

## **USE OF SCHOOL FACILITIES**

### Policy

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

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

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

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

### Procedures for Use of School Facilities

#### *Application*

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

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

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

*Permitted Use*

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

1. Are beneficial to the youth of the school district and to the programs of the school district; and
2. Do not result in an increased monetary burden on the citizens of the school district.

*Priority Use*

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

Prohibited Use

School facilities will not be used for:

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

Payment in Advance

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

### Responsibility of Applicant

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

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

Users of school property must assume responsibility for the safety and protection of the audience, workmen and participants to the extent required by law. The superintendent has the right to require minimum limits of public liability and property damage insurance for all groups using any school facility, and to require that there be evidence presented to the superintendent in the form of a certificate of insurance, showing Independent School District No. 20 of Muskogee County, Oklahoma, as an additional named insured.

### Time Limits

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

### Cancellations

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

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

### Holidays

As a general rule school properties will not be available for use by outside organizations on school or national holidays. Should one or more meetings approved as a series of meetings fall on such days, such meeting dates will be automatically canceled for these days only.

The superintendent may, in his/her best judgment, authorize limited exceptions to this rule for good cause shown.

### Non-School Days

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

### Charges

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

### Building Use Without Charge

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

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

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

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

Organizations which qualify for use of meeting space without charge on weekdays will be charged regular rates for meetings held on Saturdays and Sundays, for weekday meetings

which extend beyond 11:00 p.m., for use of recreational facilities such as gymnasiums and for all fund-raising activity meetings.

### Custodial Care

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

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

### Security

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

### Alcohol, Drugs, Tobacco and Dangerous Weapons

The use or possession of alcoholic beverages or controlled substances (drugs) will not be permitted on school property. Organizations using school property for any purpose are expected to comply with district policy concerning the use of tobacco.

Dangerous weapons, including but not limited to firearms, are prohibited on school property, although non-student individuals who are either (a) over the age of twenty-one or (b) over the age of eighteen (18) who is a member or veteran of the U.S Military, may possess a firearm in the parking lot and may store that weapon in their vehicle in accordance with Oklahoma law. If the firearm is left unattended in parking lot, it must be hidden from view in a locked vehicle.

Individuals who have received prior permission from the principal may possess an inoperable weapon on the premises for participation in a school program, as long as the weapon remains inoperable while at school and the individual uses the weapon in accordance with the permission granted.

### Athletic Activities

Permission for athletic activities involving the use of school facilities by **non-school** groups will be granted. Such groups may not use the apparatus and other special athletic equipment belonging to the school. Practice sessions will be allowed non-school groups provided such sessions do not involve the presence of spectators.

In those instances where team competition is involved, it must be clearly understood that no team sponsored by an organization other than the schools will be identified by name as representing any school in this district.

### Apparatus and Equipment

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

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

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

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

### Cafeterias

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

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

### Parking Lots

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

### Use of School Buses

School buses may be used for "summer youth activities" as approved by the State Department of Education whenever such equipment is not available from commercial firms

in the area, and whenever such use is beneficial to the youth of the district, provided such youth groups are adequately supervised by adults and provided further that all costs for such operations, including any damages to equipment and usual wear and tear, are defrayed by the using group. Only legally qualified drivers may drive school buses.

#### Use of School Grounds and Recreational Facilities

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

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

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

#### Use of School Buildings in Times of Emergency

At times when the district's facilities are already open, school buildings will be available to community members for shelter in the event of severe weather. Any individual wishing to seek shelter during an emergency weather situation must report to the principal's office.

#### Church Services

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

#### Use Fees

At the beginning of each fiscal year the District's board of education will approve a fee schedule for use during the upcoming fiscal year for those educational, political, literary, cultural, religious, scientific, civic or recreational community organizations which seek permission to use the District's facilities. In the event the board does not adopt a new fee

schedule for a particular fiscal year, the prior fiscal year fee schedule shall continue to be in effect.

## Use and Activities on the Grounds/Facilities and Premises of the District

### Implementation

The implementation of the District Facilities Use Policy will be administered through the Maintenance and Athletic Offices. A separate line item account has been established in the District Building Fund for administering of income and expenses generated from the use of the District's facilities.

Practices and training sessions involving Muskogee Public Schools students, aid in the development of sports specific skills, life skills, and the improvement of Muskogee athletic squads as well as community goodwill. Consequently, the fees listed in this policy may also be decreased for the purpose of regularly scheduled practices or training sessions by recreational or club teams with rosters consisting of greater than 25% students from Muskogee Public Schools.

The prescribed Practice/Training rate shall be established as \$25 for two hours of use. This rate is designed to allow regular use for teams meeting the criteria described above as determined by the Director of Athletics; while also establishing a minimum rate to cover facility and supervision related expenses.

The Practice/Training rate shall not supersede the need for insurance or a Facility Proctor (School Personnel) to help with access and monitoring of the facility.

A schedule of fees for the use of buildings, facilities, and premises is listed herein. The minimum fees will cover the cost of the operation, utilities, and maintenance of the building for a three (3) hour period; such as, 7:00 p.m.-10: 00 p.m. The cost for longer periods of use will be prorated accordingly. School related groups, as well as civic and philanthropic organizations that are raising funds for school purposes, may be exempt from facilities use fees. All organizations, however, which use facilities must pay school personnel costs, as well as utilities when applicable.

The cost of the school personnel / security will be added to the fees of buildings and/or facilities. All school personnel, as well as other non-professional school employees are governed by the provisions of the Hour-Wage law, and therefore qualify for overtime payment. The cost of school personnel will be for care and upkeep of the facility during normal operations. An additional cost will be added if school personnel are required for additional cleanup above normal operations.

If additional school personnel are needed to operate stage lighting, projectors, sound equipment and the like, the additional cost will also be added to the building and facilities use fees.

Facility rental fee (per hour/3 hour minimum)  
 Equipment Rental fee (per day)

<u>M.H.S. Outdoor Facilities</u>		<u>Sound System</u>	
Stadium	\$400	Portable Rack Sound System	\$200
Indian Bowl	\$200	Twin Rack Sound System	\$350
Baseball Field	\$100	Small Portable Sough System	\$50
Softball Field	\$100	Sound System Operator	\$50
Practice/Training Rental for all outdoor venues (\$25/2 hours)			

Fees for Group Activity

<u>Personnel Fee</u>		<u>Equipment</u>	
CNS Personnel	\$20	Fog machine	\$25
Custodial Personnel	\$15	Spot Lights	\$25
Maintenance Staff	\$25	Security Personnel	\$60
Projectors	\$50		
Building Manager	\$20-\$50		

**BUILDING AND FAILITY USE FEE SCHEDULE**  
 (Per Hour/3 Hour Minimum)

School	Cafeteria	Gym	Auditorium Program	Auditorium Rehearsal	Auditorium Pro. Org.
Muskogee High	\$100	\$500/day	N/A	N/A	N/A
Regula Rental					
Practice/Training Rental		\$25/2 hrs.			
Fine Arts Aud.	N/A	N/A	\$50	\$35	\$200
Little Theater	N/A	N/A	\$50	\$25	\$150
Alice Robertson MS	\$50	\$500/day	\$100	\$50	\$150
B.F.S.A.	\$40	\$500/day	\$50	\$50	\$200
Cherokee	\$40	\$250/day	\$50	\$25	\$100
Creek	\$40	\$250/day	\$25	\$25	\$100
Early Childhood Center	\$40	\$250/day	\$25	\$25	\$100
Grant Foreman	\$40	\$250/day	\$25	\$25	\$100
Harris-Jobe	\$40	\$250/day	\$25	\$25	\$100

Irving	\$40	\$250/day	\$25	\$25	\$100
Sadler	\$40	\$250/day	\$50	\$50	\$150
Tony Goetz	\$40	\$250/day	\$25	\$25	\$100
Whittier	\$40	\$250/day	\$25	\$25	\$100
M.A.P.S. Gym	\$40	\$250/day	N/A	N/A	N/A

Rental of standard classroom \$40

Indian Bowl Stadium shall have a minimal rental fee of \$ 3000.00 for the use of facility. The cost may be adjusted according to policy for educational entities with a cooperative agreement with Muskogee Public Schools

Classroom usage by Muskogee Public School teaching staff

If a classroom is requested to be used by a teacher or staff member to extend the educational opportunities to I-20 students, the charge per hour will be a reduced cost to cover necessary expenses. The usage of the facility must meet the following criteria to qualify for the reduced rates.

Criteria

1. Services being provided to students of Muskogee Public Schools I-20.
2. Extension of the classroom teaching.
3. Charges only to cover personnel cost and facility cost.
  
4. Does not require usage of the facility beyond normal hours.
5. Does not require any additional custodial care.
6. Approval of site administration

Insurance Requirement

Properties not being used for school purposes shall be made available to any local community organizations who shall carry reasonable insurance, the amount to be determined by the Board of Education, to protect the district from loss or damage to the property by fire, wind and hail. The group shall pay the annual premiums and make Muskogee Public School District I-20 Beneficiary.

Refuse and Trash

No person shall litter, or suffer or cause to be littered any of the grounds, driveways, walkways, restrooms, shelters or other structures or facilities of the School District by scattering or leaving paper, garbage, bottles, cans, boxes or other refuse, trash, and debris thereon and shall place all of the same in receptacles provided therefore.

Trespass

Any person or persons who trespass upon common school lands may be punished to the extent provided in The Criminal Code and The School Code.

### Signs

All persons shall observe, abide by, and adhere to the regulatory signs which are posted and erected on School District property from time to time.

### Eviction

Any person violating any of the provisions of this Regulation may forthwith be evicted from the school facilities/grounds and other public places under control of the School Board.

### Denial of Approval

Facility rentals may be denied if:

- A. Fails to pay the usage fees within the specified time frame.
- B. The requester has a history of damage, drug, alcohol, and/or tobacco use, or inadequate supervision.
- C. The activity violates the canons of good morals, manners, or taste, or may be injurious to the buildings, grounds or equipment.
- D. The activities are discriminatory in the legal sense.
- E. The requester has a history of demonstrable danger or violence, or whose literature/philosophy promotes hatred and/or violence.
- F. Fundraising campaigns and/or commercial advertising comprise the essence of the requesting group's purpose.
- G. Requester does not have adequate insurance.

**Licensing Agreement**

THIS LICENSING AGREEMENT made and entered into this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between The Board of Education, Muskogee Public Schools District I-20, Muskogee County, Oklahoma, hereinafter called the "Licensor" and \_\_\_\_\_, hereinafter called the "Licensee".

The Licensor does hereby grant a license to Licensee to use \_\_\_\_\_ at \_\_\_\_\_ hereinafter called the "School Facility", during the hours of \_\_\_\_\_ to \_\_\_\_\_ on the following date(s) \_\_\_\_\_

Licensee shall use the School Facility solely for the purpose of

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Licensee agrees to pay the Licensor for the use of the School Facility the following:

All fees and expenses incurred by the Licensee hereunder shall be paid prior to license being granted. All unforeseen expenses shall be paid within six date prior of rental date. The district reserves the right to decline a Licensee if prior rentals of facilities have been delinquent in payment or if facilities have not satisfactory took care of.

It is understood that this Licensing Agreement creates a license only and that Licensee does not and shall not claim at any time any interest or estate of any kind or extent in the School Facility by virtue of this license or the use of the School Facility.

The privilege given is not exclusive and Licensor reserves the right at any time to grant other or similar privileges to use or occupy the school building in which the School Facility is located.

Licensee shall indemnify, defend, keep and save the Licensor, harmless from any and all liabilities, damages, judgments, cost and expenses, including reasonable attorney fees and expenses of litigation resulting from or arising out of the Licensee's use of the School Facility.

Licensee shall not transfer or assign this Licensing Agreement without the written consent of the Licensor.

No consent or waiver, expressed or implied, by the Licensor to or of any breach of any covenant, condition or duty of Licensee shall be construed as a consent or waiver to or of any other breach of the same or any other covenant, condition or duty.

The Licensor shall not be liable or responsible for any delays or cancellation of Licensee's use of the School Facility due to casualties, force majeure, governmental regulation or control, Licensor's need for the School Facility or other causes beyond the reasonable control of the Licensor.

Any notice or demand from the Licensor to Licensee or from Licensee to the Licensor shall be mailed by registered or certified mail addressed as set forth herein or such other address as the Licensor or Licensee shall have last designed by notice in writing to the other party. The customary receipt shall be conclusive evidence of such service.

Licensee agrees to provide and maintain, with a reputable insurance company, and at his sole cost and expense, public liability insurance, insuring Licensee and Licensor, Licensor's board members, officers, agents, employees and their successors and assigns as additional named insured against any and all claims, demands or actions for injury to or death of one or more persons in any one occurrence in an amount of not less than Two Million Dollars (\$2,000,000.00) One Million Dollars (\$1,000,000.00) single limit and for property damage to property in an amount of not less than Five Hundred Thousand Dollars (\$500,000.00) made by or on behalf of any person, firm or corporation, arising from, related to or connected with the conduct and operation of Licensee's activity and in the use of the School Facility and in addition and in like amounts covering Licensee's contractual liability under the aforesaid hold harmless, defense and indemnification provisions. Licensee shall provide Licensor with original signed certificates of insurance showing the required coverage to be in effect prior to the use of the School Facility. The certificate shall require that the insurer give Licensor at least thirty days prior written notice of termination or cancellation of the policies. The certificate of insurance shall require that the insurer give Licensor at least ten days written notice or renewal before the expiration date of the policy.

THE LICENSEE AGREES TO ABIDE BY THE LICENSOR'S POLICIES, RULES AND REGULATIONS APPROVED BY THE LICENSOR FOR THE USE OF SCHOOL FACILITIES AS STATED IN EXHIBIT A TO THIS LICENSING AGREEMENT. ANY BREACH OR FAILURE ON THE PART OF THE LICENSEE TO PERFORM THE TERMS AND CONDITIONS OF THE LICENSING AGREEMENT, INCLUDING THE POLICIES, RULES AND REGULATIONS ESTABLISHED BY LICENSOR, SHALL ENTITLE LICENSOR TO CANCEL THIS LICENSING AGREEMENT AT ANY TIME.

SCHOOL DISTRICT POLICY EC-R IS HEREBY INCORPORATED INTO THIS AGREEMENT BY REFERENCE.

IN WITNESS WHEREOF, we have set our hands and seals this day and date first above written.

**LICENSOR**

Board of Education  
Muskogee Public Schools  
District I-20

By: \_\_\_\_\_

\_\_\_\_\_

Address

**LICENSEE**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_

**Application for Use of School Facility**

Applicant: \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Zip Code: \_\_\_\_\_  
 Daytime Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Tax exempt ID No. \_\_\_\_\_ - \_\_\_\_\_

Requested Facility: \_\_\_\_\_  
 Purpose of Usage: \_\_\_\_\_

Rehearsal Dates: \_\_\_\_\_ Time in : \_\_\_\_\_ Time out: \_\_\_\_\_  
 Rehearsal Dates: \_\_\_\_\_ Time in : \_\_\_\_\_ Time out: \_\_\_\_\_  
 Performance Dates: \_\_\_\_\_ Time in : \_\_\_\_\_ Time out: \_\_\_\_\_

what will be charged as admission? \_\_\_\_\_ How many will attend the event? \_\_\_\_\_  
 Is a fee waiver requested for the facility charge? \_\_\_\_\_ Is custodial required? \_\_\_\_\_

Supervisors responsible	Address	Phone
_____	_____	_____
_____	_____	_____

**FEE WAIVER APPROVED:**

Facility Charges	\$ _____	Yes ___	No ___
Rehearsal Rental	\$ _____	Yes ___	No ___
Program Rental	\$ _____	Yes ___	No ___
Personnel Charges	\$ _____		No X
Custodial Charges	\$ _____		No X
Building Manager Charges	\$ _____		No X
Tech Crew Charges	\$ _____		No X
Utility Charges	\$ _____		No X

TOTAL DUE BEFORE USAGE \$ \_\_\_\_\_

As building administrator I have made sure there are no conflicts in scheduling the facility and required personnel have been assigned to work the event. All necessary building arrangements have been made.

Building Administrator approval \_\_\_\_\_ Date \_\_\_\_\_  
 Maintenance Directors approval \_\_\_\_\_ Date \_\_\_\_\_  
 C.F.O. Signature \_\_\_\_\_ Date \_\_\_\_\_

**THE COSTS OF PERSONNEL AND UTILITIES WILL BE CHARGED ON ALL APPLICABLE CONTRACTS.**

If approved, the applicant assures the proper and legitimate use of the school property, and will assume any liability for damage suffered during usage.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Receipt # \_\_\_\_\_

Licensing # \_\_\_\_\_

Revised: September 10, 2020

## **NAMING OF FACILITIES**

The naming of district facilities is a significant matter that deserves opportunities for school and community input through an organized process. Names of facilities have important meaning for all stakeholders. As such, the names of facilities should inspire and challenge everyone to pursue the highest standards of human ideals, citizenship, scholarship and community service; reflect the district's values; and withstand the passage of time. Personal prejudice or favoritism, political pressure, or temporary popularity should not influence the naming of facilities.

### **Definitions**

“Facility” and “facilities” means any and all district properties, including but not limited to, buildings, whether new or existing; any room or other identifiable area within a building, such as a classroom, conference area, computer lab, media center, library, cafeteria, auditorium, theater or gymnasium; as well as playgrounds; performing arts centers; stadiums, athletic fields, tracks, and the like.

“Memorial” means plaques, statues, inscriptions, monuments or any other form of formal recognition for exemplary service or contributions to the district, community or society.

“Stakeholder” means any person, group or organization with an interest in the welfare and success of the district, including but not limited to, students, parents and families; school board members; district administrators, teachers and support employees; parent-teacher associations, employee unions and student clubs; taxpayers, citizens, residents and other community members; local business leaders; local faith-based organizations; federal, state, county and local elected (or appointed) officials; local youth serving organizations; and charities or donors.

### **Requirements for the Naming or Renaming Facilities**

The naming or renaming of a facility must be approved by the Board of Education, which has sole and final decision-making authority for determining the names of facilities in the district. A new facility or unnamed existing facility may be named at such time as the board determines appropriate. When a new facility is to replace an existing facility on the same or on a different site, the new facility shall keep the name of the existing facility it replaces, unless the name is rescinded by the board. Any existing facility may be renamed if the board decides to rescind the name the facility.

A facility shall be named or renamed based on one or more of the following criteria:

1. to honor a person who satisfies the requirements in this policy for facilities named after individuals;
2. to recognize a geographic section of the district or community in which the facility is located;
3. to recognize the academic theme of the school or the function of the facility in the case of non-instructional facilities; or
4. to reflect a fundamental and enduring value of the district.

### **Facilities Named After Individuals**

Except for compelling reasons, a facility shall only be named after an individual who has been deceased for at least one (1) year. Under no circumstances shall a facility be named after a current employee of the district or any elected official while serving in office.

For a facility to be named after a person, the individual shall be of the highest character and have made an outstanding contribution to public education or to the betterment of humanity in one or more of the following respects:

- a. an individual whose life or work reflects an unyielding commitment to the education of children;
- b. an individual who has provided significant and long-standing service or contributions to the district, city, state, nation or society as a whole;

Prior to naming a facility after an individual, the credentials, character and reputation of the individual shall be carefully scrutinized and evaluated.

### **Procedure for Naming or Renaming Facilities**

At a board meeting and pursuant to an appropriate agenda item, the board president or superintendent shall announce the initiation of a facility naming or renaming process to inform stakeholders that the district will be accepting nominations for the facility's name.

Any stakeholder may present one nomination for a facility name so long as each nomination includes a written rationale explaining how the name meets the criteria under this policy for a facility's name. Nominations shall be made in writing on a district-approved form completed in full and delivered to the superintendent or superintendent's designee within fourteen (14) days of the board meeting at which the facility naming or renaming process was announced.

All nominations will be presented by the superintendent to the board at a meeting held at least fourteen (14) days after the board meeting at which the facility renaming process was announced. The board will hear public comments as allowed under its policy for public comments at board meetings.

The board may, in its sole discretion, approve a nomination, reject all nominations, approve a name that was not nominated, or take any other action that the board determines to be appropriate.

Unless stated otherwise by the board, an approved name shall be effective immediately with regard to new facilities, and with regard to facilities whose names were rescinded, upon the effective date of the rescission.

### **Rescission of Existing Facility Names**

At any time, the Board of Education may consider taking action to rescind an approved name of a facility and authorize its renaming. Sufficient cause to rescind the name of a facility exists when the board determines, in its sole discretion, that the name of the facility is in direct conflict with the values, beliefs or ethical standards of the district. Such reasons include, but are not limited to, circumstances when a person for which a facility is named has been charged with or convicted of a felony, engaged in an act of moral turpitude, engaged in behavior that has brought the name into dishonor for any reason, or for any other good cause as determined by the board.

A facility name may also be rescinded when it is determined by the board to be in the best interests of the district, or when the board determines that the name has become obsolete.

A recommendation to rescind a name must be put on a regularly scheduled board agenda as an information item prior to being considered for final action by the board.

### **Memorials**

The board must approve all decisions relative to memorials. While the standards of facility naming do not apply to memorials, the board shall make memorial recognition decisions that reflect the values of the district and that do not conflict with the general intentions of this policy.

**SALE OF SCHOOL DISTRICT SURPLUS PROPERTY**

Real Property

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

1. Prior to requesting bids for a property, the district will have the property appraised by at least two (2) disinterested, qualified, appraisers chosen by the superintendent. If the superintendent deems it appropriate additional appraisals may be obtained. All appraisals will be confidential until after the property is sold. When the property is sold, all appraisals will be made available for public inspection. Any appraisal must be made within six (6) months of the date on which the property is offered for public bid.
2. The superintendent will prepare a notice to bidders advising that sealed bids for the purchase of a property will be received by the district at a time and place designated in the bid notice. The bid notice will require each bidder to state, in his or her bid, the intended use of the property. This use may be a factor in determining the successful bidder.
3. The bid notice will be published at least ten (10) days prior to the bid opening in at least one (1) issue of a newspaper of general circulation in the county in which the property is located. The bid notice may be published in additional newspapers or advertised by additional means at the discretion of the superintendent or by direction of the board of education.
4. The bids will be opened at the time and place specified in the bid notice and the bids will be referred to the board of education for acceptance or rejection. The board of education will reserve the right to reject any and all bids or to accept any particular bid.
5. Surplus real estate will not be sold at private sale unless the real estate has first been offered for sale by public sale or public bid and all such bids have been rejected.

6. Surplus real estate will not be sold at a public or private sale for less than 75% of the appraised value as determined by averaging the property appraisals.
7. Surplus real estate will not be sold to any bidder for less than 75% of the appraised value.
8. Any conveyance of real estate by private sale to a non-profit organization, association, or corporation to be used for public purposes, unless for exchange, will contain a reversionary clause which returns the real estate to the district upon cessation of the use without profit or for public purposes by the purchaser or the assigns of the purchaser.

### Personal Property

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

1. The board must declare the property surplus during a regular or special board meeting. The meeting agenda (or an attachment to the agenda) must contain a description of all property to be declared surplus.
2. After the board has declared the property surplus, the superintendent is authorized to use the most economical and beneficial means to dispose of the property. These methods may include sale (public auction, written bids, online services, etc.), trade, salvage/scrap, discard, or any other means the superintendent determines to be appropriate based on the condition of the property and the totality of the circumstances. If property is sold or traded, the district must receive reasonable compensation.
3. The superintendent or designee will maintain records regarding disposition of surplus property for five years from disposition of the property.
4. Surplus computers, copiers, and other electronics that store data must be either electronically wiped clean or have the hard drive destroyed so that any sensitive or confidential information (social security numbers, health information, personal identification information, school financial information, licensed software, etc.) cannot be recovered from the equipment.
5. Partner school districts may be given an opportunity to take any needed surplus personal property.
6. School board members (and their second-degree relatives) are prohibited by state law from purchasing property from the district.

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

### Leased Property

If a board of education makes the decision to dispose of real or personal property that is leased at the time the decision is made, whether such disposal is by public sale, public bid or private sale, the lessee shall have a right of first refusal to purchase the property on the following terms and conditions:

- (1) if a board of education receives a bid or offer in a public sale, public bid or private sale for any real or personal property that it desires to accept, then it shall provide notice to the lessee of the property. The notice shall include the identity of the prospective purchaser of the property, the terms and conditions of the proposed sale and the purchase price to be paid by the prospective purchaser, and

- (2) the lessee shall have thirty (30) days after receipt of the notice to inform the board of education that it elects to purchase the property on the same terms and conditions set forth in the notice, in which event the board of education shall convey the property to the lessee on all the same terms and conditions set forth in the notice; provided, however, that if any portion of the consideration included in the purchase price set forth in the notice is not in cash, then the lessee shall be entitled to pay the fair market value in cash of such noncash consideration.

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

**MUSKOGEE PUBLIC SCHOOLS**  
BOARD OF EDUCATION POLICY

*School Property*  
*105040*

Adopted: August 20, 2019

### **ASBESTOS INSPECTION**

In accordance with the federal Asbestos Hazard Emergency Response Act (AHERA), the district has identified all asbestos materials present within the district and has developed appropriate plans related to asbestos within the district. The district complies with all AHERA regulations, including periodic public advertisements and walk-through inspections. The district has selected Director of Maintenance to be its "AHERA Designated Person" for each site within the district. The AHERA Designated Person can be contacted at (918) 684-3710.

All required documentation for an individual site is on file and available for inspection in the building principal's office. A copy of the documentation for each site in the district is on file and available for inspection in the superintendent's office.

Reference: 15 U.S.C. § 2643

**BUILDINGS AND GROUNDS MAINTENANCE**

The board of education believes that adequate maintenance of buildings, grounds and property is essential to efficient management of the district.

The board directs a continuous program of inspection and preventative maintenance of school buildings and equipment.

The superintendent shall develop and implement a maintenance program that will include:

- A regular program of repair and conditioning;
- Critical spare parts inventory;
- An equipment replacement program; and
- A long-range program of building modernization and conditioning.

The superintendent shall develop such guidelines as may be necessary for the maintenance and repair of the physical plant.

The superintendent shall develop a checklist that will be applicable to all buildings in the district. Each building principal, in conjunction with the maintenance director, shall conduct a physical inspection of the building on a monthly basis and submit a written report to the superintendent.

The superintendent shall report to the board regarding the current maintenance and improvement program.

**USE OF BUSES**  
**OTHER THAN REGULAR TRANSPORTATION OF PUPILS**

School buses may be used for activity trips, extra-curricular activities and any field trips. Requests for transportation vehicles for those purposes should be made one week in advance.

1. Requests for a bus will be presented to and approved by the superintendent.
2. Activity sponsors, teachers and coaches are responsible for picking up litter or trash at the conclusion of each activity trip.
3. Any person using district equipment or vehicles for personal use may be subject to disciplinary action, which could include termination or dismissal.

### **LOANING OF SCHOOL EQUIPMENT**

Loaning of school equipment is prohibited by all school employees, other than the superintendent. When a staff member is requested by individuals or groups to loan district-owned equipment, such individuals or groups will be referred to the superintendent.

Individuals or groups borrowing school equipment will sign a request form stating:

1. The item and quantity borrowed;
2. When the borrowed item or items will be returned;
3. The condition of the item or items borrowed;
4. An assurance statement that the borrower will reimburse the district for any damages incurred while the item or items are on loan; and
5. An assurance that the borrower will accept the superintendent's appraisal of the dollar value of the damages incurred while on loan.

### **INVENTORIES**

Inventories must be maintained by all personnel of the Muskogee Public Schools should it become necessary to file claims arising from fire, theft or storm damage.

A separate furniture and equipment list must be used for each room of the building, listing all items of furniture and equipment that are movable or portable.

Building inventories are the responsibility of the superintendent. Classroom inventories are the responsibility of the teachers.

Furniture and equipment inventories must be submitted to the superintendent on October 1 and June 1 of each school year.

## **ADVERTISING IN DISTRICT MEDIA AND AT DISTRICT FACILITIES**

### Purpose

The board of education has adopted this policy to align advertising in school-sponsored or District-sponsored publications and school or District facilities with the District's educational mission.

The District encourages the use of advertising revenue from businesses and individuals to advance and enhance the educational mission of the District. The District reserves the right to deny advertising space to any business and/or individual who seeks to promote activities or products contrary to the District's mission. Advertising is prohibited in classrooms and on buses.

### Publications

School-sponsored publications include, but are not limited to, school newspapers, news-magazines, and yearbooks. The purpose for accepting commercial advertising in school-sponsored publications is to raise revenue in order to finance the publications and to impart journalistic management skills to the District's students.

District-sponsored publications include, but are not limited to, athletic and fine art event programs, flyers and rosters which are distributed as a service to inform school employees and/or patrons of the District's educational mission and school-related sporting and fine art events. The purpose for accepting advertising in District-sponsored publications is to raise revenue to defray the costs in publishing these school-related publications.

### No Public Forum

School-sponsored and District-sponsored publications do not create a public forum or a designated public forum available to anyone as an advertising or speech forum. It is the intention of the District to maintain advertising space in school-sponsored and District-sponsored publications as nonpublic forums.

All advertising must be approved prior to the publication's printing. Advertising submitted for District-sponsored publications must be approved by the supervising District administrator. Advertising submitted for school-sponsored publications must be approved by the supervising school administrator.

The following advertisements will NOT be accepted for District-sponsored or school-sponsored publications:

- Advertisements which can reasonably be construed as pornographic, as defined by local community standards or that are obscene, vulgar, or lewd.
- Advertisements which are libelous, racially offensive, religiously offensive, or discriminatory, demeaning or harassing on the basis of sex or any other protected category.
- Advertisements which promote hostility, disorder, or violence.
- Advertisements which are contrary to the educational mission of the District.
- In an effort to maintain neutrality on controversial issues, advertisements which promote, favor, or oppose controversial political or societal issues.
- Advertisements which promote a partisan position on a candidate for public office or promote a partisan position on a bond or budget issue or any public question to be submitted at any election.
- Advertisements which proselytize or espouse religious beliefs or exhort affiliation with any religious organization or religious belief. This restriction does not prohibit religious organizations from advertising their name, address and non-proselytizing messages.
- Advertisements which use any District or school logo without prior approval.
- Advertisements which interfere with existing District marketing programs or any existing District contracts.

Advertisements for any of the following will not be accepted:

- X-or R-rated movies
- Tobacco products
- Alcoholic beverage products, including low point beer
- Medical marijuana products, dispensaries, processors, growers, or other marijuana-related businesses
- Drugs or drug paraphernalia
- Firearms or other dangerous weapons
- Birth control products or information
- Gambling
- Tattoos and body piercings

Additionally, advertising of food and beverages must comply with the District's policy on *Wellness*.

Fees to be charged for commercial advertising in school-sponsored and District-sponsored publications are within the discretion of the supervising school administrators and the supervising District administrators, respectively. Similarly, advertising copy deadlines, restrictions on advertisement size, total advertising space, etc., are within the discretion of the supervising administrators.

### Advertising on Athletic Facilities

Individual schools (in consultation with the District's Director of Communications and Marketing) may allow advertising on signs on available space at District athletic equipment and facilities. All signs at a particular location will be of uniform size, and uniform rates will be charged according to the size of the sign. If the school provides the materials for the sign, the painting of the advertisement language and designs, the sign installation, and sign maintenance, the sign revenue shall be used to defray the operational expense of the school Athletic Department.

The school will determine the locations at a facility where signs will be displayed. The school will establish a maximum number of signs for display at each location.

Each proposed advertiser will submit the proposed sign design, color, and the language of the advertisement in advance for approval. No sign will be prepared until it is approved by the advertiser and the school. The posting of signs on school property does not create an advertising or speech forum available to anyone.

Because spectators may perceive a sign on school property to bear the school's or the District's approval of the advertised product or service and associate the school or the District with a particular advertisement and because children of young age attend school athletic events, signs must conform to the requirements and restrictions for advertising in District-sponsored or school-sponsored publications, as stated in the Publications section of this policy.

Advertising on other facilities or property not specified in this regulation shall be subject to approval by the Superintendent or designee.

**POLICY IMPLEMENTING THE  
“PATRIOTIC ACCESS TO STUDENTS IN SCHOOLS ACT (PASS ACT)”**

Pursuant to Enrolled House Bill Number 1715 creating the “Patriotic Access to Students in Schools Act (PASS Act)” enacted during the 2017 regular session of the Oklahoma State Legislature, beginning with the 2017-2018 school year, the school district is required to permit use of school facilities by any youth group listed as a patriotic society in Title 36 of the United States Code (“Patriotic Youth Society”).

Under the PASS Act, the District is required to permit, during non-instructional time, a Patriotic Youth Society the use of any school building or property to provide services allowing students to participate in activities provided by the Patriotic Youth Society.

Additionally, the PASS Act requires the principal of each public school to allow representatives of a Patriotic Youth Society the opportunity to speak with and recruit students to participate in their organization during school hours to inform students of how the Patriotic Youth Society may further the students’ educational interests and civic involvement to better their school, communities and themselves. No student shall be required to attend such a presentation and any presentation scheduled during school hours shall occur only during non-instructional periods.

The Patriotic Youth Society shall provide oral or written notice to the principal of a school district site regarding its intent to speak to students during non-instructional periods during school hours, and the principal shall provide oral or written approval of the specific day and time and place for the Patriotic Youth Society to address the students.

Reference: OKLA. STAT. tit. 70, § 5-130  
OKLA. STAT. tit. 70, §1210.229-7

## **INTELLECTUAL PROPERTY**

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

### **I. Definitions**

1. “Author” and “member” are defined as the individual or as part of a group of other “authors” that invents, authors, discovers, or otherwise creates or helps to create intellectual property.
2. “Course materials” are defined as any and all materials prepared for use in teaching, fixed or unfixed, in any form, including, but not limited to, digital, print, audio, visual, or any combination thereof. Course materials include, but are not limited to, lectures, lecture notes, and materials, syllabi, study guides, bibliographies, visual aids, images, diagrams, multimedia presentations, and educational software.
3. “Creator” is defined as being synonymous with and can be used interchangeably with “author” and “member” as used in this policy.
4. “District facilities” are defined to include, but are not limited to, buildings, equipment, and other facilities under the control of the District.
5. “District funds” are defined as funds under the control and responsibility, or authority of the District, regardless of source.
6. “District resources” are defined as all tangible resources including, but not limited to, buildings, equipment, facilities, computers, software, personnel, and funding.
7. “Employee” is, unless there is a written agreement providing otherwise, an individual employed by the District in a full-time or part-time position, including certified and support staff, appointed personnel, persons with “no salary”

appointments, volunteers, contractors, persons on an extra duty or supplemental contract.

8. "Intellectual property" is defined as any works, products, processes, tangible research property, copyrightable subject matter, works of art, trade secrets, know how, inventions and other creations the ownership of which are recognized and protected from unauthorized exploitation by law. Examples of intellectual property include, but are not limited to, scholarly, artistic, and instructional materials.
9. "Invention" is defined as all discoveries, conceptions, ideas, improvements, innovations, problem solutions and/or technological developments.
10. "Patent" is defined as both United States and foreign patents and patent applications, and the rights conferred upon the patent holder by applicable law.
11. "Student" is defined as any individual who is attending or who has attended any schools within the District.
12. "Trademark" is defined as any mark that identifies an item of intellectual property or an educational or training service.
13. "Work" is defined as any "original work of authorship fixed in a tangible medium" as used in the federal Copyright Act.

## II. Patents

All discoveries and inventions, whether patentable or un-patentable, and including any and all patents based thereon and applications for such patents, which are made or conceived by any member of the faculty, staff, or student of the District, either in the course and/or scope of employment with the District or that is created in whole or part with the use of District course materials, facilities, funds, employees, or any other resources of the District shall be owned by and be the sole property of the District and the member will assign and by participating in any activity which leads to any discovery and invention does hereby assign all of member's rights in and to the discoveries and inventions to the District.

## III. Trademarks

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

## IV. Copyright

Except as specifically provided herein, copyright rights to works developed by an employee either in the course and/or scope of employment with the District are the sole property of the District. Ownership of copyrights to works of artistry or scholarship in the creator's professional field such as textbooks, course materials, scholarly papers and articles, software and other computer materials when they are works of artistry or scholarship, novels, poems, paintings, musical compositions or

other such works of artistic imagination produced by District employees who have a general obligation to produce such works where the specific choice, content, course, and direction of the effort is determined by the employee without direct assignment or supervision by the District (“Artistic or Scholarly Works”) shall reside in the creators and the works shall not be deemed "works made for hire" under this policy unless they are also sponsored/contracted works or specifically assigned by the District.

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

V. Authority to Reference District

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

VI. Marketing Decisions

The Superintendent of the District or his/her designee will be responsible for all marketing decisions involving patentable inventions. This includes all patents to which the District has ownership rights under this policy.

VII. Release of Liability

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

## **USE OF SECURITY CAMERAS**

### **Policy Statement:**

1. Security cameras may be installed in situations and places where the security of either property or people would be enhanced.
2. When appropriate, cameras may be placed throughout the District, inside and outside of District buildings or vehicles.
  - a. Cameras will be used in a manner consistent with all existing District policies; and
  - b. Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law. Generally, an individual has no reasonable expectation of privacy in public places or common areas, including, but not limited to:
    - Classrooms
    - Offices
    - Hallways
    - Parking lots
    - Cafeterias
    - District owned or leased transportation

### **Policy Purpose:**

1. The purpose of this policy is to regulate the use of security cameras.
2. The function of security cameras is to assist in protecting the safety and property of the District.
3. The primary use of security cameras will be to record images for future identification of individuals involved in criminal activities.

**Policy Requirements:**

1. The following individual(s) is/are designated be involved with, or have access to, District security camera data:

Director of Technology  
Muskogee Public Schools  
202 W. Broadway  
Muskogee, Oklahoma 74401  
(918) 684-3700

2. When an incident is suspected to have occurred, the individual designated under paragraph 1 of this section may review the images from the security camera data.
3. No video data may be copied, e-mailed, downloaded or otherwise distributed without prior authorization.
4. An automated log will be maintained documenting access of authorized users to the data stored in the District's video security system.
5. The installation of new security cameras must be approved in advance by the Director of Technology. The Superintendent may authorize the use of security cameras when he/she deems the use in the best interest of the District.
  - a. Once approved, new security cameras, except in limited instances approved by the Superintendent, must connect to the District's centralized security system which will be maintained by the IT Department.
6. No employee, student, staff, administrator, media or member of the public is allowed to install or conceal camera devices in or around District property.
7. Any person acting to remove, alter, bypass, disconnect or otherwise affect the operation of any camera or monitor installed in, or around, District property or vehicles without the express prior approval of the Director of Technology or the Superintendent, or who violates this policy, will be subject to disciplinary or other adverse action including, but not limited to, removal from District property and prosecution.

**School Buses and District Vehicles:**

In furtherance of the District's School Bus Safety Program, the District may install and operate a video-monitoring system in or on its school buses or bus stop-arms, or contract with a private vendor to do so on behalf of the District for the purpose of recording a violation of the following statutory requirement:

The driver of a vehicle meeting or overtaking a school bus that is stopped to take on or discharge school children, and on which the red loading signals are in operation, is to stop the vehicle before it reaches the school bus and not proceed until the loading signals are deactivated and then proceed past such school bus at a speed which is reasonable and with due caution for the safety of such school children and other occupants. (47 O.S. §11-705)

In the event the video-monitoring system captures a recording of a violation, appropriate personnel at the District shall extract data related to the violation from the recording. The extracted data shall include a recorded image or video of the license plate of the vehicle, an identifiable picture of the driver's face, the activation status of at least one warning device and the time, date and location of the vehicle when the image was recorded. For the purposes of this policy, "video-monitoring system" means a system with one or more camera sensors and computers installed and operated on a school bus that produces live digital and recorded video of motor vehicles being operated in violation of subsection A of this section.

The school district shall submit the extracted data for review to the law enforcement agency with jurisdiction in which the violation occurred. If the reviewing law enforcement agency determines there is sufficient evidence to identify the vehicle and the driver, such evidence shall be submitted to the district attorney's office for prosecution.

This policy also provides for the use of security cameras on District buses or District vehicles for disciplinary and security purposes. This policy will support efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on District-owned, operated, or contracted buses or vehicles.

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of District students to or from other schools or events related to such schools or school-related activities.

The use of security cameras shall not place a duty on the District to regularly monitor live camera images and/or video or audio recordings, and it shall not place on the District any additional duty in regard to providing a safe facility.

A security camera will not necessarily be installed in each and every vehicle owned, leased, contracted and/or operated by the District, but cameras may be rotated from vehicle to vehicle without prior notice.

**Notification Requirements:**

Except in emergency or investigative situations, all locations with security cameras will have signs displayed that provide reasonable notification of the presence of security cameras.

Notification signs shall be placed in conspicuous areas in close proximity to the security cameras. For buildings with interior cameras, this shall include, at a minimum, the placement of signs at all primary building entrances. All such signs shall contain a notification that the cameras may or may not be monitored.

Students and staff will also receive additional notification at the beginning of the school year regarding the use of security cameras in the schools, on District vehicles and school grounds.

**Related Policy Information:**

1. Security cameras will not record or monitor sound;
2. Recorded security camera data must be retained for a period of at least 14 days unless retained as part of a criminal or civil investigation, court procedure, or other bona fide use;
3. Security camera data is not considered to be Directory Information and may be subject to confidentiality restrictions including, but not limited to, FERPA requirements.
  - a. Requests to release information obtained through security cameras must be submitted to the Director of Technology and approved prior to release.

**Exclusions:**

1. Cameras installed or utilized for criminal and civil investigations are subject to appropriate state and federal laws and are excluded from this policy;
2. Cameras used for instructional purposes are excluded from this policy; and
3. Cameras used for internal personal investigations are excluded from this policy.

**Definitions:**

<b>Word</b>	<b>Definition</b>
Security camera	Any item, system, camera, technology device, communications device, or process, used alone or in conjunction with a network, for the purpose of gathering, monitoring, recording or storing an image or images of District facilities and/or people in District facilities. Such devices may include, but are not limited to: analog and digital security cameras, close circuit television, web cameras, and computerized visual monitoring.
Security camera data	Images captured by security cameras, which may be real-time or preserved for review at a later date.
Centralized Security System	Core infrastructure maintained by IT for purposes of storing and retrieving images from all security cameras deployed across the District. Infrastructure could include storage resources, such as disk drive arrays, as well as dedicated servers. Servers could perform activities such as storing images for later retrieval, retrieving images for investigation purposes, and maintaining logs of all access to stored security camera data.

**Responsibilities:**

**Role Responsibility**

IT Maintains infrastructure for the District's main security camera infrastructure, including storage space, server systems, and backup resources (as appropriate).

Reference: OKLA. STAT. tit. 47 §11-705)

*SPONSORING PARENT OR GUARDIAN SECTION (Required):*

My student and I received a copy of the Use of Security Camera policy. I understand that I can obtain another copy of this policy through the District's website. I also understand that I can access a full copy of all the District's policies, including this security camera policy, through the District's website.

I understand that my student may be disciplined, including but not limited to suspension, for failing to comply with District policies and procedures.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

***This acknowledgment/agreement must be renewed each academic year.***

**ENERGY USAGE - CONSERVATION**

The Muskogee Public School District has partnered with Cenergistic to implement a behavior-based energy conservation program. Through our partnership we plan to reduce non-strategic spending to positively impact MPS’s core mission. MPS remains committed to a safe and healthy learning environment. These guidelines (“Guidelines”) describe the key elements of the Energy Program. Responsible, efficient use of MPS’s facilities and resources is an expectation of all MPS employees.

**ENERGY PROGRAM GUIDELINES**

Each MPS employee is an “energy consumer” and is expected to be an “energy saver.” As such, employees will adhere to these Guidelines during the time that they are present in District facilities.

To complement the behavioral-based energy conservation program, MPS will continue to implement and improve upon a maintenance plan for its facilities and systems, including, but not limited to, HVAC and building envelope. As required, MPS will continue to implement moisture management strategies where necessary.

**Table 1 – Program Expectations**

<b>All MPS Employees</b>	Turn off lights, etc. when leaving the classroom, office, etc. at the end of the day. And, wherever applicable setback locally controlled HVAC
<b>MPS Leadership</b>	Communicate the purpose and intent of the Energy Program through the distribution of, and commitment to, these Guidelines. Regularly communicate the importance and impact of the energy program to its internal and external constituents.
<b>MPS Custodial Staff</b>	Ensure common areas (i.e. halls, cafeterias, etc.) are operated per Guidelines. During unoccupied periods, while in the course of regular duties, ensure facility spaces are setback per the Guidelines.
<b>Energy Specialists (Cenergistic)</b>	Investigate, report, and facilitate resolution to comfort concerns. Provide program and site-based updates. Perform routine audits of all facilities during unoccupied, occupied and transitional periods wherever possible. Communicate audit results to the appropriate personnel Coordinate and collaborate with Facility Managers and site-

	based Custodial Staff to recommend, implement, influence and monitor changes to daily HVAC and lighting operation, including but not limited to the Energy Management Systems (EMS).
	Ensure proper and thorough utilization of data loggers to regularly monitor relative humidity, temperature, and light levels throughout assigned facilities to address comfort concerns and ensure compliance with these Guidelines.
	Coordinate with MPS to distribute flyers in advance of setback periods (i.e. summer break, winter break, etc.) detailing specific expectations for energy management over the break as well as to assist in preparation for the breaks.

**Classroom/Office Equipment (All MPS Employees & MPS Leadership)**

- Switch off all office machines (laminating equipment, etc.) each night and during unoccupied times. Copy machines should remain on.
- Turn all computers off each night per the Department of Information Technology (IT) guidelines. This includes the monitor, local printer, and speakers. Network equipment is excluded.
- All capable PC's should be programmed for the "energy saver" mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor "sleeps" after 10-minutes of inactivity. Ceiling fans should be operated in all areas that have them.
- Equipment such as refrigerators and microwaves will be unplugged over breaks lasting one week or more. Refrigerators should be cleaned out and unplugged ahead of the breaks with the door left open.

**HVAC (MPS Custodial Staff)**

- Air conditioning start times may be adjusted (depending on weather) to ensure instruction room comfort when contract begins.
- Instruction room doors and windows should remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed whenever possible (i.e. between hallways and gym or pool area).
- Ensure dry food storage areas are maintained within code requirements. Typically, this is 55°F-75°F ("F" for Fahrenheit) temperature and 35%-60% Relative Humidity. Utilize loggers to verify.

- For heat pumps, ensure a 6° F dead-band between heating and cooling modes.
- Occupied Period Operation
  - The occupied period in a space begins when the students enter at the beginning of the classroom day or the beginning of an event or activity (e.g. basketball practice).
  - Cooling Season Occupied Set Points should range from<sup>1</sup>: 73°F - 78°F
  - Heating Season Occupied Set Points should range from<sup>1</sup>: 68°F - 73°F
  - Occupied cooling temperature settings should not be set below 73°F
  - Occupied heating temperature settings should not be set above 73°F

<sup>1</sup> **Set points are in accordance with ASHRAE 55 “Thermal Conditions for Human Occupancy”**

- Unoccupied Period Operation
  - The unoccupied period in a space begins when the students leave at the end of the classroom day and/or immediately following scheduled extracurricular events, activities, or leases (e.g. basketball games).
  - The air conditioning equipment should be set back. The setback temperature setting should be 55°F during the heating season (may be adjusted to a 60°F setting during extreme weather) and 85°F during the cooling season.
  - Turn off all exhaust fans.
  - Ensure outside air dampers are closed.
  - During the spring and fall when there is no threat of freezing, all steam and forced air heating systems should be set back during unoccupied times. Hot water heating systems should be set back using the appropriate loop pumps.
  - Relative humidity levels should not exceed 60% for any 24-hour period.
  - Use air conditioning sparingly during the summer months for sites not hosting summer school or summer programs. Air conditioning may be used by exception in those facilities that are involved in team/zone cleaning.
  - Where cross-ventilation is available during periods of mild weather, it is recommended that HVAC equipment be set back. Cross-ventilation

is defined as having windows and/or doors to the outside on each side of a room.

### **Lighting (MPS Custodial Staff)**

- Turn off all unnecessary lighting in unoccupied areas. Staff should make certain that lights are turned off when leaving the instruction room, or office, when empty.
- Utilize natural lighting where appropriate.
- Turn off all outside lighting during daylight hours.
- Gym lights should not be left on unless the gym is being utilized.
- Turn off all lights when students and staff leave for the day. Staff should turn on lights only in the areas in which they are working.
- Refrain from turning lights on unless needed. Remember that lights not only consume electricity but also give off heat that increases energy needed to cool the room.

### **Water (MPS Custodial Staff)**

- Repair all plumbing and/or intrusion (i.e. roof) leaks immediately after they are reported.
- Domestic hot water systems should be set no higher than 120°F (or 140°F for cafeteria service with dishwasher booster).
- Switch off all domestic hot water re-circulating pumps during extended breaks where possible.

### **Miscellaneous (All MPS Employees & MPS Leadership)**

These guidelines are not intended to be all-inclusive, and they may be modified for local conditions. These guidelines supersede all previous instructions related to energy conservation or facility management and that it be in a collaborative effort with District Collective Bargaining Agreements (CBA) and contractual obligations with retained energy vendors.

### **USE OF MULTIPLE OCCUPANCY RESTROOMS AND CHANGING AREAS**

Pursuant to SB615 (2022), each multioccupancy restroom and changing area located in public schools serving students in prekindergarten through twelfth grades shall be designated as either for the exclusive use of the male sex or for the exclusive use of the female sex. The District has, therefore, designated its restrooms for use as follows: “males,” “men,” or “boys”; “females,” “women,” or “girls”; and “single-occupancy.”

“Sex,” for the purposes of this policy is defined as the physical condition of being male or female based on genetics and physiology, as identified on the individual’s original birth certificate.

“Multiple occupancy restroom or changing area” is defined as an area in a public school or public charter school building designed or designated to be used by more than one individual at a time, where individuals may be in various stages of undress in the presence of other individuals. The term may include but is not limited to a school restroom, locker room, changing room, or shower room.

“School” means any public school and public charter school that serves students in prekindergarten through twelfth grades in this state.

“Individual,” for the purposes of this policy is defined as any student, teacher, staff member, or other person on the premises of a School.

If an individual does not wish to comply by using the appropriate restroom or changing room based on sex as defined herein, the District shall provide a reasonable accommodation by providing access to a single-occupancy restroom or changing room.

An individual shall be disciplined by the District for refusing to (a) use the appropriate multiple occupancy restroom or changing area designated for their sex as defined herein, (b) designate multiple occupancy restrooms or changing areas for the exclusive use of one sex as defined herein, or (c) provide access to a single-occupancy restroom or changing room to an individual who does not wish to utilize the multiple occupancy restroom or changing area designated for their sex, provided that such individual is authorized to be on District premises. Students shall be disciplined pursuant to the District’s student behavior policy. Employees shall be disciplined pursuant to the appropriate District policy and Oklahoma law based on the employee’s position within the District. Other persons on the premises of the District shall be disciplined pursuant to the appropriate District policy and Oklahoma law.

This policy does not apply to individuals entering the multioccupancy restroom or changing facility designated for the opposite sex under the following circumstances:

1. For custodial, maintenance, or inspection purposes; or
2. To render emergency medical assistance.

Reference: OKLA. STAT. tit. 70 § 1-125

SBOE Emergency Rule: OKLA. ADMIN. CODE § 210: 35-3-186