval or denial based on the following criteria:

1. Availability of Programs
2. Staffing Availability
If accepting the transfer will require the addition of personnel, transfer application will be denied.
3. Space Availability
Schools may not accept transfers after classroom capacities have been met or exceeded.
4. Disciplinary Record and Attendance History
Discipline and attendance records of students transferring to Mustang Public Schools shall be requested as part of the student's records. It shall be within the discretion of the Mustang Board of Education, based upon the student's disciplinary records and attendance records, as to whether a transfer shall be approved or denied. As a general rule, students with poor discipline or attendance records or those deemed "not in good standing" at their former school will not be approved for transfer to this district. Students who are currently on a suspension from another school or district shall not be permitted a transfer.
5. Adjudication as a Juvenile Sex Offender will be denied.

The following information must be provided and attached to the transfer application in order for the application to be considered complete for processing:

1. Two proofs of residence in another school district (utility bills, lease agreements or property title)
2. Immunization Record
3. Most recent grade report or grade transcript
4. Attendance Records
5. Discipline Records
6. If the student is in special education, most recent IEP and MEEGS forms; an IEP meeting must be held with representatives of both districts prior to approval of the transfer request.
7. If certain elective courses or programs are desired, they must be noted.
8. The same documentation is required for each sibling to be considered for a transfer.
9. Listing of desired elective courses or programs (solely for determination of program availability; unnecessary if transfer is not contingent upon availability of particular elective or programs)

IN-DISTRICT TRANSFER

A request to transfer to another school in the Mustang district can be submitted any time after January 1 for the following school year. All requests must be submitted at the school of residence. Forms for request of transfer are available at all elementary, intermediate and middle school administrative offices.

A transfer is approved for one (1) year only. The transfer request process must be completed each year before a child can be considered for a transfer.

Parents will be notified three (3) business days before the first day of school if the transfer request is approved or denied.

An in-district transfer may be revoked at any time for disciplinary reasons.

OPEN TRANSFER

An open transfer application may be obtained from the Deputy Superintendent and shall be filed with the office of the Deputy Superintendent during regular business hours of the Mustang Public Schools (See 70 O.S. § 8-103 for time frames) for the following school year.

By the first Monday in June, the Deputy Superintendent shall notify the resident school district that a student enrolled in the resident school district has filed an application for transfer

The Mustang Board of Education shall vote to approve or deny the application for transfer no later than within thirty (30) days of receipt of the completed transfer application. Within 10 days receiving approval, the parents of the student shall notify Mustang Public Schools that the student will be enrolling in the school district. Failure of parents to notify the district as required may result in loss of the student's right to enroll in Mustang Public Schools for that year.

A student whose parent(s) or legal guardian is employed as a teacher in the MPS District shall be allowed to transfer to the school district. 70 O.S. Section 8-113

No student shall be permitted an open transfer more than once in any school year.

Completed applications for open transfers will be accepted after January 1 of each year. (See 70 O.S. § 8-103 for time frames)

On or before September 1, the Deputy Superintendent shall file a copy of a list of students granted transfer showing the resident school district and grade level of all students granted transfer with the State Board of Education and each resident school district.

EMERGENCY TRANSFER

On an adequate showing of emergency, the Deputy Superintendent may make and order a transfer, subject to approval by the State Board of Education.

An emergency transfer shall include only:

1. The destruction or partial destruction of a school building;
2. The inability to offer the subject a pupil desires to pursue, if the student becomes a legal resident of a school district after February 1 of the school year immediately prior to the school year for which the pupil is seeking the transfers;
3. A catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, or disorder or injury which as a permanently detrimental effect on the body's system or renders the risk unusually hazardous;
4. The total failure of transportation facilities;
5. The concurrence of both the sending and receiving school districts;
6. The unavailability of remote or on-site Internet-based instruction by course title in the district of residence for a student identified as in need of drop-out recovery or alternative education services, provided such student was enrolled at any time in a public school in this state during the previous three (3) school years;
7. The unavailability of a specialized deaf education program for a student who is deaf or hearing impaired.
8. When a student has been the victim of harassment, intimidation, and bullying as defined in 70 O.S. § 24-100.3, and the receiving school district has verified that:
 - i. The student has been the victim of harassment, intimidation or bullying; and
 - ii. The sending school district was notified of the incidents or incidents prior to the filing of the application for transfer.

A child who has reached the age of four (4) on or before September 1 of the school year, and resides in a district that does not offer an early childhood program shall be granted a transfer into the district provided the physical facilities and teaching personnel can accommodate the child. The district may also refuse to accept the nonresident child if the district determines the child is not ready for an early childhood education program.

A child whose family relocates from the school district may continue attendance to the end of the current school year provided the student began the school year in the school district. The parent must provide transportation.

Students transferring to the district between school years shall be admitted to the next higher grade upon meeting entrance requirements and showing evidence of having completed the preceding grade. Students transferring from private, non-accredited schools shall be tested and placed accordingly.

Any student residing in a school district that does not offer the grade that such child is entitled to pursue shall be entitled to be transferred to any school district inside or outside of the transportation area in which such student resides which offers the grade which he is entitled to pursue. Such transfer shall be automatically approved.

Any student transfer approved for any reason prior to January 1, 2000, shall continue to be valid and shall not be subject to the Education Open Transfer Act unless the parent having custody chooses otherwise.

The transfer of a child with disabilities for three (3) years creates an automatic and permanent transfer to this school district.

TRANSFER FOR CHILDREN OF ACTIVE DUTY MILITARY MEMBERS

Mustang Public Schools shall allow the transfer of students who are the dependent children of a member of the active uniformed military services of the United States on full-time active duty status and for whom Oklahoma is the home of record and for students who are the dependent children of a member of the military reserve on active duty orders and for whom Oklahoma is the home of record shall be approved if:

1. At least one parent of the student has a Department of Defense-issued identification card;
2. At least one parent can provide evidence that he or she will be on active duty status or active duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a natural disaster requiring the use of orders for more than (30) consecutive days; and
3. The student will be residing with a relative of the student who lives in the receiving school district or who will be living in the receiving school district within six (6) months of the filing of the application for transfer. (70 O. S. §8-103.1)

Requests for transfer shall be evaluated on an annual basis. Should the Mustang Administration and/or Board of Education determine that cancellation of a previously approved transfer is in the best interest of the district, the resident district and the parents/guardian of the student shall be notified of the cancellation. Such notice shall be made by July 15 prior to the school year for the cancellation is applicable.

Adopted: 12-99
 Revised: 10-01
 Revised: 08-03
 Revised: 08-04
 Revised: 07-06
 Revised: 07-11-11
 Revised: 01-21-14
 Revised: 08-14-17

RESIDENCY POLICY

Legal Residency

The Mustang Public Schools will enroll students who are deemed to be legal residents of the district. In order to establish the legal residency of a child for school attendance, the student must be residing in the district with his/her parent(s), court appointed legal guardian or person having legal custody. The Mustang Public Schools will not accept affidavit forms or notarized affidavits obtained from the custodial parent giving care and custody to another individual. The student must be living with the parent(s), court appointed legal guardian or person having legal custody full time, as a permanent resident or with a legal guardian who can provide verifiable documentation that they are contributing to a "substantial degree" to the support of the child.

If a divorce has been granted, the decree will state which parent has legal custody. If the decree awards joint custody, and each parent contributes in "substantial degree" to the child's support while they have custody, then the residence in which the child resides on a regular basis determines the legal residency of the child for school attendance.

In order to determine legal guardianship or legal custody, the parent or guardian will be asked to provide a copy of the divorce decree indicating which parent has custody, a copy of the court order granting legal guardianship or a legal power of attorney. When the issue of whether a parent, legal guardian or custodial parent is contributing to a "substantial degree" to the support of the child, health insurance coverage forms and IRS end-of-year tax statements from the previous calendar year may be requested.

Students without visible means of support, who reside within the Mustang Public Schools, will be granted enrollment privileges as a Homeless Student.

Homeless students are defined in accordance with the McKinney-Vento Homeless Education Assistance Improvement Act of 2001.

Individuals who lack a fixed, regular and adequate night time residence. These include:

- children and youths who are sharing the housing of another person due to the loss of housing, economic hardship or a similar reason
- children living in motels, hotels and trailer parks or camping grounds due to the lack of alternative adequate accommodations
- children living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement
- children and youths who have primary night time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- children and youths who are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train stations or similar settings
- migratory children

Any student meeting these criteria should be referred to the MPS Homeless Liaison at (405) 376-7335 to assist in completing immediate enrollment per the procedures in place with MPS.

In cases of dispute of enrollment as a homeless student or the assigned attendance school, the parent shall be afforded due process per the MPS District McKinney-Vento Homeless Education Complaint Guidelines. (AR5015.3)

Custodial and Non-Custodial Parental Rights

It is the policy of the Mustang Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the non-custodial parent, appropriate written instruction should also be filed with the school.

All staff is instructed to refer any questions to the appropriate building principal or the deputy superintendent.

Absent a court decree to the contrary, both natural parents have the right to view the student's school records, to receive school progress reports, to visit the child briefly at school and to participate in parent/teacher conferences (not necessarily together in the same conference).

Residency Due Process

In cases of dispute of residency, the student/parent/legal guardian shall be afforded due process by the Mustang Board of Education. A student who has been denied enrollment by the Mustang Public Schools has the right to submit his/her written appeal to the Residency Dispute Officer of Mustang Public Schools within three (3) days of residency dispute.

Parent/Legal guardian must provide, with the request for review, additional pertinent information pertaining to the residency dispute.

The residency officer will render a decision and notify parent/legal guardian within three (3) days of the receipt of the request for review.

In the event that the parent/legal guardian disagrees with the decision, they must notify the residency officer in writing within three (3) days of the receipt of the decision. The residency officer will submit findings and documentation to the Mustang Board of Education.

The Board will review the dispute and render a decision at the next regularly scheduled board meeting. The Board's decision shall be final.

New Student Enrollment – Proof of Residence

Students enrolling in Mustang Public Schools shall be required to provide two (2) verifiable proofs of residency. The parent/legal guardian shall be asked to provide current utility billings and/or lease agreement, contract on a home, warranty deed statement, ad valorem tax statement or mortgage statement. The school shall accept a current gas, electric or water and sewer billing. Telephone billing, television cable billing, personal checks or driver's license will not be accepted. If utility billings are not available, the school shall accept a statement from the utility company that the services have been established. The letter must be on letterhead and signed by an appropriate official.

Residence Affidavit

Residency is defined as living in a home exclusively within the boundaries of the MPS district. Parent/Legal guardian/Students who cannot provide the necessary information to verify their address because they are residing with a MPS resident on a temporary or permanent basis shall be required to complete a "Residence Affidavit" form. Both the student and custodial parent/legal guardian must physically reside full-time with a MPS resident. The living arrangements are to be of necessity, and are not to avoid school attendance within the district where the student would otherwise be required to attend.

Beginning August 1st of each school year, the form shall be available at the Mustang Central Administration Office and requires both the homeowner/MPS resident and the parent/legal guardian of the student to be present, and each must provide a valid driver's license or state issued I.D. card. The homeowner/MPS resident shall provide the two (2) proofs of residence as required for all new students. The name on the affidavit must match the name on the proofs of residence. This affidavit is valid for the current school year only.

The child shall not be enrolled until all necessary documentation has been provided and verified. If the homeowner/MPS resident /parent/legal guardian/student moves, the enrollment of the student is null and void and the student will be immediately withdrawn.

The MPS Administration reserves the right to make a home inspection. MPS may bill the legal MPS resident for the cost of educational services if falsification of the affidavit occurs. Oklahoma State Law specifies that any person who willfully makes a false statement in a "Residence Affidavit" form shall, upon conviction, be guilty of a misdemeanor punishable by imprisonment in the county jail for not more than one (1) year, or a fine of not more than five hundred dollars (\$500.00), or both. The parent must agree to notify MPS immediately upon any change in residence.

New Residence

The intent to build a home within the Mustang Public School District does not constitute legal residency. If a home is in the process of construction, and a copy of a construction contract with local address can be filed with the school system, a resident shall have approximately forty-five (45) school days from the date of initial enrollment to establish permanent residence in the home under construction. If residency is not established within the allotted time period, the student's enrollment can be terminated.

Revised: 01-00
Revised: 08-03
Revised: 07-06
Revised: 08-08
Revised: 07-10
Revised: 07-09-12

RESIDENCE AFFIDAVIT

I/We _____, as the custodial parent/legal guardian of :

STUDENT NAMEDOBGRADEMPS SCHOOL

Do hereby declare, that the student/s and I/we do physically and exclusively reside full time with: _____

_____ at the following address: _____

Parent/Guardian phone # _____ Resident phone # _____

Previous address: _____

Residency is defined as student/s and custodial parent/s/legal guardian/s physically and exclusively residing full-time with the MPS resident. This Affidavit is good for the current school year only. However, if the resident, custodial parent/legal guardian and/or student moves from the above address, the enrollment of the student is immediately null and void and the student/s will be withdrawn.

Initial _____

Initial _____

Mustang Public Schools' Administration reserves the right to make home inspections, and may bill the MPS resident and/or the parent/legal guardian for the cost of educational services if falsification of this Residence Affidavit occurs.

Initial _____

Initial _____

Oklahoma State Law specifies that any person who willfully makes a false statement in a Residence Affidavit shall, upon conviction, be guilty of a misdemeanor punishable by imprisonment in the county jail for not more than one (1) year, or a fine of not more than five hundred dollars (\$500.00), or both.

Initial _____

Initial _____

You must provide two (2) recent, complete proofs of residence and custodial papers, if warranted, to the site of enrollment. **Cut-Off Notices will not be accepted, unless paid receipt is attached.**

Initial _____

Initial _____

I/We hereby affirm that the facts stated herein are true. Any false statement subjects the above named student/s to be immediately withdrawn from Mustang Public Schools. The parent/s/legal guardian/s and/or the MPS resident can be liable for daily cost/s for the time the student/s is/are enrolled. **We agree to notify MPS immediately upon any change in residence.**

Parent Signature: _____ Date: _____

MPS Resident Signature: _____ Date: _____

Subscribed and sworn to before me this _____ day of _____, 20 _____

Notary Public: _____

(Seal)

AFFIDAVIT OF SELF-SUPPORT

I hereby declare that I, _____, age _____, grade _____, earn sufficient salary to be self-supporting. I live at _____ and pay \$_____ per _____ for rent.

I am employed by _____

(Address of employer)

Name of Supervisor _____

Reason for self-support:

Parent's name(s) _____

Address _____

(Street)

(City)

(State)

(Zip)

Parent's Home Telephone _____ Work Telephone _____

Name of last school you attended: _____

Name of school you will be enrolling in: _____

I solemnly swear that the facts stated herein are true and any false statement will subject me to be withdrawn from school immediately.

(Date)

(Signature)

NOTARY:

Subscribed and sworn before me this _____ day of _____, 20_____

(Notary Public)

My Commission Expires _____

My Commission Number: _____

SEAL

MCKINNEY-VENTO HOMELESS EDUCATION COMPLAINT GUIDELINES

Every effort must be made to resolve the complaint or dispute at MPS before it is brought to the Oklahoma State Department of Education (OSDE). It is the responsibility of the MPS to inform the complainant of the MPS Complaint Resolution Procedure when a question concerning the education of a homeless child or youth arises.

STEP ONE:

Notify MPS's homeless coordinator. The homeless coordinator serves as a liaison between the homeless child and the school the child attends. Someone in the school or in the superintendent's office will be able to identify the homeless coordinator.

Request a copy of or access to the MPS Board of Education policies addressing the education of homeless children and youths and review them. Make an appointment with the homeless coordinator to discuss the complaint.

If the dispute is not resolved after the initial discussion with MPS homeless coordinator, the complainant may file a complaint in writing to MPS homeless coordinator for further review. In the complaint, include a request that a written proposed resolution of the dispute of a plan of action be provided within five (5) days of the date the complaint was received by MPS's homeless coordinator. A review of the proposal or plan of action with the homeless coordinator should follow. The parties may mutually agree on an extension; however, every effort should be made to resolve the complaint in the shortest possible time.

STEP TWO:

If the dispute is not resolved at the MPS homeless coordinator level, the complaint may be forwarded to the MPS superintendent for review followed by a meeting with the superintendent to discuss the dispute. The complainant should request from the superintendent a written resolution within five (5) days of the date of the discussion. The parties may mutually agree on an extension; however, every effort should be made to resolve the complaint in the shortest possible time.

STEP THREE:

If the dispute is not resolved at the MPS superintendent level, the complainant may take the matter before the MPS board education for resolution.

If the dispute is not resolved in a satisfactory manner at the MPS district level, the complainant may be brought to the OSDE. Complaints made under this process must be made in writing and signed by the complainant. The following steps are to be taken:

STEP ONE:

Address the complaint to the State Homeless Coordinator, Oklahoma State Department of Education, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma, 73105. Include in the complaint:

- a detailed description of the dispute
- the name(s) and age(s) of the children involved
- the name(s) of involved school district personnel and the district(s) they represent
- a description of attempts that were made to resolve the issue at the school district level

STEP TWO:

The Team Leader of the Office of Grants Planning will inform the involved schools district(s) of the complaint. The team leader or team leader's designee will gather needed information including documentation and statements of the parties and may conduct an independent investigation through an on-site visit if necessary.

STEP THREE:

Within thirty (30) days after receiving a complaint and investigating the complaint, the team leader will make a determination regarding the allegations on the complaint and will inform the

parties, in writing, of the decision. The parties may mutually agree on an extension; however, every effort should be made to resolve the complaint in the shortest possible time.

STEP FOUR:

If a complainant disagrees with the decision, the complainant may within ten (10) working days, appeal the decision to the Deputy State Superintendent of Public Instruction. This appeal must be in writing and state the reasons why the complainant disagrees with the decision.

STEP FIVE:

Within thirty (30) days after receiving the appeal, the Deputy State Superintendent of Public Instruction will render a final decision and notify the complainant and all other interested parties in writing. Although the standard procedure allows thirty (30) days for a response, every effort will be made to resolve the complaint in the shortest possible time.

STEP SIX:

While the dispute is ongoing, the child(ren) in question must be enrolled in and attending school. If the dispute revolves around which school is the school of best interest for the child, the child shall remain in the school they currently attend until the dispute is resolved, unless arrangements already implemented allow the child to attend the school of origin.

Enrollment of Students from a School Not Accredited By a State Board of Education

A student enrolling in grades 1-8 in the Mustang Public Schools after having attended a school not accredited by the Oklahoma State Board of Education or another state for nine weeks or longer shall be required to be tested by the Mustang Public Schools to help determine grade level placement. A team consisting of the site principal, school counselor and a classroom teacher will evaluate the test scores along with other factors such as age, and social/emotional well-being to determine the best placement for the student.

Students requesting validation of credits from a school not accredited at the high school level (grades 9-12) by the Oklahoma State Board of Education or another state must submit documentation and/or an official transcript from the school to the Principal of Mustang High School. Before a core academic credit will be awarded by Mustang High School on an official school transcript, the student must demonstrate proficiency at a 60% level or above through credit by examination. Exams will only be given in the core academic courses from the non-accredited school that were completed with a passing grade of a D or higher. For the courses where credit by examination is awarded, credit will be documented on an official Mustang High School transcript and will reflect the score earned; i.e., 76% equals a C. Enrollment can then be finished based on courses still needed for graduation requirements.

In addition to the use of achievement testing for core academics, other consideration may be given by the principal or delegated authority to the type of program in which the student participated, the facilities and equipment, types of activities, number of hours per week, etc. for elective credits. Examination results will be kept in the student's cumulative file.

Adopted: 12-98

Revised: 08-03

Revised: 09-15

Redistricting / Attendance Policy

Any student going into an exit grade at a school site affected by redistricting will be given the opportunity to continue attendance during the exit year. The parent/guardian must provide transportation during the initial redistricting year for student/students. Siblings of said student/students will be required to attend the school in the new residency area.

Requests for intra-district transfer will be considered in accordance to the existing intra-district policy.

Adopted: 01-08-07

ACTIVITY ABSENCES – 10 DAY RULE

The MPS District supports the Oklahoma State Board of Education in their endeavor of creating and maintaining academic excellence. The MPS Board of Education recognizes the educational merit of co-curricular and extra-curricular activities. Co-curricular and extra-curricular programs provide opportunities for the development of leadership skills and stimulate active participation of all students through appropriate school organizations, community projects and service learning activities.

It is the goal of the MPS District to encourage students to be in attendance in their regularly scheduled classes, with minimal interruptions, so that maximum learning can occur. Therefore, a student may not be allowed more than ten (10) school activity and/or field trip absences per class period each full academic school year. Excluded from the number will be:

- 1) State and national levels of school sponsored contests
State and national contests are those for which a student must earn the right to compete.
- 2) Recognition events by community organizations
- 3) Performances for local community organizations
- 4) Local service learning activities
- 5) State approved exemptions

Any absences in excess of the ten (10) days will be reviewed by the appointed Internal Activities Review Committee. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by school sponsors and approved by the Internal Activities Review Committee.

The criteria submitted to the MPS Internal Activities Review Committee should support a balanced education for each student through co-curricular and extra-curricular programs. The MPS Board of Education shall appoint the members of the Internal Activities Review Committee at the beginning of each school year. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the MPS Board of Education.

Adopted: 09-14-09

FOREIGN EXCHANGE STUDENT

Unless otherwise prohibited by federal law, Mustang Schools will:

1. Accept exchange students on J-1 visas, issued pursuant to paragraph (a) (15) (J) of Section 1101 of Title 8 of the United States Code.
2. Mustang Schools will not accept exchange students on M-1 visas, issued pursuant to paragraph (a) (15) (M) of Section 1101 of Title 8 of the United States Code, which are for vocational or nonacademic students or F-i visas, issued pursuant to paragraph (a) (15) (f) of Section 1101 of Title 8 of the United States Code, therefore, Mustang Public Schools is not an I-20 issuing school.
3. Use the governing regulations set by the United States Information Agency (USIA) for Exchange Visitor Programs as guidelines and standards for local schools.
4. Have the right to accept or reject any exchange student or sponsoring organization not adhering to the USIA regulations and have the right to reject any exchange student if the student, legal custodian, or legal guardian is not a resident of the district.
5. Foreign exchange students will be classified as juniors and will not participate in graduation exercises.

Adopted: 12-98
Revised: 07-08
Revised: 08-14-17

BIRTH CERTIFICATES

Official birth certificates will be presented at the time of enrollment for all students new to MPS. Underage pupils erroneously enrolled will be immediately dropped from school upon discovery of age. Underage pupils who have been in legal school attendance in a public or private school in another state or in a Department of Defense School for military dependents may be legally enrolled and attend an Oklahoma school.

Adopted: 12-98
Revised: 10-01
Revised: 08-03
Revised: 08-08

ENROLLMENT OF STUDENTS

All children between the ages of five (5) year on or before September 1, and twenty-one (21) years on or before September 1, shall be entitled to attend school free of charge in the district in which they reside.

All children who are at least four (4) years of age but not more than five (5) years of age on or before September 1 and who have not attended a public school kindergarten shall be entitled to attend half-day or full-day early childhood programs at any public school in the state where such programs are offered; provided no child shall be required to attend any early childhood education program. The following paragraphs shall govern early childhood programs:

Children who are at least four (4) years of age but not more than five (5) years of age on or before September 1 shall be entitled to attend either half-day or full-day early childhood programs in their district of residence free of charge as long as the district has the physical facilities and teaching personnel to accommodate the child. For purposes of calculation of State Aid, children in an early childhood education program shall be included in the average daily membership of the district providing the program.

- A child who has not reached the age of five (5) years on or before September 1 and who resides in a district that does not offer an early childhood program shall be eligible for transfer to a district where an early childhood program is offered if the district that offers the early childhood program agrees to the transfer. A district offering early childhood programs may refuse to accept a nonresident child if the district does not have the physical facilities or teaching personnel to accommodate the child in an early childhood education class. If the child requesting the transfer has not reached the age of four (4) on or before September 1, the district may refuse to accept the nonresident child if the district determines the child is not ready for an early childhood program. Children who are accepted in a program outside their district of residence as provided in this paragraph shall be included in the average daily membership of the district providing the program for State Aid funding subject to the State Aid formula weight limitations set forth in paragraph 1 of this subsection.
- Children who have reached the age of four (4) years on or before September 1 may apply for admittance to Pre-Kindergarten in MPS. The program operates Monday through Friday with half-day sessions. The program is free and follows the MPS's calendar. Transportation is not provided.

No child shall be enrolled in Kindergarten unless he or she will have reached the age of five year on or before September 1 of the school year. No child shall be enrolled in the first grade unless he/she will have reached the age of six (6) years on or before September 1 of the school year. The superintendent may waive the age requirement for students who wish to enroll in first grade upon parent request and based upon a review of the child's circumstances.

No nonresident and nontransferred pupil shall be allowed to attend school in any school district unless a tuition fee equal to the per capita cost of education for a similar period in such district during the preceding year has been paid to the receiving district in advance yearly or by semester as determined by the district board of education of receiving district. If the State Board of Education discovers that such attendance has been allowed without prior payment of the tuition fee in advance as required, no further payment of any State Aid Funds shall be made to the district until such district has shown to the satisfaction of the State Board of Education that all such tuition fees have been paid or that such tuition pupil will no longer be allowed to attend school until the required tuition fee has been paid.

Any parent, guardian, person or institution having care and custody of a child who pays ad valorem tax on real property in any other school district other than that in which that person resides may, with the approval of the receiving board, enroll the child in any school district in which ad valorem tax is paid and receive a credit on the nonresident tuition fee equal to the amount of the ad valorem tax paid for school district purposes in the school district in which the child is enrolled. Provided, the credit shall not exceed the total amount required for the tuition payment (70-1-114)

Where tuition has been paid to permit underage child to attend kindergarten in a school district, child is not entitled to attend first grade free of charge in another district where he does not meet general minimum age for free first grade attendance required by this section, January 29, 1976 (AG Op. No. 76-132)

Mustang Public Schools does not accept tuition for underage children.

New Student Enrollment

Enrollment of new students can be completed in the school office. Returning students will fill out pre-enrollment forms during each spring semester. State law and district policy requires that parents bring the following information with them at the time of enrollment:

- official birth certificate for all new students enrolling in MPS
- two (2) proofs of residence (see New Student Enrollment - Proof of Residency in Residency Policy # 5015)
- immunization record that meets the immunization requirements for the State of Oklahoma. For a current guide please contact the Oklahoma State Department of Health Immunization Services at 1-800-234-6196 or their website at <http://www.health.ok.gov>.

STUDENTS MAY NOT ENROLL WITHOUT COMPLETE IMMUNIZATION RECORDS OR PROOF THAT THE STUDENT IS IN THE PROCESS OF RECEIVING REQUIRED IMMUNIZATIONS. NO EXCEPTIONS WILL BE MADE. Exemptions to the immunization law may be granted in accordance with the state law and State Health Department requirements.

Notification of Changes in Enrollment Information

Please notify the office when you have a change of address, phone, work, emergency numbers, etc.

Pre-Enrollment for Returning Students

Returning students will fill out pre-enrollment forms during each spring semester. District policy requires 2 proofs of residency (gas, water, or electric bills).

Adopted: 12-98
 Revised: 08-03
 Revised: 07-07
 Revised: 07-08
 Revised: 07-11-11
 Revised: 08-12-13

IMMUNIZATION OF CHILD BEFORE FIRST ADMISSION TO SCHOOL

According to Oklahoma School Immunization law all children must present upon school entry a certified immunization record indicating the date and type of immunization received or must present proof that such child is in the process of receiving required immunization(s).

The immunization requirement and the frequency of administration is prescribed by the State Board of Health.

Exemptions to the immunization law may be granted in accordance with the state law and State Health Department requirements.

Adopted: 12-98
Revised: 10-01
Revised: 08-14-06

CONCUSSIONS AND HEAD INJURIES FOR STUDENT ATHLETES

The Mustang Board of Education recognizes that concussions and head injuries are commonly reported injuries in contact sports.

On an annual basis, a concussion and head injury information sheet shall be completed and returned to the school district by the student athlete and the student athlete's parent/guardian prior to the student athlete's participation in practice or competition. The district athletic director shall provide written instructions to all coaches to insure that student athletes are **NOT** allowed to participate in practice or competition prior to the receipt of a concussion and head injury information sheet. Any coach or staff allowing a student athlete to participate in practice or competition prior to the receipt of a signed concussion and head injury information sheet shall be disciplined and may be terminated from employment in the supplemental assignment.

A student athlete who is suspected of sustaining a concussion or head injury during a practice or game shall be removed from participation at that time. Any student athlete removed from participation shall not be allowed to participate until the athlete is evaluated by a "***licensed health care provider***" trained in the evaluation and management of concussions and receives written clearance to return to participation from that health care provider. (70 O.S. §24-155)

The Mustang Public School District defines a "***licensed health care provider***" as a Medical Doctor (MD), a Doctor of Osteopathic Medicine (DO), an Advanced Registered Nurse Practitioner (ARNP) or a Physician's Assistant (PA).

CONCUSSION/HEAD INJURY FACT SHEET PARENTS/GUARDIANS

WHAT IS A CONCUSSION?

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a "ding," "getting your bell rung" or what seems to be a mild bump or blow to the head can be serious. You cannot see a concussion. Signs and symptoms of a concussion can show up right after the injury or may not appear to be noticed until days or weeks after the injury. If your child reports any symptoms of a concussion or if you notice any symptoms yourself, seek medical attention immediately.

WHAT ARE THE SYMPTOMS REPORTED BY ATHLETES?

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

WHAT ARE THE SIGNS OBSERVED BY PARENTS/GUARDIANS?

- Appears dazed or stunned
- Is confused about assignment or position

Forgets an instruction
 Is unsure of game, score or opponent
 Moves clumsily
 Answers questions slowly
 Loses consciousness (even briefly)
 Shows behavior or personality changes
 Cannot recall events **prior** to hit or fall
 Cannot recall events **after** hit or fall

HOW CAN I HELP MY CHILD PREVENT A CONCUSSION?

Ensure your child follows the coach's rules for safety and the rules of the sport
 Make sure your child uses the proper equipment, including personal protective equipment (such as helmets, padding, shin guards and eye and mouth guards. IN ORDER FOR EQUIPMENT TO PROTECT, it must be the right equipment for the game, position and activity; it must be worn correctly and used every time your child plays)
 Learn the signs and symptoms of a concussion

FOR MORE INFORMATION VISIT:

- www.cdc.gov/TraumaticBraininjury/
- www.oata.net
- www.ossaa.com
- www.nhslearn.com

IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON! CONCUSSION/HEAD INJURY FACT SHEET STUDENT ATHLETES

WHAT IS A CONCUSSION?

A concussion is a brain injury
 Is caused by a bump or blow to the head
 Can change the way your brain normally works
 Can occur during practice or games in any sport
 Can happen even if you have not been knocked out
 Can be serious even if you have just been "dinged"

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

Headache or "pressure" in head
 Nausea or vomiting
 Balance problems or dizziness
 Sensitivity to light
 Sensitivity to noise
 Feeling sluggish, hazy, foggy or groggy
 Concentration or memory problems
 Confusion
 Does not "feel right"

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

Tell your coaches or parents. Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates may have a concussion.
Get a medical checkup. A doctor or health care professional can tell you if you have a concussion

and when you are OK to return to play.

Give yourself time to get better. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Additional concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play

HOW CAN I PREVENT A CONCUSSION?

Follow the coach's rules for safety and the rules of the sport

Practice good sportsmanship

Use the proper equipment, including personal protective equipment (such as helmets, padding, shin guards and eye and mouth guards. IN ORDER FOR EQUIPMENT TO PROTECT, it must be the right equipment for the game, position and activity; it must be worn correctly and used every time you play)

FOR MORE INFORMATION VISIT:

- www.cdc.gov/TraumaticBraininjury/
- www.oata.net
- www.ossaa.com
- www.nhslearn.com

IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON!

**CONCUSSION AND HEAD INJURY
ACKNOWLEDGEMENT AND INFORMATION SHEET**

In compliance with Oklahoma Statute Section 24-155 of Title 70, this acknowledgement form is to confirm that you have read and understand the Concussion Fact Sheet provided to you by the Mustang Public School District related to potential concussions and head injuries occurring during participation in athletics.

I, _____, as a student athlete who participates in the Mustang Public
(print student's name)
School District's athletic program, and I, _____, as the parent/legal
(print parent/legal guardian's name)
Guardian, have read the information material provided to us by the Mustang Public School District related to concussions and head injuries occurring during participation in athletic programs and understand the content and warnings.

(Signature of Student Athlete)

(Date)

(Signature of Parent/Legal Guardian)

(Date)

This form should be completed annually prior to the athlete's first practice and/or competition, and be kept on file for one (1) year beyond the date of signature in the principal's office or the office designated by the principal.

Adopted: 08-09-10

CONCUSSION AND HEAD INJURY ACKNOWLEDGEMENT AND INFORMATION SHEET

This acknowledgement form is to confirm that the coach has attended the training provided by the Mustang Public School District related to potential concussions and head injuries occurring during participation in athletics and the coach has read and understands the Concussion Fact Sheets the district has provided the student athletes and his/her parent/legal guardian.

I, _____, as a coach for the Mustang Public School District's athletic
(print coach's name)
program, have attended the training provided by the Mustang Public School District regarding
concussions and head injuries occurring during participation in athletic programs and understand
the content and warnings and have read and understand the Concussion Fact Sheets provided the
student athletes and his/her parent/legal guardian.

(Signature of Coach)

(Date)

This form should be completed annually prior to the beginning of the coaching assignment and shall be kept on file for one (1) year beyond the date of signature in the district athletic director's office or the office designated by the district athletic director.

HEADS UP: Concussion Fact for Coaches

THE FACTS

- All concussions are serious
- Most concussions occur without loss of consciousness
- Recognition and proper response to concussions when they first occur can help prevent further injury or even death

A bump, blow or jolt to the head can cause a concussion, a type of traumatic brain injury (TBI). Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even a “ding,” “getting your bell rung” or what seems to be a mild bump or blow to the head can be serious.

RECOGNIZING A POSSIBLE CONCUSSION

To help recognize a concussion, watch for the following **two things** among athletes:

1. A forceful bump, blow or jolt to the head or body that results in rapid movement of the head
and
2. Any change in the athlete’s behavior, thinking or physical functioning (See the Signs and Symptoms chart below)

An athlete who experiences ***one or more*** of the signs and symptoms listed below after a bump, blow or jolt to the head or body should be kept out of play the day of the injury and until an appropriate health care professional says the athlete is symptom-free and it’s OK to return to play.

<u>SIGNS OBSERVED BY COACHING STAFF</u>	<u>SYMPTOMS REPORTED BY ATHLETE</u>
Appears dazed or stunned (such as glassy eyes)	Headache or “pressure” in head
Is confused about assignment or position	Nausea or vomiting
Forgets an instruction or play	Balance problems or dizziness
Is unsure of score or opponent	Double or blurry vision
Moves clumsily or poor balance	Sensitivity to light or noise
Answers questions slowly	Feeling sluggish, hazy, foggy or groggy
Loses consciousness (even briefly)	Concentration or memory problems
Shows mood, behavior or personality changes	Confusion
Cannot recall events prior to hit or fall	Does not “feel right” or is “feeling down”
Cannot recall events after hit or fall	

Remember, one cannot see a concussion and some athletes may not experience and/or report symptoms until hours or days after the injury. Do not try to judge the severity of the injury. A seemingly “mild” symptom following a bump, blow or jolt to the head or body can be serious. When in doubt, sit them out.

PREVENTION AND PREPARATION

Insist that safety comes first. No one technique or safety equipment is 100 percent effective in preventing concussions, but there are things one can do to help minimize the risks for concussions and other injuries.

Return to Learn Protocol

Effective November 1, 2016, the Oklahoma State Legislature required that all school districts and youth sports organizations or associations develop policies and procedures to inform and educate coaches, game officials, team officials, athletes, and their parents or guardians of the nature and risk of concussion and head injury. In addition, players who are suspected of sustaining a concussion shall be removed from play and may not participate until the athlete is evaluated and cleared by a licensed health care professional. 70 O.S. § 24-155.

A concussion is a type of traumatic brain injury that results from a bump, blow, or jolt to the head (or by a hit to the body) that causes the head and brain to move rapidly back and forth. This sudden movement can cause the brain to bounce around or twist in the skull, stretching and damaging the brain cells and creating chemical changes in the brain. Although one concussion is seldom life-threatening, the effects can still be quite serious and require time to heal before returning to regular activities.

Returning to School

Most kids and teens will only need help through informal, academic adjustments as they recover from a concussion. Your child or teen may feel frustrated, sad, and even angry because she or he cannot return to school right away, keep up with schoolwork, or hang out as much with their friends. Talk often with your child or teen about this and offer your support and encouragement. Once suspected of a Concussion, the student athlete must be evaluated by a licensed healthcare professional trained in the recognition, evaluation, treatment and management of concussions. He or she will then be subjected to continuous monitoring of the concussion by the schools concussion management team. This will include but not limited to the Athletic Trainer, school Administrator (principal/asst.principal), school counselor, school nurse, teacher, and school Psychologist/Psychiatrist. The student will follow the return to learn protocol set forth by Mustang Public schools, until fully cleared.

Return to Learn: Academic Accommodation Plan Following Concussion

(To be completed by medical provider)

This form should be brought to the school nurse immediately upon return to school to initiate the health alert process.

Student's name: _____ Date of birth: _____

The above student has been diagnosed with a concussion (also known as a mild traumatic brain injury). Following a concussion individuals need both cognitive and physical rest to allow for the best and quickest recovery. Therefore it is important to limit activities that require a lot of thinking or concentration, as this can make the symptoms worse.

The student is able to return to school (date) _____ with the following recommended supports:

_____ No supports necessary. Student has been released to return to full academic and athletic/physical fitness activities.

To promote cognitive rest:

_____ Allow for shortened school days. Recommended _____ hours per day until re-evaluated.

(Alternating days of morning/afternoon classes suggested if ≤ 4 hours/day recommended)

_____ Allow for shortened classes (i.e. rest breaks during class) Maximum class length _____ minutes.

_____ Allow extra time to complete coursework/assignments.

_____ No classroom or standardized testing at this time, as this does not reflect the student's true abilities.

_____ Limited classroom testing allowed. No more than _____ questions and/or _____ total time.

_____ Student is able to take quizzes or tests that are written but not bubble sheets.

_____ Student is able to take tests but should be allowed extra time to complete.

_____ Lessen screen time (computer, videos, smartboard) to a maximum of _____ minutes per class AND

no more than _____ continuous minutes (with 5-10 minute break in between).

_____ Print class notes and online assignments (14 Font recommended)

_____ Lessen homework by _____% per class; or to a maximum of _____ total minutes nightly for all classes,

no more than _____ continuous.

To address sensitivity to noise and light:

_____ Provide alternative setting during band or music class (outside of band room or music classroom)

_____ Provide alternative setting during PE and recess to avoid noise exposure and risk of further injury (out of the gym.)

_____ Allow early class release for class transitions to reduce exposure to hallway noise.

_____ Provide alternative location to eat lunch outside the cafeteria.

_____ Allow the use of earplugs when in a noisy environment during the school day.

_____ Allow student to wear sunglasses or a hat with a bill worn forward to reduce light exposure

To reduce risk of further injury:

- **Students participating on the school athletic teams will be working with their athletic trainers and medical provider on their Gradual Return to Play protocol.**
- **No student should return to full physical activity (PE, recess, etc) if ANY symptoms are present**
- **For non-athletes in elementary, middle or high school:**

_____ No PE/Recess/Participation in any classes or events involving physical activity or on sports teams until re-evaluated.

_____ Patient has completed a return to play progression and is able to participate in PE/Recess/and any other classes or events involving physical activity as long as symptom free.

_____ Can return to PE class and/or recess after completing a return to play progression under the supervision of the teacher as follows: [Student should be progressed to the next day ONLY if they do not experience symptoms. If symptoms occur, rest one day and return to last day activity with no symptoms. If “re-start” twice, consult healthcare provider. ONCE THE BELOW RETURN TO ACTIVITY IS COMPLETED ALL ACADEMIC AND PHYSICAL RESTRICTIONS AND MODIFICATIONS ARE DISCONTINUED.

<u>Day</u>	<u>Activity</u>	<u>Comments</u>	<u>Supervised By</u>
1	RECOVERY STAGE 1 Complete Physical and Cognitive Rest until Medical Clearance - No School Attendance - Strict Limits on Technology Usage – ***Symptom Free for 24 Hours? Yes: Begin Stage 2 No: Continue Resting		
2	REST RECOVERY STAGE 2 Return to School with Academic Accommodations - Continue Limits on Technology Usage - Avoid Heavy Backpacks - No Tests, PE, Band or Chorus - Monitor Symptoms - REST at home ***Symptom Free for Next 24 hours? Yes: Begin Stage 3 No: Rest Further until Symptom Free		
3	RECOVERY STAGE 3 Continue Academic Accommodations - Attend School Full Time if Possible - Increase Work Load Gradually (testing, homework, etc) - Monitor Symptoms - Incorporate light aerobic activity - REST at home ***Symptom Free for Next 24 Hours? Yes: Begin Stage 4 No: Return to Stage 2 until Symptom Free		
4	REST RECOVERY STAGE 4 Full Recovery to Academics - Attend School Full Time - Self-Advocate at School (meet due dates, etc) - Resume Normal Activities - Resume Sports following Graduated Return to Play ***Symptom Free Next 24 Hours? Yes: Return to School No: Return to Stage 4 until Symptom Free		

These recommendations are based on today's evaluation. Date: _____

Student is scheduled to return to this office. (Date or in approximate number of days/weeks) _____

Referral has been made to: Sports Medicine _____ Neurology _____ Physiatrist _____ Psychiatrist _____ other _____

Signature of medical provider: _____ **MD DO NP PA-C ATC**

Name of provider (print): _____ **Office phone:** _____

To be completed by parent/guardian:

I agree with the above recommendations and would like them to be implemented: Yes ____ No ____

The best number to reach me during the day to discuss my child's plan for school is _____.

RELEASE OF INFORMATION: I give permission for the school nurse/school personnel to exchange information regarding my child's care following the concussion with the provider/office listed above. Yes ____ No ____

Parent signature: _____ **Date:** _____

Form was received and reviewed by school nurse. (Date & signature) _____

Health alert process was initiated by the School Nurse (date) _____

Copy given to IEP/504 coordinator per protocol (name & date) _____

Adopted: August 14, 2017

HEALTH SERVICES

All employees of MPS have a crisis management plan that will be followed during an emergency or crisis. The first call will always be to 911.

A nurse is available at the schools on scheduled days of the week. If an emergency occurs, a nurse will be called to help with the situation. The nurses also act as resource persons and often work with the teachers on units of study concerning health issues. Our nurses act as liaisons between the public health department and the public schools. They inform school staff and patrons of current health problems, epidemics, etc. The nurse maintains student health records. Please inform the school of any chronic illness or conditions. Example: asthma, diabetes, heart condition, ulcer, etc.

ILLNESS

Attendance at school is very important, however, students cannot be expected to perform well if they are ill. Please keep students home if they are running a temperature. Students must be free of fever, vomiting or diarrhea for twenty-four (24) hours without the aid of medication before returning to school. If your child becomes ill during the school day and/or has a temperature of 100 degrees or more, he/she will be sent home. Please make sure the office has current telephone numbers for parents, guardians and all emergency contacts.

HEAD LICE

Any student with head lice will be prohibited from attending school and cannot re-enter without certification from a health professional or a representative of the State Department of Health that the child is no longer afflicted with head lice.

"Health professional" means for the purposes of this act any licensed physician, psychologist, dentist, osteopathic physician, podiatrist, chiropractor, registered or licensed practical nurse or physician's assistant.

Any teacher or district employee may check for lice and nits when deemed appropriate and, in addition, there will be periodic and random organized checks for lice and nits. Any individualized checks shall be done outside the presence of other children, and any confirmation of the presence of lice or nits resulting from any check, shall be handled in a professional manner.

Any child excused or prohibited from attending school due to head lice or nits shall not be readmitted or permitted to return to school until said child has been examined by a school nurse or health professional as defined above, and found to be free of lice and nits.

Any teacher or other employee who has contracted head lice is expected to take leave from work until the lice or nits have been eliminated.

SKIN DISEASES

Per the Oklahoma State Department of Health, skin diseases can have many different causes including allergies, skin conditions, infestations and infections. Signs of infection include redness, tenderness, swelling, and in some cases drainage or fever. It is important to prevent the spread of skin infections by keeping the drainage away from other people or surfaces that people may touch.

All skin infections should be covered with clean dry dressings that completely cover the area and successfully contain the drainage. Continue covering the infection site until it is healed. In cases where proper covering cannot be achieved, the student must be removed until the area has healed.

Students shall be permitted to possess and self-apply sunscreen that is regulated by the food and drug administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of the school buildings away from other students. Students shall not be allowed to apply sunscreen to other students. Students violating these provisions may be subject to disciplinary action.

MEDICATION

It is the policy of the Mustang Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication an administrator, school nurse or a designated school employee may administer the medication when authorized in writing by the student's parent or guardian(s) provided by law.

General Procedures for the Authorization of Medication

If possible, parents are advised to try to give medication at home on a schedule other than during school hours. If, however, it is necessary that a medication be given during the school day, compliance with the following instructions is required.

- A written authorization form must be on file in the clinic or office before the school nurse or designated school employee can administer any medication to a student. The parent(s) or the person having legal custody or the legal guardian of a minor may sign the authorization form
- Each school in which any medication is given shall keep a record of the name of the student to whom the medication was administered; the date the medication was administered; the name of the person who administered the medication and the type or name of the medication, which was administered
- Medication to be administered will be kept in the school clinic or office, properly stored and not readily accessible to persons other than the persons who will administer the medication
- The parent, guardian, or person having legal custody of the student is responsible for informing the school of any change in the student's health or change in medication
- Requests from parents/guardians to change the dosage of any medication from that listed on the label will not be honored without written confirmation from the physician
- No controlled substances will be given at school without a specific doctor's order stating the medication must be given during school hours
- Medication that needs to be halved **MUST** be done by the parent or pharmacy before bringing to school. Medication will not be cut in half by school personnel
- A one-month supply of medication will be allowed in the school clinic
- Parents/guardians must pick up any unused prescription/non-prescription by the last day of the school year or it will be appropriately disposed of. Medications are not stored at school during the summer
- Students **MAY NOT** carry medicine with them to take during the school day unless it meets the guidelines listed under Procedure for self-administration of a medication
- Any prescription or non-prescription medication is or can be considered dangerous if the above procedures are not followed
- Students in possession or distributing personal medication to other students during school, at school events or on school premises **WILL BE** subject to disciplinary action

Non-Prescription/Over the Counter

If possible, parents are advised to try to give medication at home on a schedule other than during school hours. If, however, it is necessary that a medication be given during the school day, compliance with the following instructions is required:

It is the responsibility of the parent/guardian of the child to bring in to the office any medication to be given at school. Medication is not allowed on the school bus and must be brought to school and picked up by the parent/guardian or appropriate designee

Written authorization and instructions from parent/guardian must be on file in the school clinic or office before school employees may administer any medication to the student. This written authorization should include:

- The purpose of the medication,
- time to be administered,
- whether the medication must be retained by the student for self-administration,
- termination date for administering the medication and
- other appropriate information requested by the principal or the principal's designee.

A new authorization form must be completed for each school year and any change in medication. Telephone permission will not be accepted

- Non-prescription medicines must be brought to school in the original manufacturer's container with the original label intact, which supplies the following information: ingredients, expiration date, dosage and frequency, route of administration, side effects and contraindications, and other directions as appropriate. The medicine must be age and dose appropriate and must not be past the expiration date
- Non-prescription medication that needs to be given daily or longer than the manufacturer's recommendation for use, must be accompanied by a physician's written order
- Non-prescription inhalers for asthma will not be given at school
- No aspirin or aspirin-type products such as, Excedrin or Pepto-Bismol will be given at school without written authorization from a physician ** As recommended by the National Reyes Syndrome Foundation, the U.S. Surgeon General, the F.D.A., and the Center for Disease Control.
- Only FDA approved medication will be given at school
- Herbal and homeopathic supplements will not be given at school
- Requests from parents/guardians to increase the dosage of any medication beyond that listed on the label will not be honored without written confirmation from the physician
- All medication to be given at school must be kept in the school clinic or office, regardless of the student's age
- For incidents of major concern or questions regarding the administration of any medication and in the absence of either the written authorization/instructions from the parent/guardian or medication in the properly labeled container, no medication will be administered. Every effort will be made to notify the parent/guardian. The nurse's professional discretion will be used to determine if administration is in keeping with the health and well-being of the student and sound medical practice.

Prescription Medication

Must be brought to school by a parent/guardian in the original prescription container labeled with the following: (The pharmacist will supply an extra bottle with the following information if you ask.):

- Date
- Name of the prescriber
- Name of the student
- Name, strength and dosage of the medication
- Directions for administration
- Name and phone number of the pharmacy

Sample drugs must be accompanied by a physician's written order, specifying the dosage, frequency, and directions for administration.

The Administrator or Administrator's designee will:

- Inform appropriate school personnel of the medication being administered
- Keep an accurate record of the administration of the medication
- Keep all medication in a locked cabinet except medication retained by a student per physician's order

Procedures for Self-Administration of a Medication

Students with severe asthma, anaphylaxis or a life threatening condition who need to carry and self-administer an emergency medication must adhere to the following guidelines. Anaphylaxis medication includes but is not limited to Epinephrine injectors, prescribed by a physician and having an individual label. A student who is permitted to self-administer anaphylaxis medication shall be permitted to possess and use the anaphylaxis medication at all times for the school year in which permission for self-administration is granted. (i.e. inhaler, an anaphylaxis medication used to treat anaphylaxis, insulin pump, glucagon injection, and epipen)

- Submit a written statement from the physician treating the student indicating the child's condition and that he/she is capable of and has been instructed in the proper method of self-administration of the medication.
- The parent/guardian must fill out and sign the Authorization to Administer Medication form. This form gives parental consent for administration of the medication and acknowledges that the school district, employees and agents shall incur no liability as a result of any injury arising from the self-administration of the medication by the student.
- It is the parents/guardians responsibility to provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- Permission for the self-administration of medication is effective for the school year for which it is granted and must be renewed each subsequent school year upon the fulfillment of the above requirements. School personnel shall not be responsible for any adverse reaction suffered by the student as a result of self- medication.

Field Trips

If a student takes scheduled and/or emergency medication at school and will need this medication during the time of a school-sponsored field trip, the parent will need to send a pharmacy labeled bottle with the amount of the pills the student will need during the field trip. Each medication must be in a separate, labeled bottle. It is the parent's responsibility to notify the school if any of the student's medication is to be taken on a field trip. **Student's medication will be carried and dispensed by a MPS employee.** If a student is accompanied by his/her parent, that parent may carry and administer their child's medication.

Telemedicine

Except as otherwise provided by law or a court order, no person, corporation, association, organization or state-supported institution, or any individual employed by any of these entities, may procure, solicit to perform, arrange for the performance of or perform an assessment for mental health therapy, perform surgical procedures, perform a physical examination, or prescribe any prescription drugs to/on a minor without first obtaining the written consent of a parent or a legal guardian of the minor child. Provided, however, that if written consent is provided to a school district for assessment or treatment, such consent shall be effective for the school year for which it is granted and shall be renewed each subsequent school year. If an assessment or treatment is performed through telemedicine at a school site and if consent has been provided by the parent and is currently effective, the health professional shall not be required to verify that the parent is at the site. However, a child shall not be seen without consent.

Revised: 07-08
 Revised: 07-12-10
 Revised: 07-11-11
 Revised: 07-09-12
 Revised: 06-09-14
 Revised: 08-14-17
 Revised: 06-27-19

MUSTANG PUBLIC SCHOOL
Health Release to Return to School

Student Name: _____ Attending School: _____

Date of Exclusion: _____

Reason for Exclusion: _____

Please take your child and this form to any of the school sites for clearance in return to school.

 Signature of School Personnel Date

+++++

Your child was checked today by a Mustang School nurse or other designated school employee for the above condition. The results are as follows:

_____: Clear, may return to school on _____.
 Date

_____: Continued exclusion for _____.

Comments:

 Signature of School Personnel Date

+++++

Student Name: _____ was readmitted to _____ school.

 Signature of School Personnel Date

CORRESPONDENCE (STATE LAW)/ CLASS CREDITS

Students of school age, while in attendance in an accredited high school, may be permitted to pursue a maximum of one credit, by correspondence, each year for two years.

Credits earned by a Mustang student through correspondence will be accepted by the Mustang Schools if approved by the Mustang High School Principal prior to enrollment in the correspondence course, and provided the student has not exceeded the maximum credits that may be earned in this manner.

Permission to earn credits through correspondence will be given only in cases where normal completion of graduation requirements is not possible.

Adopted: 12-98
Revised: 10-01
Revised: 08-03
Revised: 07-11-11

INTERNET BASED INSTRUCTION

Internet-based programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Mustang Public Schools Board of Education. The purpose of this policy is to establish guidelines for implementing Internet-based instruction for secondary students, but not limited to:

- Credit for courses not offered by the District
- Curriculum for long-term suspended students
- Credit recovery
- Fulfill graduation requirements
- Virtual school
- Advancement
- Enrichment
- Remediation
- Homebound
- Home-based

This policy complies with 70 O.S Section 1-111, which states:

“Students absent from school in which they are regularly enrolled may be considered as being in attendance if the reason for such absence is to participate in scheduled school activities under the direction and supervision of a regular member of the faculty or to participate in an online course approved by the district board of education. The State Board of Education shall adopt rules to provide for the implementation of supplemental online courses. Each district board of education shall adopt policies and procedures that conform to rules for online courses as adopted by the State Board.”

Definitions:

Alternative Method Delivery System—the delivery of instruction through Web-based or video-based technologies.

Asynchronous instruction—the primary format of instruction does not depend on real-time interaction of the participants. Allows the student to engage in learning activities anywhere at any time.

Supplemental online course—is an online program that allows students who are enrolled in a public school to supplement their education by enrolling part time in online courses that are educationally appropriate for the student, which are equal to the equivalent of classroom instruction time required by student attendance and participation in the district.

Educationally appropriate—means an instructional delivery method best suited for an individual student to advance the student’s academic standing toward meeting the learning expectations of the district and State graduation requirements for the student. The determination of educationally appropriate will be made at the local school district level.

Hybrid Learning—a delivery method that combines online lessons for theory and periodic class meetings on campus to complete lab exercises and/or assessments.

Blended, Enhanced or Component Learning—a delivery method in which students attend face-to-face classes full-time while utilizing the Internet to access various instructional components for additional learning opportunities.

Online Course—a delivery method in which students complete the entire course online with minimal visits to the campus.

Synchronous instruction—occurs when the instructor and student’s primary interactions are in real-time. Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Web-based instruction that requires real-time interaction between student(s) and instructor as the primary format of instruction is synchronous instruction.

Two-way interactive video instruction—provides for real-time (synchronous) interaction between student(s) and instructor by means of an electronic medium that provides audio (sound) and video (sight) signal. Students and instructors participating in two-way interactive video instruction may see and hear each other in an approximation of real-time.

Web-based instruction—uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction. Web-based instruction may be synchronous or asynchronous.

Guidelines

Prior to offering an online instructional course, the Board of Education shall comply with the following guidelines recommended by the State Department of Education:

1. The Board of Education will grant students credit for completion of courses offered by means of Internet based instruction. School district policies governing grading scales and credits earned shall be applied to Oklahoma Supplemental Online Course Program courses under the same criteria as courses offered by the school district. A grade assigned for course credit that was completed through the supplemental online program shall be treated the same as any other course offered by the district.
2. Only students who are enrolled in MPS District will be granted access to supplemental online courses.
3. Internet-based instruction shall be viewed as a method by which the school district can expand the course offerings and can access instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.
4. Requests for enrollment in supplemental online courses shall be as follows:
 - a. Interested students shall be required to fill out a request for enrollment in supplemental online course(s) form.
 - b. The principal or designee shall evaluate the application and determine whether the supplemental online course is educationally appropriate for the student. Upon completion of the course, the credit earned by students shall be placed on the student's high school transcript or for grades 6-8 the student cumulative record.
 - c. If the supplemental online course is not deemed to be educationally appropriate, notification shall be provided to the student in writing as to the reasons in support of the principal's recommendation and the student shall be afforded the opportunity to appeal the principal's decision to the local school board or designee. The decision of the local school board or designee with regard to whether a course is educationally appropriate is final and non-appealable. A copy of the notification shall be provided to the Director of Instructional Technology at the State Department of Education.
5. If enrollment in the supplemental online course is allowed, the site principal shall appoint a certified staff member to serve as the building level contact person to assist students enrolling in Internet-based instruction to serve as a liaison to the on-line teachers and provider(s). Students shall have a grace period for withdrawal from a supplemental online course of fifteen (15) calendar days from the first day of a supplemental online course enrollment without academic penalty. A written request for withdrawal should be provided to the principal from the student prior to the expiration of the fifteen (15) day period.
6. Students earning credit by means of Internet-based instruction shall participate in required state-level academic assessments in the same manner as other regularly enrolled students within the district. No student shall be allowed to participate in these assessments at a place other than a MPS site.
7. Courses offered for credit by means of Internet-based instruction shall be aligned with the Oklahoma Academic Standards.
8. Contractual agreements shall be established between the school district and parent(s) or legal guardian of students participating in alternative instructional delivery system courses prior to the

beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, the responsibility for course costs (if applicable), equipment and other issues deemed necessary by the district. Contracts and applications for Internet based instruction are available at each secondary site's counseling office.

9. Instructors of Internet-based instruction shall be: (a) certified in Oklahoma or another state to teach in the content areas of the course offered or (b) a faculty member at an accredited institution of higher education that possess the specific content expertise necessary to teach the course.
10. Each teacher for Internet-based instruction will be provided in-service training pertaining to the methodology of instructional delivery and the technical aspects of Internet-based instruction.
11. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in Internet-based instruction courses shall be used for any purposes other than those that support the instruction on the individual student.
12. District level aggregated data obtained through participation in online instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.
13. All federal and state statutes pertaining to student privacy, the posting of images on the World Wide Web, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district.
14. Student progress shall be monitored on a weekly basis by the supplemental online course provider. Attendance/participation in a supplemental online course shall be monitored in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, postings/submission of lessons. The student may be counted "present" or "in attendance" when the supplemental online course provider provides evidence of student/teacher/course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to student, parents, and the school district reports that reflect daily attendance/participation, progress reports, and grades. Such attendance/participation reports, progress reports, and grades shall be provided on a regular weekly basis to parents and the school district via electronic format. The district will review progress reports and grades twice per month.
15. Students at remote sites who participate in the online courses offered by Mustang Public Schools will be responsible for providing their own equipment and Internet access.
16. Any student who receives their entire class schedule through an online environment cannot participate in any extra-curricular activities. A student must be enrolled and in physical attendance at a secondary school site for at least three (3) periods of the school day to participate in any extracurricular activities.

Adopted: 01-12-09

Revised: 06-08-09

Revised: 07-11-11

Revised: 07-09-12

Revised: 08-14-17

TESTING

Current law in Oklahoma mandates testing of students in the Mustang Public Schools. Students who perform unsatisfactorily on the tests will be offered opportunities for remediation.

The District will test according to the current state and federal guidelines.

Adopted: 12-98
Revised: 10-01

ASSESSMENTS

Students graduating from Mustang High School, who start the ninth grade prior to or during the 2016-2017 school year, must meet the following requirements regarding assessments:

- During their high school career, students will test in all content areas as directed by the Oklahoma State Department of Education. In the event the student was unable. In the event the student was unable to satisfy the Oklahoma state testing requirements due to extenuating circumstances as established by the district, the following tests may be used to satisfy the requirement:
 - ACT
 - EOI
 - PSAT
 - SAT
 - Aspire
 - WorkKeys
 - Business/Industry Testing offered at Technology Centers
 - District created assessments
 - Alternative assessment approved by the district
- If a student moves in from another state they may use their previous state's tests or a combination of the assessments listed above.
- The student's highest-achieved score on the assessment or assessments will be included on the student's transcript.

Adopted 08-08-2016

Revised: 08-14-17

PROFICIENCY-BASED PROMOTION/CREDIT BY EXAMINATION

- I. Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.
 - A. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced tests, project, or performance. Proficiency in all laboratory sciences will require students to perform relevant laboratory techniques.
 - B. Students shall have the opportunity to demonstrate proficiency in the core areas twice a year: once before the beginning of the school term and at the end of the school term.
 1. First Grade – Eighth Grade
Students in grades one through eight will take a criterion-referenced test in four core areas: Reading, Language Arts, Math, Science and Social Studies. If an 85% or grade level proficiency is not achieved on the first two tests (Reading & Math) then the testing session will end. Students scoring an 85% or grade level proficiency or higher on all components in the five core areas will be recommended for the next grade level.
*State law prohibits Pre-K or Kindergarten proficiency exams for early entrance into Kindergarten or First Grade.
 2. Ninth Grade – Twelfth Grade
Students in grades nine through twelve must demonstrate proficiency in specific subject areas on a criterion-referenced test along with other possible requirements from I.A at an 85% level to advance to the next course of study.
 - a. Opportunities for proficiency-based promotion are available in the following core areas: Social Studies, Language Arts, The Arts, Languages, Mathematics, & Science.
 - b. Students may obtain high school credit by examination for secondary courses. The school district will make available assessment tools to determine proficiency for credit by examination. The assessment tools will be aligned to the district's curriculum and will accurately measure the student's demonstration of sets of competencies in standards adopted by the State Board of Education.
 - C. The following is required before testing a student:
 1. Student has been enrolled in Mustang Public Schools for 1 semester
 2. Parents have conferenced with the school counselor and the site principal
 3. Testing application has been completed and submitted to the district testing coordinator
 - D. Proficiency testing will be offered the first full week in August and the first full week following the last day of school.
 - E. The district will not require registration for the proficiency assessment more than one month in advance of the assessment date.
 - F. Students will be allowed to take proficiency assessments in multiple subject areas.
 - G. Students not demonstrating proficiency will be allowed to try again during the next assessment period.
 - H. Exceptions to standard assessments may be approved for those students with disabling conditions.
- II. Students demonstrating proficiency, a score of 85% or grade-level proficiency or above, in a core curriculum area will be given credit for the learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.

- A. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social, emotional, and intellectual needs of the student will be used in the consideration of the promotion/acceleration decision.
 - B. If the parent or guardian requests promotion/acceleration contrary to the recommendation of the school personnel, the parent or guardian shall sign a written statement to that effect. The statement shall be included in the permanent record of the student
 - C. Failure to demonstrate proficiency will not be noted on the transcript.
 - D. Appropriate notation will be made in the cumulative file of students demonstrating proficiency for grades 2nd – 8th.
 - E. If proficiency is demonstrated in a secondary curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirement for the high school diploma. In grades 9-12, the grade will be reflective of the grade earned on proficiency exam.
 - F. Units earned through proficiency assessment will be transferable with students among school districts across the state of Oklahoma
- III. Proficiency assessment will measure mastery of the priority academic student skills in the same way that curriculum and instruction are focused on the priority academic student skills. In other words, assessment will be aligned with curriculum and instruction.
- IV. While the district cannot assume financial responsibility for the following, options for accommodating student needs for advancement after demonstrating proficiency may include, but are not limited to:
- A. Individualized instruction;
 - B. Independent study;
 - C. Concurrent enrollment;
 - D. Cross-grade grouping;
 - E. Cluster grouping;
 - F. Grade/course advancement;
 - G. Supplemental online courses;
 - H. Individualized education programs.
- V. Each year the school district will disseminate materials explaining the opportunities of proficiency-based promotion to students and parents in the district. Curriculum standards and type of assessment or evaluation for each core curriculum area will be made available upon request.

Adopted: 12-98
 Revised: 10-01
 Revised: 07-08
 Revised: 07-11-11
 Revised: 9-14-15
 Revised: 11-12-18

GUIDELINES FOR INCLUDING STUDENTS WITH DISABILITIES IN STATE AND DISTRICT WIDE ASSESSMENTS

The following guidelines provide information regarding how Mustang Public Schools includes students with disabilities in state and district wide assessments, which accommodations are available for each test given in accordance with the publisher's guidelines, how appropriate accommodations are provided for each student and included on their IEPs or Accommodation Plans, and the modification in administration, if necessary. It also outlines the criteria used to determine which students will participate in alternate assessments and the alternate assessment utilized by the district.

Participation in Assessments

Students with disabilities in the Mustang School District will be included in state and district wide assessments through the direction of their Individualized Education Program team or the 504 Accommodation team members.

This will be done in accordance with the regulations set down in the Individuals with Disabilities Education Act Amendments of 2004 or the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

Accommodations and Modifications

All tests given on a state or district wide basis will be made available to IEP and 504 teams as well as the allowable modifications. The team will review both the current modifications utilized by the student and the allowable test modifications. Selection of test modifications should be based on the types of accommodations currently being used by the student in the current educational environment.

Team members will determine if accommodations are required in the areas of setting, presentation, timing/scheduling, and student response. Any accommodations or modifications required so that students may participate in the State or district wide assessments will be documented in full in the IEP or 504 Accommodation plan.

Alternate Assessment

Students for whom the regular assessment is not appropriate, even with state approved accommodations as determined by the individualized education program (IEP) team, must be assessed with an appropriate alternate assessment provided by the Oklahoma School Testing Program. The student's IEP team must determine eligibility for an alternate assessment on an annual basis.

Dynamic Learning Maps (DLM) assessments are designed for students with the most significant cognitive disabilities for whom general state assessments are not appropriate, even with accommodations. DLM assessments offer these students a way to show what they know and can do in mathematics, English language arts, and science.

Those students who would be given an alternate assessment must have significant disabilities in the area of cognitive and adaptive behaviors. Adaptive behavior is defined as the collection of conceptual, social, and practical skills learned by people to enable them to function in their everyday lives.

Adopted: 11-02
Revised: 07-11-11
Revised: 06-27-19

SELECTION POLICY FOR INSTRUCTIONAL MATERIALS

Materials for the Media Center shall be selected to support the educational program of the school by the media personnel with the cooperation of the faculty, the administration, and in some instances, the students. Materials should be provided which will enrich and further develop the curriculum, support the educational, civic and cultural activities of groups and organizations, and encourage wholesome recreation and constructive use of leisure time.

The criteria for selection of materials will include the following:

1. Needs of the school
 - a. Based on requests from administrators and teachers
 - b. Based on knowledge of the curriculum
 - c. Based on present collection
2. Needs of the individual student
 - a. Based on knowledge of children and youth
 - b. Based on requests of students, parents and other patrons
3. Provision of a wide range of materials on all levels of difficulty, with a diversity of appeal and the presentation of different points of view.
4. Provisions of materials of high artistic and literary quality
5. Provision of materials with superior format

Selection of materials will be determined by reading reviews in reliable, reputable, unbiased, professionally prepared selection aids. There shall be the fullest practical provision of material presenting all points of view concerning the problems and issues of our times – international, national and local. In order to promote a sound basis of understanding, material on all ethnic and cultural groups with contributions to our American heritage will be included. Materials of merit presenting an honest aspect of some problem of life will not necessarily be excluded because of the language used or frankness of content.

Gift Books and Materials

Gift books and materials are accepted with the understanding that they meet the same selection criteria as material purchased. Once accepted, they become the property of the Mustang Public School District.

CRITERIA FOR EVALUATING NONFICTION

1. Authoritativeness/reputation of the author and/or publisher.
2. Timeliness, permanence and relevance of the item to the curriculum.
3. Accurate content.
4. Logical organization and presentation of information.

Selection Policy for Instructional Materials, continued

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5. Level of reading difficulty/vocabulary/use of illustrations to clarify the text.
6. Readability and popular appeal.
7. Impartiality/non-judgmental point of view/freedom from bias or presentation of various points of view depending on need.
8. Avoidance of stereotyped images of any group or individual.
9. Selected materials shall reflect the variety in individual physical and emotional development as well as address differences in student learning styles.
10. Value commensurate with cost and/or need.
11. Appropriate format.

CRITERIA FOR EVALUATING FICTION

Fiction has an important role as an educational medium; it supports the curriculum and encourages and develops the reading interests of students. The treatment of significant historical, social and personal issues in fiction can contribute to the understanding of human problems and human relations.

The criteria established for the selection of fiction are complementary to the criteria established for the selection of nonfiction. The following criteria should be given consideration:

1. Readability and effectiveness in sustaining the reader's interest.
2. A plot that is believable within its own framework.
3. Convincing characterization.
4. Effective use of language.
5. Presentation of human emotions, values and ideas.
6. Originality, literary merit and aesthetic values.

CRITERIA FOR EVALUATING MATERIALS IN CONTROVERSIAL SUBJECT AREAS

Materials on controversial issues should represent various points of view, and a sincere effort should be made to select equally representative materials.

Materials on controversial topics may be included if they meet the above criteria, if they are relevant to the curriculum and if they are consistent with the philosophy of the school system. The work, including controversial language and/or illustrations, must be judged as a whole according to its intended purpose.

Adopted: 03/08/04
Revised: 02/16/06

Dear Parent/Guardian:

This procedure has been developed so that you, as a parent of a student currently enrolled in our school, may have a voice in the selection of materials to be used by your child. If you feel some material is not appropriate, we appreciate your taking the time to bring it to our attention. The procedure outlined in this packet is designed to bring forth the important information necessary to make the final judgments.

Procedure for submitting a "Parent/Guardian's Request for Reconsideration of Education Materials."

1. Please read the enclosed materials: Selection Policy for Instructional Materials, Criteria for Evaluating Nonfiction and Criteria for Evaluating Fiction.
2. Complete the "Parent/Guardian's Request for Reconsideration of Educational Materials" form. Please be as specific as possible in order that your position will be clearly understood.
3. Submit this form to the school principal.
4. In reference to your request, the principal will appoint a committee to examine the material in question. This committee shall consist of three faculty members competent in the subject area of the material. Under normal conditions, this examination will be completed within a thirty-day period.
5. The material will remain available until a decision is reached by the committee.
6. You will be notified, by the principal, in writing, of the committee's decision regarding the material in question.
7. Materials shall not be reviewed more than one time per school year.
8. In the event that the complainant does not accept the decision of the Review Committee, he/she may appeal to the Board of Education through the Superintendent. The final decision rests with the Board of Education.

Adopted: 03/08/04

Revised: 02/13/06

OFFICE USE ONLY

Date of Receipt of Request: _____

Principal's Signature: _____

MUSTANG PUBLIC SCHOOLS**Parent/Guardian's Request for Reconsideration of Educational Materials**

(to be submitted by all parent/guardian's requesting the reconsideration of school materials)

PLEASE PRINT:

Author _____

Title _____

Type of Material (i.e. hardcover book, paperback, filmstrip, etc.) _____

Publisher _____

Copyright _____

Your Name _____

Telephone _____ Address _____

City _____ State _____ Zip Code _____

1. Did you read (or view, listen, etc.) the complete work?

If your answer is "no," how much of the material did you read or view?

2. What do you feel might be the result of student exposure to this material?

3. For what age group would you recommend this material?

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4. What are the merits of this material?
5. To what in the material do you object? (Please be specific: cite pages, etc. You may use additional pages if necessary.)
6. Are you aware of the judgment of this material by literary critics?
7. What do you believe is the theme of this material?
8. What would you like your school to do about this material?

_____ Do not check out to my child
_____ Withdraw it from all students as well as from my child
_____ Other (please explain)

9. In its place, what material of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization?
10. Have you filed other requests for reconsideration of materials in this district?

Parent/Guardians Signature _____

Date _____

Adopted: 03/08/04

STUDENT PROMOTION/RETENTION

In accordance with the Reading Sufficiency Act of the state of Oklahoma and the policy of the Mustang Board of Education, the following criteria for the selection of students to be promoted to the next grade level, retained in their current grade, or denied course credit, will be used in the Mustang School District.

Mustang Public Schools will comply with the laws and rules applicable to the Reading Sufficiency Act.

Students in grades K-4:

1. Any first grade, second grade, or third grade student who demonstrates end-of-year proficiency in reading at the third-grade level through a screening instrument which meets the acquisition of reading skills criteria shall not be subject to retention. Upon demonstrating proficiency through screening, the district shall provide notification to the parent(s) and/or guardian(s) of the student that they have satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention pursuant to this section.
2. If a third-grade student is identified at any point of the academic year as having a significant reading deficiency, which shall be defined as not meeting grade level targets on a screening instrument which meets the acquisition of reading skills criteria, the district shall immediately begin a student reading portfolio and shall provide notice to the parent of the deficiency.
3. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade and still has a significant reading deficiency, as identified based on assessments administered, and has not accumulated evidence of third-grade proficiency through a student portfolio or is not subject to a good-cause-exemption, then the student shall not be eligible for automatic promotion to fourth grade
4. The minimum criteria for grade-level performance of third grade students pursuant to the Reading Sufficiency Act shall be that students are able to read and comprehend grade-level text. To determine the promotion and retention of third-grade students, the State Board of Education shall use only the scores for the standards for reading foundation/processes and vocabulary portions of the statewide third-grade assessments.
5. A student not eligible for automatic promotion may be and who does not meet the criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third-grade assessment
 - a. may be evaluated for "probationary promotion by a "Student Reading Proficiency Team"
 - b. The student shall be promoted to the next grade if the team members unanimously recommend probationary promotion to the school principal and district superintendent for approval. If a student is allowed a probationary promotion, the team shall continue to review the reading performance of the student and repeat the requirements of this paragraph each academic year until the student demonstrates grade-level reading proficiency, as identified through a screening instrument which meets the acquisition of reading skills criteria, for the corresponding grade level in which the student is enrolled or transitions to a locally designed remediation plan after the fifth grade which shall have the goal of ensuring that the student is on track to be college and career ready.
6. Students who do not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third-grade assessment and who are not subject to a good cause exemption shall be retained in the third grade and provided intensive instructional services and supports.
A third grade student may be promoted for "good cause" if the student meets one of the following

statutory exemptions:

- (1) English language learners who have had less than two years of instruction in an English language learner program;
- (2) Students with disabilities whose individualized education plans, consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
- (3) Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
- (4) Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
- (5) Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education plan that reflects that the student has received intensive remediation in reading and has made adequate progress in reading pursuant to the student's individualized education program;
- (6) Students who have received intensive remediation in reading through a program of reading instruction for two (2) or more years but still demonstrate a deficiency in reading and who were previously retained in prekindergarten for academic reasons, or in kindergarten, first grade, second grade, or third grade;
- (7) Students who have been granted an exemption for medical emergencies by the State Department of Education.

For other students in grades K-4 who do not fall under the Reading Sufficiency Act guidelines:

- A classroom teacher may recommend promotion or retention of a student.
- A placement committee which may consist of a principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade.
- The committee shall consider grade level achievement, standardized test scores, attendance records and other criteria as needed, Penmanship, art, music and physical education grades are not included in the core subjects when considering retention.
- A conference with parent(s) or guardian(s) will be held prior to the retention of any student.

Students in grades 5-8:

1. A conference with parent(s) or guardian(s) will be held prior to the retention of any student.
2. Considerations for retention will include: grade level achievement, standardized test scores, attendance records and other criteria as needed.

Students in grades 9-12:

1. Credit for a course of study will be transcribed if the student has achieved a grade average of 60% or above as determined by the teacher of record.
2. Promotion in grades 9-12 is based upon the number of earned credits.

Grade classification is as follows:

- Students will be classified at the beginning of each school year, and additionally as needed for cohort (on-time) graduation.
- The completion of five (5) credits is required for sophomore classification, twelve (12) credits for junior classification and eighteen (18) credits for senior classification.
- Those students who fail a required course are strongly encouraged to repeat the course in summer school, correspondence or approved on-line course. In addition, at least two (2) credits of the last three (3) credits completed for graduation shall be completed in attendance in the accredited high school from which the individual expects his/her diploma.

- Any deviation must be approved by the administration.
- Without a credit recovery option, students may be re-enrolled in courses needed for graduation that were previously failed.
- Upon reaching the number of required credits for grade level advancement, students may be reclassified.

Promotion/Retention Appeal Process

Whenever a school or placement committee recommends that a student be retained at the present grade level or promoted to the next grade level, the parent (s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the Board of Education/Board Hearing Officer or designee shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian(s)'s reason(s) for disagreeing with the decision of Board of Education/Board Hearing Officer or designee.

Appeal Process:

1. In Order to appeal the school's decision, a written request specifying the reason(s) for the appeal must be submitted to the Board of Education/Board Hearing Officer or designees for promotion / retention within three (3) days.
2. Upon receipt of the appeal, the Board of Education/Board Hearing Officer or designee shall schedule an appeal conference.
3. During the appeal conference the Board of Education/Board Hearing Officer or designee reserves the right to include additional district administration.
4. During the appeal conference, the student's parent(s) shall have the right to provide any new information relating to the established criteria as to why the recommendation of the school is inappropriate.
5. The student shall have the right for representation. If legal counsel is to be present in the meeting, MPS required a twenty-four (24) hour notice to exercise the option for legal counsel representation.
6. Upon full review of the matter, the Board of Education/Board Hearing Officer or designee shall determine if the placement of the student is appropriate.
7. The Board of Education/Board Hearing Officer or designee may uphold, or overrule the placement. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.
8. The decision of the Board of Education/Board Hearing Officer or designee shall be final and not subject to any further appeal.

Reference: 70 O.S. §24-114.1
70 O.S. §1210.508C

Adopted: 01-10-12
Revised: 02-11-2013
Revised: 08-11-2014
Revised: 02-09-2015
Revised: 07-13-2015
Revised: 04-10-2017
Revised: 08-14-17
Revised: 06-27-19

Grading Policy

Grading Philosophy

Purpose of Grades:

We believe the purpose of grades is to communicate, as concisely as possible, a student's academic progress. Grades should reflect a valid and pure representation of what a student knows and is able to do based on a given set of concepts and skills specified by the standards. Grades are used to provide feedback, document progress, and guide instructional decisions.

Students with Special Needs:

We believe the philosophy behind grades is the same for all students. However students with special needs or special circumstances may need accommodations or modifications. As a legal document, any accommodation or modification as determined by the educational team and listed in the Individualized Educational Program (IEP) or 504, must be followed.

Number of Grades:

Grades should be taken frequently in a manner that allows for students, parents, and teachers to monitor progress. A grade should not be locked in for a period of time with no means for a student to improve his/her grade. For example, it would be inappropriate for a teacher to only take one cumulative grade on a large, lengthy assignment, weigh tests grades significantly more than other grades with several weeks between tests, or any other method that prohibits a student from the ability to continually improve.

Homework:

We believe homework compliments mastery of learning objectives. Homework is a school related assignment which requires time and effort outside the regular classroom. Homework shall be meaningful and have purpose aligned to the content standards.

Extra Credit:

We believe extra credit, if given, should be on a limited, but equal basis and should only be for the completion of standards based work. Extra credit that is not attached to a learning objective is not appropriate: ex. Bringing tissues, classroom supplies, attending extra-curricular events.

Assessment:

We believe assessments should be used to gather more information about instruction, and achievement and identify gaps in learning. Assessments can vary in formality from verbal responses, daily assignments, exit slips, observations, quizzes, end of unit/chapter tests, interim assessments, benchmarks, and semester tests to state assessments. Any assessment should have purpose beyond the single purpose of assigning a grade. Assessments should guide instruction, provide feedback, and determine where remediation is needed. According to Doug Reeves, "Effective feedback not only tells students how they performed, but how to improve the next time they engage in the task." Effective feedback is also conclusively supported by many researchers such as Marzano, Wiggins, & Reeves as the single most effective teaching behavior for academic growth.

Common Grading Practices:

We believe grading practices for courses with the same title should apply consistent expectations and practices: ex. weighting of grades, late work, missing work, number of tests or assignments. Clear grading criteria from grade levels or departments shall be explicitly communicated to students and parents at the beginning of the course.

Parent Expectations:

We believe that parents are partners in the education of their child and essential to the academic success of students. We recognize parents as the first and most important lifelong teachers of their children. We believe parents should ensure their child attends school and is ready to learn. Parents should monitor and

guide their child's academic progress to ensure success: ex. check parent portal regularly, review homework & help study for tests.

Communication between parents, teachers and other education professionals is vital to student achievement.

Grading Procedures

Grades PK – 2

Rate specific skills by:

- mastery/satisfactory,
- needing improvement
- unsatisfactory.

Grades 3-12

Letter Grade	Percentage	Grade Point*
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	Below 60	0.0
P	Proficient	0.0
U	Failing	0.0
NC	No Credit	0.0

Grades will be rounded to the nearest whole number.

Semester grades are continuous and do not start over at the end of the quarter.

Grades PK-4

Report cards will be sent home at the end of each nine-week period. Attendance including absences and tardies, will be reported on the report card. Progress reports will be available after approximately five weeks of instruction.

Grades 5-8

Report cards will be available in Parent Portal at the end of each nine-week period. Attendance including absences and tardies, will be reported on the online report card. Progress reports will be available in Parent Portal after approximately five weeks of instruction.

Grades 9-12

Report cards will be available in Parent Portal at the close of each semester grading period. Attendance including absences and tardies, will be reported on the report card. Progress reports will be available in Parent Portal after approximately every five weeks of instruction.

Grades 3-12

Student grades may be accessed anytime by using Parent Portal.

Time Enrolled

3rd - 8th grade:

A student must be enrolled a minimum of twenty days in a quarter in order to receive a grade from Mustang Public Schools.

If a student transfers into MPS from an accredited school, the sending school's grades will be weighted according to the time left in the quarter and/or semester.

High School:

A student must be enrolled 90% of the semester in a class in order to receive credit for that class.

If a student transfers into MPS from an accredited school, the sending school's grades will be weighted according to the time left in the semester.

If a student transfers in without grades, that student must be enrolled for 90% of the semester to obtain credit.

Any student not receiving credit for time enrolled, may apply for an appeal with the appeal committee. The appeal committee's decision is final.

Grade Appeal Process

In the instance that a student's assigned grade is appealed, the following steps are to govern the process.

- A. Student, parent and/or guardian contesting a semester/course grade, must provide to the teacher a written statement that includes reason(s) for the appeal and relief sought by the complainant, within twenty (20) days of the last day of the term for which the grade was assigned. The teacher's decision is to be communicated in writing within ten (10) days of receipt of the statement of appeal.
- B. If the complainant is dissatisfied with the decision of the teacher, a written appeal can be made to the school site principal. The appeal must include a written statement with the reason(s) for the appeal and relief sought by the complainant. It must be requested within ten (10) days of receipt of the teacher's decision. If the written appeal is not provided to the principal within ten (10) days of the complainant's receipt of the teacher's decision, the decision of the teacher will be final.

It will be the responsibility of the school principal to investigate the complaint. After consulting with District Administration, the principal will issue a written ruling in the matter within ten (10) days of the receipt of the statement of appeal. The principal's decision is final. In the absence of the site principal, the superintendent or his/her designee will act in the place of the site principal.

Adopted 05/11/2015

Revised 08-08-16

Revised: 08-14-17

[illegible]

- **Additional Requirements for CC and CP/WRC:**

- Personal Financial Literacy Requirement
- CPR/AED Requirement
- Statewide student assessment system
 - ELA
 - Math
 - Science
 - US History

Mustang Public Schools requires students to successfully complete twenty-six total credits to graduate. However, under special circumstances due to organizational structure outside of the student's control, Mustang Administration may recommend to the MPS School Board of Education to waive the twenty six minimum credit requirement and reduce the requirement while staying in the state guidelines.

CONCURRENT ENROLLMENT

High school students taking college courses as concurrent enrollment will be granted high school elective credit, which will count toward graduation. Only concurrent English Comp I and Comp 2, and Government and College Algebra will be counted as a core curriculum graduation requirement. All grades earned through concurrent enrollment will be placed on the transcript and will be computed into the cumulative GPA. **The student has the responsibility of notifying the college and his/her high school counselor when he/she drops or stops attending the concurrent college course.** These WP and WF grades will be computed and transcribed into the student's transcript the same as NC (No Credit) which will compute as a failing grade (0.0). Students who drop any concurrent course within the first twenty (20) days of the semester may enroll in a Mustang High School course for full credit. Failing a concurrent class may affect graduation status.

In order for a student to take concurrent course(s) the following criteria must be met:

- Must meet minimum High School Performance Standards as established by the Oklahoma State Regents for Higher Education.
- Must be a Junior or Senior
- Must have prior approval from his/her high school counselor
- Must be a student in good standing

Before a student is accepted for concurrent credit, he or she must sign the concurrent enrollment contract which will be kept in the student cumulative file.

Once Graduation requirements have been met (all required course units plus enough elective units to equal 26) the student will be required to graduate at the end of that academic year.

ASSESSMENTS

Students graduating from Mustang High School, who start the ninth grade prior to or during the 2016-2017 school year, must meet the following requirements regarding assessments:

- During their high school career, students will test in all content areas as directed by the Oklahoma State Department of Education. In the event the student was unable to satisfy the Oklahoma state testing requirements due to extenuating circumstances as established by the district, the following tests may be used to satisfy the requirement:
 - ACT
 - EOI
 - PSAT
 - SAT
 - Aspire
 - WorkKeys
 - Business/Industry Testing offered at Technology Centers
 - District created assessments
 - Alternative assessment approved by the district
- If a student moves in from another state they may use their previous state's tests or a combination of the assessments listed above.

- The student's highest-achieved score on the assessment or assessments will be included on the student's transcript.

GRADUATION EXERCISES

Only those seniors in attendance at Mustang High School and qualified under the aforementioned requirements shall be considered for participation in the Mustang graduation ceremony.

A student must complete all graduation requirements to participate in graduation exercises. If a student is missing $\frac{1}{2}$ a credit, an appeal can be made to the High School Principal. An Appeal Committee will review each case individually. The Appeal Committee's decision is final.

A Mustang High School student who is not allowed to graduate and participate in commencement exercises because of lack of sufficient units of credit, but subsequently completes the required credits through correspondence, summer school or similar approved methods, will have two options:

1. Upon completion of credit, the student may receive his/her diploma at that time.
2. Upon completion of requirements, a student will be allowed to participate in the commencement exercises of the next graduating class and receive his/her diploma at that time. If the student desires to participate in the exercise, he/she must notify the school on or before April 1. The student understands that he/she must abide by all policies as stated in the Mustang High School Student Handbook for the current year.

A student will not be able to participate in graduation exercises if under school suspension or incarcerated.

Students will need to dress in appropriate attire for the graduation ceremony.

Procedure for Adding additional cords: High school organizations who are governed by a National Organization and are tied to a transcribed course can request cords to be worn at graduation. The organizations may submit a written request for consideration of additional cords to the High School Principal for approval. This request should include all important information including the requirements for earning the cord through the organization. Only cords approved by Mustang High School can be worn during the graduation ceremony.

Valedictorian and Salutatorian

Valedictorian and Salutatorian status will be based on student's performance from their ninth, tenth, eleventh, and twelfth grade year. All students with a GPA of 4.00, weighted or unweighted (no rounding of points) and above will be valedictorians and will have a class rank of number 1. All students with a 3.970 (no rounding of points) through 3.999, with no grade lower than a B, will be salutatorians. This is computed from a seven (7) semester transcript.

Students coming from out-of-state/out-of-country institutions with transfer grades that can only be transcribed as "P" may be eligible for valedictorian/salutatorian consideration only with administrative approval.

Students with weighted GPAs, which fall within the designated range for valedictorian/salutatorian, will be removed from consideration for the following:

- one (1) or more grades lower than a "B"
- one (1) or more grades of "NC"
- one (1) or more semesters of grades of "P," which may be transcribed from out-of-state/out-of country transfer grades, unless administration approval is granted
- have attended high school more than 8 semesters
- fewer than seven (7) semesters of grades, unless on an early graduation contract

Early Graduates

Traditional setting: Six (6) semester graduates must have twenty-two and one-half (22.5) credits completed by the end of the 5th semester; the weighted GPA of those twenty-two and one-half (22.5) credits is used for valedictorian/salutatorian determination. It is the parent(s') and student's responsibility to notify the counselor if there is an intent to graduate early. The student will need to sign the early graduation contract.

Non-traditional pathway: (any student utilizing an alternative setting which includes, but is not limited to MEC/PASS, MTC, Virtual Academy, CCEC, etc.). Student and Parent/Guardian must declare intended graduation by April 15 in order to participate in graduation exercises for the current school year. In order to declare graduation, the student and parent/guardian must meet with the school counselor and sign off on a graduation contract. In this instance, the student

must successfully complete all graduation requirements prior to the graduation date. If a student does not declare by April 15 or does not successfully complete all graduation requirements, then they will not be allowed to participate in graduation exercises during that year.

All Students

Any student that fails to meet the requirements for graduation will be re-enrolled for the following school year in order to finish all outstanding requirements. Upon completion of those outstanding requirements, the student would be eligible to participate in the graduation exercises for that school year.

Grade Point Average

A "simple average" of the grade points from all classes for a student will be calculated (add grade points from each class and divide by the number of classes taken). If a student has not taken an advanced placement (AP) or advanced placement prep class, the process ends here.

Grade weighting

The following grade weight policy is:

- advanced placement classes will be weighted on a 5-point scale in computing grade point averages
- pre-advanced placement classes will be weighted on a 4.5-point scale
- courses termed "honors" will be noted on the high school transcript as such, but will receive no additional grade weight.

Adopted: 12-98

Revised: 10-01

Revised: 07-25-06

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Revised: 08-11-14

Revised: 03-09-15

Revised: 10-12-15

Revised: 08-08-16

Revised: 08-14-17

Revised: 03-12-18

Revised: 08-20-18

Revised: 10-8-18

STUDENT CONDUCT AND DISCIPLINE

Standards of Behavior

Discipline Policy

It is the belief of Mustang Public Schools that the primary function of the schools is to educate the students. It is further believed that students have the right to learn free of unnecessary distractions and to attend a school in which an atmosphere conducive to learning exists.

Education includes establishing norms of acceptable behavior and assisting students in understanding and attaining those norms. From time to time, it may be necessary for the benefit of the students and of the school, for the faculty and the administrators to enforce corrective actions for breaches in acceptable behavior. Each student will be treated in a fair and equitable manner, and the severity of the disciplinary action will be based on a careful assessment of the circumstances surrounding any infraction of the school regulations.

It is the policy of Mustang Public Schools that no student of the district shall participate in any form of hazing, harassment, intimidation and bullying. Threatening behavior by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school. Furthermore, no student of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. (Refer to District Policy # 5110)

The administrator has the discretion to choose any disciplinary action in regard to unacceptable student behavior. The following examples of behavior are not acceptable in society generally and in the school environment particularly:

1. Truancy
2. Developing non-factual accounts for absence or behavior
3. Cheating on school work
4. Using profanity or expressing vulgarities
5. Disrespectful conduct/language toward another student, teacher, substitute teacher or staff member in or out of the classroom
6. Blatant disrespect toward faculty or staff
7. Public display of affection
8. Physical altercation/fighting while at school or at a school activity
9. Assault and battery
10. Insubordination or defiance
11. Dress code violation
12. Misuse of wireless communication device
13. Other disruptive or insubordinate behavior
14. Misuse of the Internet and/or local area network computer
15. Vandalism/arson
16. Theft
17. Forgery, fraud or embezzlement of legal tender
18. Gambling
19. Gang-related behavior, including gestures, language or dress
20. Sexual, physical and verbal harassment, threats or threatening behavior, bullying, intimidation, hazing, racial slurs or stalking of students or employees
21. Possessing or distribution of pornography
22. Use or possession of tobacco products, electronic cigarettes, vapes or vaping products or any other product packaged for smoking or the simulation of smoking on campus or school activity.
23. Possessing, sharing, selling, distributing or use of alcohol, illicit substances or paraphernalia including intoxicating and/or non-intoxicating substances

24. Possessing, sharing, selling, distributing and/or use of prescription, non-prescription drugs in violation of school policy
25. Possessing, sharing, selling, distributing and/or use of substances represented as intoxicating or non-intoxicating
26. Possession, threat or actual use of dangerous or offensive weapons including “fake” weapon whether loaded or unloaded, concealed or unconcealed
27. An act of violence
28. Acts of licentious behavior, sexual misconduct, lewdness or indecent exposure
29. Adjudication as a delinquent for an offense that is non-violent (Title 57-571 of the Oklahoma Statutes) committed on any school premise, while in transit under the authority of the school or while attending any function authorized or sponsored by the school
30. Adjudication for an offense that is a violent act off campus
31. Repeated minor offenses
32. Failure to produce MPS identification badges (grades 9-12).
33. Parking lot violations
34. Failure to comply with the teacher or school administrator when asked to empty pockets or provide your backpack will be grounds for disciplinary action.

These examples are not intended to be exhaustive and the exclusion or omission of examples of unacceptable behavior is not an endorsement or acceptance of such behavior.

In considering the different forms of disciplinary action, the faculty and the administration of the school district will consider the following; however, the school is not limited to these various methods, nor does this list reflect any order of sequence of events to follow in disciplinary actions:

1. Conference with student
2. Conference with parent
3. In-school Intervention
4. Detention
5. Referral to counselor
6. Behavior contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administered by the office of Juvenile Affairs.
13. Suspension
14. Performing Campus-site services for the school district.
15. Other appropriate disciplinary action as required and as indicated by circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips, change of placement which could include online instruction, education at Canadian County Juvenile Center, or other placement as administration sees appropriate.

ISI – In-school Intervention is an alternative to home suspension when deemed advisable by the principal. In-school Intervention is assigned during part of or all of a student's schedule, where the student spends time in a monitored, structured study environment. Students will have access to regular child nutrition programs during assigned restriction and access to equal education opportunities. The decision of the principal is final.

Student Privileges while under ISI: When a student's behavior justifies ISI, the student forfeits the privilege of participating in the social activities and will not be permitted to participate in or be in attendance at any extracurricular activities in which schools participate.

Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal or designee. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal or designee. As much detailed information as possible should be provided to the building principal or designee in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal or designee shall contact the superintendent or designee and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal or designee and/or superintendent or designee shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal or designee shall follow district policies regarding the discipline of the student. The building principal or designee shall make a determination as to whether the conduct is actually occurring.
5. Upon completion of the investigation, the principal or designee or superintendent or designee may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.
6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 3 school days of the conclusion of the investigation.
7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within 3 days of the conclusion of the investigation.

Personal Technology Device (PTD)

Mustang Public Schools recognizes the digital age that our students live in and embrace the possibilities that personal technology devices can bring to the student as well as enhance the classroom. MPS does allow for the use of PTD's at school under the direction of the administration and staff. The following is listed to help guide parents and students to understand appropriate use of PTDs and possible consequences for inappropriate use of PTDs.

Appropriate Use of PTDs – Under the teacher/staff direction:

- Set reminders – calendar, electronic agenda, homework apps, etc.
- Instruction – student response system, note taking, calculator, e-reader, QR code reader, etc.
- Research – dictionary, teacher suggested website or search engine
- Facilitation of communication – ex. Google Classroom, Remind, etc.
- Collaboration – software that allows students to work together

Violations:

- No student may use any PTD or other electronic, digital or computer device to make any electronic or digital communication which disrupts the education environment – even if that communication is made outside of school or on the student's own PTD or other electronic, digital or computer device. Types of electronic or digital communication which can disrupt the education environment include, but are not limited to:
 - Sexting
 - Taking pictures or recording when individuals have an expectation of privacy
 - Inappropriate, harassing, intimidating, threatening, or bullying post, tweets, blogs, images, texts, etc.
 - Possessing and/or distributing pictures, recordings or information which is harmful or embarrassing, including, but not limited to filming fights.
- Students who engage in electronic or digital communications which disrupt the educational environment are subject to disciplinary actions, including suspension from school. Depending on the nature of the electronic or digital communication, students may also be subject to civil and criminal penalties.
- Telephones are available for student use in the office. Messages may be left for students at the office during the school day.
- At a minimum, the following punishment may be imposed for each offense:
 - First Offense: PTD will be confiscated and parent will be notified and required to pick up the PTD from the front office
 - Repeated offenses: PTD will be confiscated and parent will be notified and required to pick up the PTD from the front office. Consequences may be assigned by the principal.
- Depending on the facts of each case, punishment for a particular offense may include suspension from school and/or civil and criminal penalties. The use of PTDs and any exceptions to disciplinary action will be at the administrator's discretion.
- Mustang Public Schools will not be responsible for any lost, damaged, or stolen PTDs.

Dress Code Standards

It is the intent to permit students to dress according to current fashions, and at the same time reinforce district guidelines and restrict disruptions to the learning environment. The student dress code applies at school, on school property and at school-sponsored activities or authorized activities. Students who do not meet district guidelines will be asked to change and/or will be subject to consequences before being admitted to class. Students may be counted absent from any classes missed.

*Exceptions will be approved for school activities.

Interpretation of questionable attire will be at the principal discretion. Violations may result in disciplinary action.

District Guidelines:

1. Offensive writing, suggestive slogans or logos which pertain to beer, liquor, drug or tobacco; electronic cigarettes/vapes or vaping products or any other product packaged for smoking or the simulation of smoking; vulgarity, sexual innuendos, obscenity or nudity or promotion of violence and/or gang activity on any person or article of clothing, belt buckle, jewelry or school materials are not allowed.

The following are district guidelines regarding proper dress.

Pants/Jean/Shorts/Skirts

- No clothing worn with holes that expose skin or undergarments above the fingertips when arms are extended down.
- No biker or spandex shorts
- Leggings may not be transparent and must be covered by a dress, skirt, shirt, or shorts.
- Pants/jeans must be worn high enough to cover undergarments at all times, including when seated.

- Skirts, dresses and shorts length should be below fingertips with arms extended down; a slit in skirt must be below fingertips.

Shirts/Blouses/Tops

- No midriff should be showing at any time.
- No cleavage
- No tube tops, halter tops, off the shoulder tops, spaghetti straps or backless tops, muscle shirts, mesh/fishnet or transparent shirts.

Accessories

- All headgear (examples, but not limited to caps, hats, bandanas and sunglasses, etc.) may not be worn inside the school building or classrooms. Exceptions will be made for approved school activities, for medical or religious reasons.
- Jewelry or manner of dress that could harm or cause harm to others are prohibited.
- No spiked jewelry
- No chains or chains connected to wallet or keys

Shoes

- All students are required to wear shoes. Cleats, shoes with wheels, house shoes or any shoe that limits physical activity or safety are not permitted.

Gang Related

- Gang dress, such as bandanas, hats, headgear, gang-related jewelry, attire, symbols or paraphernalia identified by police and or school official as gang related; gang-related color or color combinations will not be allowed.
- These items will be identified and monitored by police and school officials. They are subject to change at the discretion of the administration as the need arises.

Undergarments

- Undergarments, including boxer shorts should not be visible.
- Clothing that is considered pajamas or bedtime wear is prohibited.

Hair color/hairstyle

- Hair color/hairstyle, makeup or face paint that disrupts the learning environment is prohibited.

FOOD CONSUMPTION

Food/drinks must be consumed in cafeteria/commons. Outside food/drinks brought in by parents/guardians can only be consumed by their child and cannot be shared by other students unless directed by the school. Ex. Classroom parties.

TOBACCO USE

In accordance with Oklahoma law and the wishes of parents, educators and students, tobacco in any form or simulated tobacco products of any kind will not be possessed or used by students while on school premises. Tobacco will not be possessed or used by students attending any school-sponsored event outside school premises or while in transport to or from such an event in school authorized vehicles.

In accordance with School Laws of Oklahoma and the Mustang Public School District's desire to provide a healthy smoke-free environment for students, employees and patrons, commencing the 16th day of March 2004, all facilities within the District will be smoke-free twenty-four (24) hours per day on a year round basis. This prohibits smoking, the use of snuff, chewing tobacco, electronic cigarettes/vapes or vaping products

devices or any other product packaged for smoking or the simulation of smoking, or any other form of tobacco product by all persons. This policy extends to all activities, vehicles and property.

There will be no designated smoking areas anywhere in the District. (Policy and Procedures, # 2060)

ILLCIT DRUG DEFINITION IS DEFINED AS FOLLOWS:

1. any controlled dangerous substance as defined in the Uniform Controlled Dangerous Substance Act
2. any intoxicating beverage as defined by Oklahoma law
3. any substance which is represented to be a prescription, non-prescription drug, facsimile of an illicit substance or synthetic drug
4. any inhalant
5. any other chemical or natural substance which is capable of producing injury and is misused by a student

USE OR POSSESSION OR SHARING/TRANSFERRING OF ILLICIT SUBSTANCES DURING THE SCHOOL DAY OR AT ANY SCHOOL SPONSORED ACTIVITY

Students using, in possession of, or after having used controlled illicit substances, facsimile of an illicit substance, intoxicating beverages, non-intoxicating beverages and/or intoxicating substances, paraphernalia or exhibiting observable behaviors during school, while attending a school sanctioned activity, while on any school premises, or when being transported, will be suspended.

First Offense: The following suspension will go into effect according to the grade level of the student on the day of the offense.

- High School (9th-12th) = 90 days
- Middle School (7th-8th) = 60 days
- Intermediate School (5th-6th) = 30 days
- Elementary School (PreK-4th) = will follow Intermediate structure OR a plan will be submitted and approved by the Superintendent or designee

Reinstatement option - The suspension may be reduced for the first offense if the student/parent/guardian agrees to complete a reinstatement option which will consist of a list of criteria that will be set by Mustang Public Schools. The criteria can include but is not limited to:

- check and connect weekly with a site counselor or site administrator or site mentor
- re-entry meeting with a site counselor or site administrator
- meeting with the Director of Student Assistance Programs
- counseling through an outside agency - The counseling will consist of a school approved chemical dependency education program, or a comparable program approved by the administration, Counseling fees will be the responsibility of the parent/guardian.
- community service
- performing campus-site services for the school district
- research and an assignment related to the offense
- voluntary urinalysis - At administrative request, the urinalysis will be required throughout the term of the suspension (a minimum of once per month). If a student has a second unacceptable specimen, refuses, or fails the urinalysis,

a new agreement will be setup with the school and the parent/guardian/student to agree to which can include a drug/alcohol assessment through the county. An additional test may be requested of the same sample at an additional expense. Any additional expenses will be the responsibility of the parent/guardian.

The reinstatement option will reduce the suspension days as follows:

- High School (9th -12th) = 90 days / reduced to
 - possession / use = 10 days
 - sharing / transfer = 20 days
- Middle School (7th-8th) = 60 days / reduced to
 - possession / use = 10 days
 - sharing / transfer = 15 days suspended and 5 days ISI
- Intermediate School (5th-6th) = 30 days
 - possession / use = 10 days
 - sharing / transfer = 10 days suspended and 5 days ISI
- Elementary School (PreK-4th) = will follow Intermediate structure OR a plan will be submitted and approved by the superintendent or designee.

If a student fails to meet the terms of the reinstatement option the remaining days of the original suspension will be served, unless approved by the administration.

By choosing the reinstatement option, any right to an appeal of the full length of the suspension is voluntarily waived.

A reinstatement option will be available one time during grades 5th-8th and one time for grades 9th-12th, regardless if it was for use / possession / sharing / transferring or distribution for gain.

Second Offense: If a student has a second offense during grades 5th-8th or 9th-12th. The following suspension will go into effect according to the grade level of the student on the day of the offense. The reinstatement option will not be available.

- High School (9th -12th) = 90 days
- Middle School (7th-8th) = 60 days
- Intermediate School (5th-6th) = 30 days
- Elementary School (PreK-4th) = will follow Intermediate structure OR a plan will be submitted and approved by the superintendent or designee

DISTRIBUTION FOR GAIN OF ILLICIT SUBSTANCES

Any student selling or distributing illicit substances, prescription and/or non-prescription drugs, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages and/or intoxicating substances during the school day, or a school activity, on school premises or while being transported by school personnel, will be suspended for ninety (90) school days. A forty-five (45) school days reinstatement option may be available in some circumstances. A second offense will result in at least ninety (90) school day suspension with no reinstatement option. In addition, law enforcement authorities will be notified. By choosing the forty-five (45) day reinstatement option, any right to an appeal of the full length of the suspension is voluntarily waived.

Teachers are required by state law to report any suspected drug or alcohol use to the principal. Violation of this policy will be reported to the law enforcement authorities. Any incident that occurs outside the school day or not at a school function will be reported to the police.

VANDALISM

Each student shall pay for all damages he/she may do to school property within one (1) week after demand, unless an arrangement for deferred payment has been made with the school administration. Failure to make such payment shall be cause for suspension. The pupil responsible shall pay for books belonging to the school that are lost, stolen or mutilated.

DANGEROUS WEAPONS

The use, display or possession of any kind of gun, ammunition, fireworks, weapon or devise capable of discharging or throwing projectiles, whether loaded or unloaded, or the possession of any dagger, pocket knife, bowie knife, dirk knife, switchblade knife, spring-type knife, butterfly knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles or any other chemical or biological device intended by its nature to cause property damage, harm or endanger the life, health or safety of others. Examples include but are not limited to, mace, or pepper spray or other offensive weapon, or facsimile of a weapon, on the campus, parking lots, premises or property of the Mustang Public Schools or during school sponsored activities, functions or events whether such weapon is concealed or unconcealed, may result in the immediate suspension of all students involved for the current school semester and possibly the succeeding semester.

The term "gun or devise capable of discharging or throwing projectiles" shall include, but not be limited to:

- a) rifles, pistols or shotguns of any caliber including a startergun
- b) B-B guns or air pistols
- c) potato throwers, dart guns or blow guns
- d) any other device the purpose of which is to throw, discharge or fire objects, bullets or shells

For the purpose of this policy, any student who aids, knowingly accompanies, assists or participates with another student who uses displays or possesses a gun, facsimile of a weapon, or device capable of discharging or throwing projectiles in violation of this policy may be suspended for the current school semester and possibly the succeeding semester.

USE OR POSSESSION OF DANGEROUS OR OFFENSIVE WEAPONS

Any pupil found to be in possession of or using dangerous or offensive weapons or facsimile of a dangerous weapon on the school grounds or at any school-sponsored activity may be suspended by the superintendent or principal for a period not to exceed the current school semester and possible the succeeding semester (Refer to School Laws of Oklahoma, Article 24/Section 488.2).

SUSPENSION OF STUDENTS

The term suspension or suspended as used in this policy and Oklahoma Law means that the student has been removed from attendance at any school. Alternative in-school placement, in-school restriction, detention, and similar disciplinary measures are not considered to be out-of-school suspensions and are not subject to an appeal process. Any student suspended out of school is prohibited by the terms of said suspension from being on the school grounds before, during, or after school hours and from participating

in or attending any school sponsored activity unless otherwise directed by the administration. All suspensions must have the approval of the superintendent or his/her designee. The authority to suspend a student from a school in the district is delegated to the respective building principals. The principal shall exercise his/her discretion as to the length of time of the suspension. When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered if similar infractions have occurred in the past and other forms of discipline have not deterred such behavior.

1. Students may be suspended from school for engaging in any of the following while on school grounds, while on school vehicles and buses, or at school activities/events:
 - Violation of policy, rule, or regulation
 - Possession of an intoxicating beverage, low-point beer (37 O.S. 163.2)
 - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school
 - Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substance Act)
 - Possession of a firearm (may result in out-of-school suspension of not less than one year)
 - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teacher, or officials, or damages property
 - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Students who are suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the child's IEP.
5. Any student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

No school board member, administrator, or teacher may be held civilly liable for any action, taken in good faith, which is authorized by law under the provisions of this policy.

SHORT-TERM SUSPENSION – ten (10) days or less

Short-term suspension is when a student is suspended from school for ten (10) days or less. Before a student is suspended out of school, the school administration shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension (such as placement in an alternative school setting, reassignment to another classroom, in-school intervention, etc.).

- When a student is suspended, his/her parent(s) will be notified as soon as possible.
- If the student is suspended for five (5) days or less the district may provide an educational plan.
- If a student is suspended for more than five (5) days the district shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled.
- The parent(s) will bear the responsibility of monitoring the student's education progress until the student is readmitted to school.
- Students suspended from school shall be ineligible to participate in or attend extracurricular activities.

- Any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

Appeal Process:

1. The first level of appeal for suspensions of ten (10) days or less will be to the building principal.
 - A written request specifying the reason(s) for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension.
 - A conference will be scheduled with the building principal.
 - This step may be skipped if the building principal was part of the first conference.
 - The Principal may uphold, overrule or modify the suspension.
 - The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.
 - The student has the right to appeal the decision.
2. The second level of appeal for suspensions will be the appeal committee.
 - In order to appeal the building principal's decision, a written request specifying the reason for the appeal must be submitted to the district hearing officer for short-term suspensions within three (3) days.
 - Upon receipt of the appeal, the district hearing officer shall schedule an appeal hearing within three (3) days from the date the notice of intent is filed.
 - The appeal committee will consist of (1) central office administrator and two (2) building principals other than the suspending principal.
 - During the hearing with the appeal committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
 - Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness for the term of the out of school suspension.
 - The appeal committee may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.

In a short term suspension (10 days or less) appeal, the student shall have the right for representation, however the parent(s)/guardian(s)/student will not be able to bring legal representation to a level one suspension appeal hearing. If legal counsel is to be present in the level two appeal hearing on a short term suspension, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation.

The decision of the appeal committee for short-term suspension will be final and may not be appealed to the district hearing officer or the board of education/board hearing officer.

LONG-TERM SUSPENSION – more than ten (10) days

A long-term suspension is when a student is suspended from school for more than ten (10) days. When a long-term suspension occurs, the student's parent(s) will be notified as soon as possible, except under circumstances that require the immediate removal of the student.

- Before a long-term suspension is imposed, an initial suspension will occur while an investigation is conducted.
- A conference with a site administrator will be arranged to take place when the investigation is complete.
- The parent(s) will be provided a copy of the educational plan and will bear the responsibility of monitoring the student's education progress until the student is readmitted to school.

- A student, who is suspended from school for more than ten (10) days, may be eligible for an alternative placement to enroll in internet-based course work, but must abide by the contract guidelines given at time of enrollment.
- Students suspended from school shall be ineligible to participate in or attend extracurricular activities.
- Any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

Schools are not responsible for the provision of educational services to those students who have been suspended for possession of a dangerous weapon or a controlled dangerous substance. (Reference Title 70, OK statutes, Section 24-101.3)

A student and/or his/her parent(s) may appeal the suspension.

Appeal Process:

1. The first level of appeal for suspensions will be to the building principal.
 - This step may be skipped if the building principal was part of the first conference.
 - A written request specifying the reason(s) for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension.
 - A conference will be scheduled with the building principal.
 - The Principal may uphold, overrule or modify the suspension.
 - The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.
 - The student has the right to appeal the decision.
2. The second level of appeal for suspensions will be to the appeal committee.
 - In order to appeal the building principal's decision, a written request specifying the reason(s) for the appeal must be submitted to the district hearing officer for long-term suspensions within-ten (10) days.
 - Upon receipt of the appeal, the district hearing officer shall schedule an appeal hearing with the appeal committee within ten (10) days from the date the notice of intent is filed.
 - The appeal committee will consist of one (1) central office administrator and two (2) building principals other than the suspending principal.
 - During the hearing with the appeal committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
 - Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness for the term of the out of school suspension.
 - The appeal committee may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.
 - If the appeal committee does not withdraw the suspension, the student has the right to appeal the decision.
3. The third level of appeal for suspensions will be to the Board of education/board hearing officer.
 - In order to appeal the appeal committee's decision the student or the student's parent(s) shall notify the superintendent in writing within ten (10) days following receipt of the decision of the appeal committee.
 - Upon receiving notice of a student's intent to appeal, the superintendent shall advise the Board of education/board hearing officer.
 - The Board of education/board hearing officer will conduct the hearing within ten (10) days from the date the notice of intent is filed with the superintendent.
 - During the hearing of the appeal before the board of education/board hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.

- The Board of Education/board hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension.
- The Board of Education/board hearing officer may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.
- Decisions of the suspension appeal may not be appealed.
- The decision of the Board of Education/board hearing officer suspension hearing with the hearing officer shall be final.

In a long term suspension (more than 10 days) appeal, the student shall have the right for representation, however the parent(s)/guardian(s)/student will not be able to bring legal representation to a level one or a level two suspension appeal hearing. If legal counsel is to be present in the level three appeal hearing on a long term suspension, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation.

NOTE: 70 O.S. § 24-101.3 (E) states that a student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless regard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

STUDENT DISCIPLINE FOR OUT-OF-SCHOOL CONDUCT

The Board of Education recognizes that out-of-school conduct of students attending school within this district is not normally a concern of the Board. However, the Board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct is a sufficient connection to the school.

Therefore, it is the policy of this Board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct, which in the opinion of the school administrators, has an adverse impact upon the school.

Such activity includes, but is not limited to, the following:

1. Damaging school property, e.g. a school bus;
2. Engaging in activity which causes physical or emotional harm to other students, teachers or other school personnel;
3. Engaging in activity which directly impedes discipline at school or the general welfare of school activities.

Adopted: 12-98
 Revised: 10-01
 Revised: 08-03
 Revised: 08-04
 Revised: 07-06
 Revised: 07-08
 Revised: 10-08
 Revised: 07-11
 Revised: 07-12

Revised: 10-13
 Revised: 02-14
 Revised: 07-15
 Revised: 08-15
 Revised: 08-16
 Revised: 08-14-17
 Revised: 08-13-18
 Revised: 07-08-19

COMPULSORY ATTENDANCE

It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless he or she is exempted by one of the following conditions:

- a. Such child has been screened as required by Oklahoma School Law and has been determined not to be ready for kindergarten, or a parent, guardian, or other person having custody of the child, provides by certified mail prior to enrollment or at any time during that first year, notification of election to withhold the child from kindergarten until the next school year after the child is six (6) years of age, or unless other means of education are provided for the full term the schools of the district are in session. One-half (1/2) day of kindergarten shall be required of all children five (5) years of age or older as appropriately provided for by Oklahoma School Law.
- b. Such child has completed the 12th grade. It shall be unlawful for any child who is over the age of sixteen (16) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session except as provided by Oklahoma School Law.
- c. Other conditions as stated in Article 10, Section 229 of the School Law of Oklahoma. Parents or guardians who fail to comply with the attendance law may be charged with a misdemeanor. (See student handbook for other attendance policies.)

PRIVATE LESSONS

All private instructors must notify the site administrator and shall be subject to a felony check and sex offender registry check.

The submission of a "Use of Facility or Grounds" is required. Forms may be obtained by contacting the site administrator.

TUTORING/PRIVATE LESSONS

The Board of Education does not promote or provide private tutoring or private lessons for its students by faculty members. If faculty members, contractors or tutors provide these services the following procedures shall be followed:

1. Faculty members may not provide private tutoring or private lessons for pay during any part of their regular employment hours.
2. Faculty members may not receive a fee for private tutoring or private lessons when the student is enrolled in that faculty member's class. However in some circumstances the level of instruction is so specialized that it may become necessary for an employee of the district to be the sole source of instruction. In this situation the employee must have written permission from the site administrator.
3. Only students of the Mustang Public School district may use school facilities or equipment to receive private tutoring or private lessons.
4. It shall be the responsibility of the parent/guardian and faculty member, contractor or tutor to mutually agree upon a fee and place for private tutoring or private lessons.
5. Only employees of the district and district approved contractors may use school facilities for private tutoring or private lessons, but such use may not disrupt regular school activities. Employees, contractors and tutors must follow the districts Use of Facility policy (#2030).

General guidelines:

1. Faculty members providing private tutoring or private lessons after hours will inform their site administration as to their schedule.
2. Contractors and tutors providing private tutoring or private lessons to students during the course of the school day must be approved by the site administration and program director.
3. Contractors and tutors who provide regular and scheduled instruction will be required to submit to a district felony records check at the contractor or tutor's expense.
4. At no time will students be pulled from another class to engage in private tutoring or private lessons with a contractor or tutor.
5. Students who request instrumental music private tutoring or private lessons will not be denied instruction from a contractor or tutor due to a financial hardship or inability to pay.
6. At no time will lack of participation in instrumental music enrichment prohibit a student from participating in any district activity or contest either as individual or as part of a group.

SCHOOL DANCES

Mustang School sponsorship shall be limited to the prom.

The decision of whether or not to have a prom shall be determined annually by a majority vote of the junior class of that year. Also, whether guests will be invited to the prom will be decided by the current junior class. Guests must meet all other regulations as prescribed by the high school principal.

All other dances using school grounds and/or facilities must be under the sponsorship of the PTA Council/Local Unit. If the PTA/Local Unit chooses to sponsor a dance, a request must be submitted to the school district administration for approval and possible scheduling.

Adopted: 12-98

Revised: 10-01

Prevention of Bullying

Repeated acts or patterns of harassment, intimidation, threatening behavior or hazing

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school intervention
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and Diversion program administrated by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips, change of placement.

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

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

The superintendent or designee shall develop procedures providing for:

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

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

PROHIBITING BULLYING (INVESTIGATION PROCEDURES)

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

Definitions

1. "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

"Electronic communication" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

"Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal or designee. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal or designee. As much detailed information as possible should be provided to the building principal or designee in written form to allow for a thorough investigation of the matter.

2. Upon receipt of a written report, the building principal or designee shall contact the superintendent or designee and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal or designee and/or superintendent or designee shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal or designee shall follow district policies regarding the discipline of the student. The building principal or designee shall make a determination as to whether the conduct is actually occurring.
5. Upon completion of the investigation, the principal or designee or superintendent or designee may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.
6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 3 school days of the conclusion of the investigation.
7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within 3 days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal or designee by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent or designee shall be responsible for enforcing this. The building principal or designee should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal or designee should notify the superintendent or designee of the findings of the investigation. Documentation should also be provided to the superintendent or designee to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

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Revised: 11-12
Revised: 08-11-14
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Revised: 07-08-19

PROHIBITING BULLYING (REGULATION)

The Mustang Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms “bullying,” as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:

- A. Harm another student;
- B. Damage another student's property;
- C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
- D. Insult or demean any student or group of students in such a way as to disrupt or interfere With the school's educational mission or the education of any student.

2. The “Reasonable Person” Standard

In determining what a “reasonable person” should recognize as an act placing a student in “reasonable” fear of harm, staff will determine “reasonableness” not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self-esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

3. General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Mustang Public Schools.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

1. Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Mustang Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers._

2. Mustang Public Schools' Safe School Committee

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with an adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make

recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts.

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the superintendent or designee to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the superintendent or designee.

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school intervention

4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips, change of placement.

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at mustangps.org and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

Adopted: 07-08-19

WITHDRAWAL FROM SCHOOL

The Board of Education realizes that a student may need to withdraw from school because of residence relocation or other valid reason. In such a case, the student must notify the principal, who will assist the student with out-processing. All district-owned books, supplies, equipment, etc. must be returned to the teachers who distributed them. A clearance slip with the appropriate teachers' signatures must be returned to the principal's office. Any refunds due will be made at that time.

Students are reminded that transcripts and other records will be forwarded to the new school only after proper clearance has been accomplished.

On a quarterly basis as scheduled by the State Department of Education, the Superintendent will notify the Department of the name, address, race and age of any student dropping out from school during the preceding quarter. A dropout is any student who is under the age of nineteen (19) and has not graduated from high school and is not attending any public or private school or is not otherwise receiving an education pursuant to law for the full term the schools of the district in which the student resides are in session.

Whenever a student over fourteen (14) years of age and under eighteen (18) years of age withdraws from school, the attendance officer shall notify the Department of Public Safety (DPS) of the withdrawal through a documentation of enrollment status form. Within fifteen (15) working days of receipt of the notice, DPS shall provide written notice by certified mail, return receipt requested, to the student that the driver license of the student will be canceled or the application of the student will be denied thirty (30) days following the date the notice to the student was sent unless documentation of compliance is received by DPS before such time. When the withdrawal from school is due to circumstances beyond the control of the student or is pursuant to lawful excuse, as confirmed in writing by a parent/guardian of the student, no notice shall be sent to DPS, or if sent, the notice will be disregarded by DPS. The Board of Education or appropriate designee shall be the sole judge of whether the withdrawal of a student is due to circumstances beyond the control of the student or is made pursuant to lawful excuse.

REFERENCE: HB 2692 (47 O.S. §6-1 07.3)
70 O.S. §35e

Adopted: 12-98

CUMULATIVE RECORDS

It is the policy of the Board of Education that a cumulative record shall be kept as the official file of each student enrolled in this school district. The record shall contain the progress of the student from kindergarten throughout the remaining school years, and shall include, but not be limited to, grades, attendance data, health and immunization history, results of testing programs, school activities and personal and family background.

Adopted: 12-98

Search of Students, Personal Property, and School Property

The superintendent, principal, teacher, security personnel, or designee of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities, or to be in possession and/or distribution of any material that could cause a disruption of school operations. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The superintendent, principal, teacher, security personnel, or designee searching or authorizing the search shall have authority to detain the student to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in the student's possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, missing or stolen property, any material that could cause a disruption of school operations. Students found to be in possession of such an item shall be subject to the provisions of Section 24-101.3 of this title.

Students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. (70 O.S. 24-102).

Students who drive a vehicle onto school property do so as a privilege afforded them by the School District and not as a right. Accordingly, any student who drives a vehicle of any kind to school and parks such vehicle on school property is deemed to authorize a search of such vehicle by the school principal or his/her designee at any time and for any reason deemed appropriate by the school administration. Any student who refuses to peaceably submit his/her vehicle to a search when requested to do so may be suspended for such refusal and may thereafter be denied the right to drive his/her vehicle onto school property. The search shall be conducted by at least one school administrator and shall be witnessed by at least one other authorized person.

Student's personal cell phones, computers, tablets, electronic devices, etc. shall be subject to search if the school is notified with specific information that the device contains or is used for distribution of any information or material determined illegal, to be a threat to the safety or security of others or himself/herself, or to be a disruption to school network operations. The search of the device shall be conducted by at least one school administrator and shall be witnessed by at least one other authorized person.

Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession. A student who refuses to

peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusals.

The Board of Education authorizes the use of metal detectors including but not limited to hand-held detectors for the purpose of interdicting weapons brought to school property. Metal detectors may be utilized at any school facility and at school sponsored extracurricular events. At school sponsored events both students and the general public may be subject to scanning by a metal detector. Scanning shall be random except in situations where the administrator has reasonable suspicion based on observation of behavior or a report provided by a reliable source. Any student attempting to evade a metal detector will be deemed to be in violation of this policy and will be subject to disciplinary action.

Adopted: 12-98

Revised: 10-01

Revised: 08-03

Revised: 06-16

SEARCH OF STUDENTS (REGULATION)

In accordance with the policy of the Board of Education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee or the school during school activities, or any other items which have been or may be reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. The users of lockers, desks and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
3. Authorized personnel may search a student whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search except in accordance with a properly authorized search warrant.

7. Items that may be seized during a lawful search — in addition to those mentioned in paragraph 1 above — shall include, but not be limited to, any item, object, instrument or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body or other school personnel, shall be seized, identified as to ownership if possible, and held for release to the proper authority.
8. Any student found to be in possession of dangerous weapons, illicit substances or other unlawful or prohibited items may be suspended by the Superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.
9. A student suspended as a result of this regulation may appeal the suspension to the Board of Education.

REFERENCE: 70 O.S. §24-102

Adopted: 12-98
Revised: 08-03

STUDENTS: FEES, FINES AND CHARGES

It is the goal of the Board of Education to provide a quality education to all the children of this district at minimum cost to the child. However, there are certain areas in which the payment of fees, fines or charges may be required. The Superintendent is directed to establish a regulation designating such areas and setting forth methods of payment.

REGULATIONS:

In accordance with the policy of the Board of Education, the following areas will require payment of fee, fine or charge by the student:

1. Membership dues in student organization or clubs and admission fees or charges for attending extracurricular activities when membership is voluntary.
2. Security deposits for the return of material, supplies or equipment.
3. Items of personal use such as student publications, class rings, annuals and graduation announcements.
4. Any authorized student health or accident benefit plan.
5. A reasonable fee, not to exceed the actual annual maintenance cost for the use of musical instruments and uniforms owned or rented by the district.
6. Items of personal apparel which become the property of the student and which are used in extracurricular activities.
7. Parking fees and fees for identification cards if applicable.
8. Fines assessed for lost, damaged or overdue library books.
9. Other fees, fines or charges specifically permitted or required by law.

Payments to schools for lost or damaged instructional materials will be deposited in the school activity fund as a line item account and will be used to purchase replacement materials as necessary.

Meal Charging Policy

PAYING FOR LUNCHES

Mustang elementary schools and intermediate schools allow 7 meal charges. After the seventh charge, an alternate meal* may be provided until charges are paid. All charges must be paid before ala carte items or second trays can be purchased.

Approximately three weeks before school is out, through the end of the school year, no charging is allowed. This helps MPS collect what is owed. Therefore, during this time, if your child still has lunch charges, money will need to be put in his/her account to completely cover the charge, plus the meal for the day or bring a lunch from home. During this time, robo calls will be made two times per week to households who have a child with a negative balance as a reminder to send money.

PAYING FOR LUNCHES

Middle schools allow 3 meal charges. After the third charge, an alternate meal* may be provided until the charges are paid. All charges must be paid before ala carte items or second trays can be purchased.

Approximately three weeks before school is out, through the end of the school year, no charging is allowed. This helps MPS collect what is owed. Therefore, during this time, if your child still has lunch charges, money will need to be put in his/her account to completely cover the charge, plus the meal for the day or bring a lunch from home. During this time, robo calls will be made two times per week to households who have a child with a negative balance as a reminder to send money.

PAYING FOR LUNCHES

Mustang High School has a no charging policy. In extenuating circumstances, the Child Nutrition Department will allow three (3) charges of reimbursable meals to make sure anyone who needs food receives it. After the third charge, an alternate meal* may be provided until the charges are paid. All charges must be paid before ala carte items or second trays can be purchased.

Approximately three weeks before school is out, through the end of the school year, no charging is allowed. This helps MPS collect what is owed. Therefore, during this time, if your child still has lunch charges, money will need to be put in his/her account to completely cover the charge, plus the meal for the day or bring a lunch from home. During this time, robo calls will be made two times per week to households who have a child with a negative balance as a reminder to send money.

*Alternate meals may be made up of a PBJ sandwich, fruit & milk, an entrée, fruit & milk, or a cheese sandwich, fruit & milk.

**At all sites, Principal may work with Child Nutrition on extenuating circumstances.

Adopted: July 10, 2017

Revised: July 8, 2019

WELLNESS POLICY

Introduction

According to Public Law 108-265, Section 204 of the Healthy, Hunger-Free Kids Act of 2010, requires each School Food Authority (SFA) to establish a local wellness policy which at a minimum must:

Include goals for nutrition education, physical activity, and other school based activities that are designed to promote student health and wellness and reduce childhood obesity.

Include nutrition standards for all competitive foods and beverages sold to students during the school day (defined as from midnight on any given day when school is in session to 30 minutes past when the last bell rings), including foods sold outside of the meals served through the National School Lunch Program, School Breakfast Program and anywhere on the school campus. These standards apply to all foods in student stores, snack shops, vending machines, cafeteria ala carte sales, and are the same for all grades of students.

Provide an assurance that guidelines for reimbursable meals shall not be less restrictive than regulations and guidance issued by USDA pursuant to the Child Nutrition Act.

Be measured periodically as to the extent to which schools are in compliance, and to the extent to which the progress is made in attaining the goals of the local wellness policy. This assessment should be documented and made available to the public.

Involve parents, students, CN Director or representative, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development, implementation, review and update of the school wellness policy-including means to inform and update the public of policy updates.

Purpose

The Mustang School District recognizes the important role that schools play in the development of children's lifelong health habits, their ability to learn, and their overall well-being. Schools can improve the health of students not only by educating them about the importance of healthy behaviors, but also by implementing policies that promote those behaviors. Therefore, the District establishes the following policy to promote the health and wellness of students and staff and to ensure its schools comply with those standards established by federal and state law. Specifically, this policy requires all schools in the District to do the following:

- Allow parents, students, representatives of the school food authority, physical education teachers, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, review, and update of the school wellness policy.
- Establish nutrition guidelines that meet or exceed the United States Department of Agriculture's (USDA) school meal requirements and the nutrition standards for competitive foods and beverages.
- Create goals for nutrition promotion and education, physical activity and physical education, and other activities that promote student as well as staff health.
- Adopt a plan to ensure the policy is properly implemented, regularly assessed, and periodically updated.

FUNDRAISERS

Foods that meet the nutrition standards of "Smart Snack fundraiser guidelines" may be sold on school campus during school hours. The standards do not apply to items sold during non-school hours, weekends, or off-campus, nor do they apply to foods from home for parties or for personal consumption. Distribution of order forms and purchased products of food not consumed on-site is allowed during school hours.

EXEMPT FUNDRAISERS POLICY

There is a designated person at each site who must maintain documentation that includes each fundraiser held at that school site, the organization, class, activity or other group benefiting, and the dates they are conducted. There may be up to 30 fundraisers per semester per school site, and each fundraiser may last up to 14 days. While these 30 fundraisers do not have to meet the nutrition standards of the district, they may not occur while serving meals under National School Breakfast Program or National School Lunch Program. Any fundraiser past the 30th one, or one that continues beyond the 14 day limit must meet the Smart Snack fundraiser guidelines.

PROFESSIONAL STANDARDS FOR SCHOOL NUTRITION PROGRAM EMPLOYEES

USDA has established minimum professional standards requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs. The standards, another key provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), aim to institute minimum education standards for new State and local school nutrition directors as well as annual training standards for all school nutrition professionals. These new standards will ensure school nutrition personnel have the knowledge, training, and tools they need to plan, prepare, and purchase healthy products to create nutritious, safe, and enjoyable school meals.

This final rule will:

- Create minimum hiring standards for new school food authority (SFA) directors based on a school district's size;
- Establish minimum hiring standards for new State directors of school nutrition programs and State directors of distributing agencies; and
- Require minimum annual training for all new and current school nutrition professionals.

Directors: at least 12 hours of annual continuing education/training

Managers: at least 10 hours of annual continuing education/training

All Other Staff: at least 6 hours of annual continuing education/training

Part-time Staff: at least 4 hours of annual continuing education/training

Note: If hired Jan. 1 or later, an employee must only complete half of the above required training hours.

Nutrition Guidelines

Nutritional guidelines for Mustang Public Schools will follow state mandated guidelines set for the Child Nutrition Program and State Laws current and those to be enacted ie:

SB 265 requires local boards of education to ensure that **elementary school students** do not have access to foods of minimal nutritional value except on special occasions and that **students in middle and junior high schools** do not have access to such foods except after school, at events that take place in the evening and on special occasions, with the only exception to the standard being diet soda with fewer than 10 calories per bottle or can. **Students in high schools** would be required to be provided healthy food options in addition to any foods of minimal nutritional value to which they could have access at school and districts would be required to provide incentives, such as lower prices, to encourage healthy food choices for high school students. Public school principals would be required to give consideration to recommendations of the school's Healthy and Fit School Advisory Committee. The State Board of Education would be required to adopt rules for monitoring compliance and would be authorized to report a school as deficient on the accreditation report for noncompliance.

Mustang Public Schools will comply with all mandates, local, state and federal to ensure proper nutrition, health and safety of its students, staff and patrons.

Assurance Guidelines for Reimbursable Meals

Mustang Public Schools provides assurance that local guidelines for reimbursable meals shall not be less restrictive than regulations and guidance issued by USDA pursuant to the Child Nutrition Act. Mustang Public Schools strives to locate and identify any student eligible for reimbursable meals to ensure proper nutritional access for those students.

Plan for Measuring Implementation of the Local Wellness Policy

Before the close of each school year the Safe and Healthy Site Committee chairperson or other person designated by the Safe and Healthy Committee will use the Mustang Public Schools District Wellness Policy Assessment to assess, review and ensure that the school meets the local wellness policy. The information collected on the assessments will be shared at the Health and Wellness Committee meeting held every April and posted in the same manner the board meeting agendas are posted. Policies will be reviewed and updated at that time unless USDA submits another change that needs to be addressed sooner.

Local Wellness Stakeholder Awareness

The Local Wellness Policy is posted on Mustang Public Schools' website at www.mustangps.org under District Policies and Procedures. Every school, along with the Administration office, has at least one representative on the committee. Anyone wanting to submit a question or recommendation can call any school or the administration office and be directed to the proper people.

Nutrition Education and Standards Goals

1. District nutrition education and standards meet State standards.
2. Students will be taught the skills they need to adopt healthy behaviors.
3. Nutrition education provides consistent nutrition messages throughout the various components of the school system.
4. Nutrition education involves students, staff, parents and the community.
5. Nutrition education is integrated into the academic curriculum.

District Wellness Policy Physical Activity Goals

1. District requires physical education (PE) in all grades at the elementary levels. PE is an elective class at the secondary level.
2. Students are regularly assessed for attainment of physical education skills.
3. Qualified teachers are hired to teach physical education and supervise physical activities in the District.
4. Physical education resources are readily available for students and teachers.
5. District policy for physical education is consistent with State policy or guidelines.
6. Students are provided many choices of physical activity, including cooperative and competitive games.
7. Students are provided with physical activity choices that take into account the gender and cultural differences among children.
8. District encourages physical activity outside of the school day.
9. District encourages teachers and other adults in the school setting to serve as role models for students.
10. Recreational facilities are safe, clean and accessible for all students.
11. During State and District mandated testing, physical activities will be made available to students for stress relief.
12. Health Curriculum will be included in PE classes at the Secondary Level.

**Wellness Policy
Other School-Based Activities Goals**

1. Cafeteria areas are clean, safe and pleasant environments in which food is served in a timely manner.
2. Foods of minimal nutritional value should not be used as classroom/campus rewards.
3. The district meets State guidelines on foods and beverages served. Reimbursable meals meet fat, calorie, vitamin, etc. guidelines during the course of a week and provide students good foods to maintain a balanced diet. Ala cart items sold are reviewed for portion control, nutritional value and include a variety of healthy options that are Smart Snack approved.
4. In school vending machine beverage sales include only diet soda and healthy drinks. In school vending machines, snack sales include foods of nutritional value and healthy options.
5. Fundraisers that promote positive health habits such as the sale of non-food and nutritious food items are encouraged, as well as fundraising to support physical activity events.
6. School staff receives professional training and development in areas of nutrition and physical education.
7. Students and staff have access to physical activity facilities such as walking track and training equipment outside of school hours.
8. The District will promote healthy eating by means of classroom teaching, website, role models, and healthy food options.
9. The nursing and teaching staff will educate students about the importance of hand washing and the seriousness of food allergies.
10. Classroom celebrations, especially in elementary schools, should encourage healthy choices and portion control. Pre-packaged items in original containers are preferred to aid students with allergies.
11. Child Nutrition Staff makes coordinated efforts to reach all students that would qualify for the free and reduced-price meal programs.
12. Child Nutrition software program is discreet in determining eligibility for free or reduced-price meals. Students are not treated differently, and their eligibility is not identifiable by their peers. Child Nutrition Staff is trained on confidentiality yearly.
13. Child Nutrition Director maintains all licenses and certificates and attends training sessions to provide a quality food service program and satisfy all reporting requirements.
14. Child Nutrition personnel receive sanitation, HACCP, safety and child choking training annually, making student eating environments safe and healthy.
15. Child Nutrition personnel have decreased fat and calorie levels by eliminating use of fryers, reworking recipes and purchasing lower fat items.
16. Students have sufficient space for eating meals.
17. Students have sufficient time for eating meals. (10 minutes for breakfast and 20 minutes for lunch).
18. Students have access to water fountains and can have cups or can refill containers in the cafeterias.

Adopted: May, 2006
Revised: May 2010
Revised: May, 2016
Revised: February 11, 2019
Revised: July 8, 2019

Nutrition Standards for All Foods Sold in School

Food/Nutrient	Standard	Exemptions to the Standard
General Standard for Competitive Food.	<p>To be allowable, a competitive FOOD item must:</p> <ol style="list-style-type: none"> (1) meet all of the proposed competitive food nutrient standards; and (2) be a grain product that contains 50% or more whole grains by weight or have whole grains as the first ingredient*; <i>or</i> (3) have as the first ingredient* one of the non-grain main food groups: fruits, vegetables, dairy, or protein foods (meat, beans, poultry, seafood, eggs, nuts, seeds, etc.); <i>or</i> (4) be a combination food that contains at least ¼ cup fruit and/or vegetable <p>*If water is the first ingredient, the second ingredient must be one of items 2, 3 or 4 above.</p>	<p>x Fresh fruits and vegetables with no added ingredients except water are exempt from all nutrient standards.</p> <p>x Canned and frozen fruits with no added ingredients except water, or are packed in 100% juice, extra light syrup, or light syrup are exempt from all nutrient standards.</p> <p>x Canned vegetables with no added ingredients except water or that contain a small amount of sugar for processing purposes to maintain the quality and structure of the vegetable are exempt from all nutrient standards.</p>
NSLP/SBP Entrée Items Sold A la Carte.	Any entrée item offered as part of the lunch program or the breakfast program is exempt from all competitive food standards if it is sold as a competitive food on the day of service or the day after service in the lunch or breakfast program.	
Sugar-Free Chewing Gum	Sugar-free chewing gum is exempt from all competitive food standards.	
Grain Items	Acceptable grain items must include 50% or more whole grains by weight, or have whole grains as the first ingredient.	
Total Fats	Acceptable food items must have 35% calories from total fat as served.	<p>x Reduced fat cheese (including part skim mozzarella) is exempt from the total fat standard.</p> <p>x Nuts and seeds and nut/seed butters are exempt from the total fat standard.</p>

Food/Nutrient	Standard	Exemptions to the Standard
		<ul style="list-style-type: none"> x Products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the total fat standard. x Seafood with no added fat is exempt from the total fat standard. <p>Combination products are not exempt and must meet all the nutrient standards.</p>
Saturated Fats	Acceptable food items must have < 10% calories from saturated fat as served.	<ul style="list-style-type: none"> x Reduced fat cheese (including part-skim mozzarella) is exempt from the saturated fat standard. x Nuts and seeds and nut/seed butters are exempt from the saturated fat standard. x Products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the saturated fat standard. <p>Combination products are not exempt and must meet all the nutrient standards.</p>
Trans Fats	Zero grams of trans fat as served (0.5 g per portion).	
Sugar	Acceptable food items must have 35% of weight from total sugar as served.	<ul style="list-style-type: none"> x Dried whole fruits or vegetables; dried whole fruit or vegetable pieces; and dehydrated fruits or vegetables with no added nutritive sweeteners are exempt from the sugar standard. x Dried whole fruits, or pieces, with nutritive sweeteners that are required for processing and/or palatability purposes (i.e., cranberries, tart cherries, or blueberries) are exempt from the sugar standard.

Food/Nutrient	Standard	Exemptions to the Standard
		x Products consisting of only exempt dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the sugar standard.
Sodium	Effective July 1, 2016 snack items and side dishes sold a la carte must be: 200 mg sodium per item as served, including any added accompaniments. Entrée items sold a la carte: 480 mg sodium per item as served, including any added accompaniments.	
Calories	Snack items and side dishes sold a la carte: 200 calories per item as served, including any added accompaniments. Entrée items sold a la carte: 350 calories per item as served including any added accompaniments.	x Entrée items served as an NSLP or SBP entrée are exempt on the day of or day after service in the program meal.
Accompaniments	Use of accompaniments is limited when competitive food is sold to students in school. The accompaniment must be included in the nutrient profile as part of the food item served and meet all proposed standards.	
Caffeine	Elementary and Middle School: foods and beverages must be caffeine-free with the exception of trace amounts of naturally occurring caffeine substances. High School: foods and beverages may contain caffeine.	
<i>Beverages</i>		
Beverages	Elementary School x Plain water or plain carbonated water (no size limit); x Low fat milk, unflavored (8 fl oz); x Non fat milk, flavored or unflavored (8 fl oz), including nutritionally equivalent milk alternatives as permitted by the	

Food/Nutrient	Standard	Exemptions to the
	<p>school meal requirements;</p> <ul style="list-style-type: none"> x 100% fruit/vegetable juice (8 fl oz); and x 100% fruit/vegetable juice diluted with water (with or without carbonation), and no added sweeteners (8 fl oz). <p>Middle School</p> <ul style="list-style-type: none"> x Plain water or plain carbonated water (no size limit); x Low-fat milk, unflavored (12 fl oz); x Non-fat milk, flavored or unflavored (12 fl oz), including nutritionally equivalent milk alternatives as permitted by the school meal requirements; x 100% fruit/vegetable juice (12 fl oz); and x 100% fruit/vegetable juice diluted with water (with or without carbonation), and no added sweeteners (12 fl oz). <p>High School</p> <ul style="list-style-type: none"> x Plain water or plain carbonated water (no size limit); x Low-fat milk, unflavored (12 fl oz); x Non-fat milk, flavored or unflavored (12 fl oz), including nutritionally equivalent milk alternatives as permitted by the school meal requirements; x 100% fruit/vegetable juice (12 fl oz); x 100% fruit/vegetable juice diluted with water (with or without carbonation), and no added sweeteners (12 fl oz); x Other flavored and/or carbonated beverages (20 fl oz) that are labeled to contain 5 calories per 8 fl oz, or 10 calories per 20 fl oz; and x Other flavored and/or carbonated beverages (12 fl oz) that are labeled to contain 40 calories per 8 fl oz, or 60 calories per 12 fl oz. 	

Adopted May, 2006

Revised: May, 2016

Revised: February 11, 2019

Mustang Public Schools
Assessment of District Wellness Policy
Physical Activity

School Year _____ to _____
 Site _____ Date _____

Please check the appropriate column and add comments as needed for policy statements not met.

Policy Statement	Policy Met	Needs Improvement	Not Yet Implemented	
1. District requires physical education in all grades at the elementary levels. PE is an elective class at the secondary level. Comments:				
2. Students are regularly assessed for attainment of physical education skills. Comments:				
3. Qualified teachers are hired to teach physical education and supervise physical activities in the district. Comments:				
4. Physical education resources are readily available for students and teachers. Comments:				
5. District policy for physical education is consistent with State policy or guidelines. Comments:				

6. Students are provided many choices of physical activity, including cooperative and competitive games. Comments:				
7. Students are provided with physical activity choices that take into account the gender and cultural differences among children. Comments:				
8. District encourages physical activity outside of the school day. Comments:				
9. District encourages teachers and other adults in the school setting to serve as role models for students. Comments:				
10. Recreational facilities are safe, clean and accessible for all students. Comments:				
11. During State and District mandated testing, physical activities will be made available to students for stress relief. Comments:				
12. Health Curriculum will be included in PE classes at the Secondary Level. Comments:				

Additional Comments:

Name of Person(s) filling out assessment

Date

Mustang Public Schools

Assessment of District Wellness Policy

Other School-Based Activities

School Year _____ to _____
 Site _____ Date _____

Please check the appropriate column and add comments as needed for policy statements not met.

Policy Statement	Policy Met	Needs Improvement	Not Yet Implemented	
1. Cafeteria areas are clean, safe and pleasant environments in which food is served in a timely manner. Comments:				
2. Foods of minimal nutritional value should not be used as classroom/campus rewards. Comments:				
3. The district meets State guidelines on foods and beverages served. Reimbursable meals meet fat, calorie, vitamin, etc. guidelines during the course of a week and provide students good foods to maintain a balanced diet. Ala cart items sold are reviewed for portion control, nutritional value and include a variety of healthy options. Comments:				
4. In school vending machine beverage sales include only diet soda and healthy drinks. In school vending machines, snack sales include foods of nutritional value and healthy options. Comments:				

<p>5. Fundraisers that promote positive health habits such as the sale of non-food and nutritious food items are encouraged, as well as fundraising to support physical activity events.</p> <p>Comments:</p>				
<p>6. School staff receives professional training and development in areas of nutrition and physical education.</p> <p>Comments:</p>				
<p>7. Students and staff have access to physical activity facilities such as walking track and training equipment outside of school hours.</p> <p>Comments:</p>				
<p>8. The District will promote healthy eating by means of classroom teaching, website, role models, and healthy food options.</p> <p>Comments:</p>				
<p>9. The nursing and teaching staff will educate students about the importance of hand washing and the seriousness of food allergies.</p> <p>Comments:</p>				

<p>10. Classroom celebrations, especially in elementary schools, should encourage healthy choices and portion control. Pre-packaged items in original containers are preferred to aid students with allergies.</p> <p>Comments:</p>				
<p>11. Child Nutrition Staff makes coordinated efforts to reach all students that would qualify for the free and reduced-price meal programs.</p> <p>Comments:</p>				
<p>12. Child Nutrition software program is discreet in determining eligibility for free or reduced-price meals. Students are not treated differently, and their eligibility is not identifiable by their peers. Child Nutrition Staff is trained on confidentiality yearly.</p> <p>Comments:</p>				
<p>13. Child Nutrition Director maintains all licenses and certificates and attends training sessions to provide a quality food service program and satisfy all reporting requirements.</p> <p>Comments:</p>				
<p>14. Child Nutrition personnel receive sanitation, HACCP, safety and child choking training annually, making student eating environments safe and healthy.</p> <p>Comments:</p>				

15. Child Nutrition personnel have decreased fat and calorie levels by eliminating use of fryers, reworking recipes and purchasing lower fat items. Comments:				
16. Do students have sufficient space for eating lunch? Comments:				
17. Do students have sufficient time for eating lunch? Comments:				

Additional Comments:

Name of Person(s) filling out assessment

Date

Adopted: May, 2006

STUDENT CLUBS AND ORGANIZATIONS

The Mustang Board of Education believes that certain extracurricular and social activities can enhance the learning environment of our schools. The Board of Education shall annually notify parents or guardians of students about clubs and organizations sponsored by or under the direct control and supervision of the school district. The annual notification shall be placed in the student handbook and by posting information on the school's district website. The annual notification shall include, but is not limited to, the following information about each club or organization:

- Name
- Mission or purpose; and
- Name of the faculty advisor, if known

Parents or guardians of students will notify the school administration that they are withholding permission for their child(ren) to join or participate in one or more clubs or organizations. Parents or guardians will need to fill out and sign the "Withhold Permission" Form and return it to their child's school site. Parents or guardians shall be responsible for preventing their child from participating in a club or organization in which permission is withheld. Parents or guardians are also responsible for retrieving their child(ren) from attendance at a club or organization in which participation is withheld. Nothing in this subsection shall prevent a club or organization from meeting when a student who is not authorized to be in the club or organization is present at such meeting.

If clubs or organizations are created or formed after the annual notification is distributed, the school district shall send additional notification to the parents or guardians containing the above-listed information regarding the additional clubs or organizations by way of a message added to the school's district website.

LEGAL REFERENCE: 70 O.S. SECTIONS 24-105

<p style="text-align: center;">WITHHOLD PERMISSION FORM FOR STUDENT CLUBS AND ORGANIZATIONS</p>
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If you wish to withhold permission for your child(ren) to participate in one or more of the school sponsored student clubs and organizations, please complete this document and return to your child's school site.

I, _____, the parent or legal guardian of
_____, hereby withhold permission for my
child to participate in _____.

I understand that it is my responsibility to prevent my child from attending or participating in any meetings of the club or organization and that I am responsible for retrieving my child from attendance at any club or organization in which permission is withheld.

Dated this _____ day of _____, 20____.

Parent/Legal Guardian

TRANSPORTATION POLICY

USE OF BUSES

The Mustang School District recognizes that in Oklahoma pupil transportation is a service provided by the school. The school district wishes to assure its patrons that transportation services are provided in a manner that accomplishes three (3) goals:

1. to ensure that all children of our school that are eligible to ride are transported in the safest manner possible
2. to ensure that the transportation services provided are cost effective
3. to ensure that all transportation services are rendered in an equitable manner

The school district will accomplish these goals through enforcement of its school transportation policies.

SCHOOL BUS ROUTE POLICIES

1. The Mustang School District will provide transportation for an eligible special education student when transportation has been identified as "related services" necessary to enable the student to receive the education services outlined in his/her IEP (SDE Regulations).
2. The Mustang School District will provide transportation for all district students who reside within one and one-half (1 ½) miles or more from the school attended by a commonly traveled road.
3. Students residing less than one and one-half (1 1/2) miles from the school the student attends will be transported if the student has no direct path of public access to his/her assigned school without traveling parallel to a designated state highway, any road having more than two (2) travel lanes, a section line road or any street deemed to be unsafe due to traffic conditions, congestion or physical hazard.

The above mentioned transportation exceptions will not apply if the following exists:

- a thirty-six (36) inch wide sidewalk ten (10) feet from the road's edge is present
 - a thirty-six (36) inch high chain link fence present if sidewalk does not meet minimum standards
 - the presence of a crossing guard
4. No school bus shall be permitted to operate on any private driveway.
 5. All school bus stops shall be selected with the safety of the children at the bus stop the first consideration. Whenever possible, a bus stop shall be located within one fourth (1/4) mile of the home of every child being transported.
 6. No bus stop shall be established in which the student must cross a roadway having more than two (2) lanes.
 7. No bus stop shall be permitted to operate on any privately constructed or maintained roadway without written waiver of liability executed by the controlling association or parties. It shall be the responsibility of the association or parties to obtain the liability waiver from the Mustang School District to complete the form and return it as directed.
 8. No bus stop shall be established in which a school bus must back up in order to complete a regular route.
 9. No school bus will be utilized for any activity trip prohibited by Oklahoma State Department Regulations.

SPECIAL BUS RIDING PRIVILEGES

It is the policy of the MPS to transport students from a point no more than one-fourth (1/4) mile of their home residence and return them to the pick-up point in the most secure and safe manner. Students shall be picked up and returned to the same bus stop location each day. Students will be allowed to exit their regular bus at a different location if they have written authority from a parent or guardian and it must be signed by a building administrator.

- Students are not permitted to change buses (routes) to go to another location except as following:
 - Students will be permitted to change buses (routes) in the case of a family emergency. Notification must be made to the school prior to the scheduled boarding time.
 - Bus transfers for the purpose of baby-sitting arrangements will be made on an individual basis, if the following conditions are present:

- "Special-Riding Privilege" form has been completed and returned to the building principal
 - the bus transfer will not cause a passenger overload on the receiving bus
 - no new stop will be established to accommodate the transfer
 - the transfer must have the student exiting the bus at the same location each day
 - Student must be already eligible to ride
- No students will be delivered to a job site.
 - All students will exit the bus prior to the beginning of the next scheduled route.

PARENT COMPLAINT PROCEDURE

The MPS strive to provide the finest student transportation program possible. Our staff of drivers and support personnel has the safety of our children as the primary goal. When problems occur, they will be dealt with in a prompt and professional manner. The following guidelines have been established to insure that problems will be directed to the proper authorities:

- Adults are prohibited from boarding a bus during a route to discuss a problem directly with a driver.
- Complaints concerning bus drivers are to be directed to the Transportation Department at (405) 376-2630, or the Administration Office at (405) 376-2461.
- The school building administration handles student behavior problems.

PUPIL CONDUCT ON BUSES

Riding a school bus is a privilege. Student safety is our main priority and rules that are enforced at school also apply on the bus.

The following rules and regulations shall govern the conduct of school bus passengers:

- Students should be at their bus stop five (5) minutes prior to the time the bus is scheduled to arrive.
- Bus drivers will have the same authority over pupils while riding buses as the teachers have while the pupils are in school. The bus is an extension of the classroom.
- All students must be seated in their assigned seats
- The noise level on the bus must remain at a low quiet voice level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing or otherwise cause any disturbance that may distract the driver.
- School bus windows must remain closed unless the driver permits them to be opened. When windows are open, students are not allowed to throw objects from the windows or extend any part of the body through a window.
- The use of tobacco or electronic cigarettes or the consumption of food or beverage is not permitted on school buses.
- No glass containers are allowed on the bus.
- No balloons are allowed on the bus.
- Any passenger who defaces or vandalizes a school bus in any way shall have the bus riding privilege suspended. No suspended student shall be permitted to resume the bus privilege until all damages for which the student was responsible are paid.
- If a student is denied transportation for any reason, the parent(s) must be notified. The bus driver shall not put a child off the bus other than at the student's regular stop without written parental permission.
- Horseplay is not allowed in or around the bus.
- Students must keep all objects out of the aisle.
- Students should never tamper with the emergency door or windows of the bus.
- Be respectful and courteous to the bus driver at all times.
- Proper conduct at the bus stop is expected. Parents should be aware of the children's activities and behavior at the bus stop.
- No profanity will be allowed.
- Technology center transportation will be provided for students to and from the technology center. Students who do not desire to ride the bus may provide their own transportation by completing a Parental Permission form. The form may be picked up in the Front Office of the Mustang High School. Permission may be granted when the completed form is turned in to the assistant principal.

Bus riding is a privilege and may be taken away.

WRITTEN CONDUCT REPORT

A written report about a student's unsatisfactory conduct will be issued by the bus driver and delivered to the school principal. The principal will take the appropriate disciplinary action. This action may include short-term or permanent suspension from bus riding privileges and/or suspension from school. A copy of the written report will be sent home with the student. The parent is asked to sign the report, certifying that the parent has been made aware of the situation. The student must then present the signed copy to the bus driver to regain riding privilege within three (3) days.

Any meeting required with the parents relating to problems of bus conduct will be scheduled during normal school hours with the principal or assistant principal.

Field trips outside the State of Oklahoma are expressly prohibited unless prior board approval is obtained.

Adopted: 12-98

Revised: 10-01

Revised: 09-13-10

Revised: 07-09-12

Revised: 07-14-14

BroncoClub

Beginning with the 2016-2017 School Year, MPS will offer an after school program primarily to offer an enriched educational environment for students after school, as well as to provide support to MPS families. Service is available to K-6 at the site where the student is currently enrolled. We reserve the right to limit the number of students admitted to the program due to staffing, safety and building space. Policies and procedures concerning BroncoClub are contained in the MPS BroncoClub webpage.

Adopted: August 8, 2016