Union Public Schools

Board of Education Policies

2023-2024

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Purpose

This policy and the procedures included within it are intended to satisfy the requirements of the Family Educational Rights and Privacy Act (FERPA) and Oklahoma law. The Board of Education authorizes the Superintendent or designee to inform parents, students, and the public of the policy and to take appropriate action to implement the policy and procedures.

Definitions

For purposes of this policy, the following apply to:

A. Education records - ~~Any record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or other method of recording information) directly related to a student and maintained by the district or a party acting for the district.~~ **Any record or media in print, hand-written, or electronic form that is required by law or board policy to be kept by the school or District. These records include birth records, legal guardian contact information, grade, attendance, behavior, assessment scores, transcripts, special education records, and health records. These official records will be maintained or may be accessed in the Principal's Office.**

B. Personally identifiable information **(PII)** - The term includes, but is not limited to, any information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty. The term also includes information requested by a person who the district reasonably believes knows the identity of the student to whom the education records relates. Personally identifiable information includes the student's name; the student's parents' or other family member's name(s); the student's or family's address; a personal identifier such as the student's social security number, student number, or biometric record; and other indirect identifiers such as the student's date of birth, place of birth, and mother's maiden name.

C. Dates of attendance

D. Directory information - Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

E. ~~Cumulative Folder - An electronic and/or paper-based file(s) of student information that may include, but not limited to, educational records, enrollment information, PII, reports, authorization of releases, samples of student work.~~

~~F.~~**E.** Student Health and Immunization Records - Include, but may not be limited to, ~~the district's health record form,~~ student immunization records and other health records furnished to the school and/or school nurse.

~~G.~~**F.** Transcript - The permanent academic record of a student which may include the name, address, telephone listing and date and place of birth of the student, an inventory of courses taken, grades received, grade-point average, degrees conferred, certificates received, and extracurricular or after-school activities.

Annual Notice

The district will notify parents and eligible students annually of their rights under FERPA by means of a district newsletter, newspaper notice, school handbook, or individual notice.

The Right to Inspect and Review the Student's Education Records

Parents **or guardians** of students and eligible students may inspect and review the student's education records upon **written** request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. The parent, **guardian,** or eligible student may also provide **written** consent to have a representative inspect and review the records. Access will be provided during school hours and within no more than 45 days of the ~~request~~ **written consent**.

Information and Record Retention

~~The district may store and maintain student information and records electronically and/or in paper-based form.~~

~~Student cumulative folders and contents, immunization records, and health records will be kept for five (5) years after the student has withdrawn, graduates or transfer from the district. After five (5) year, the district may destroy the records in accordance with Oklahoma Statute Title 70 § 24-114 and Oklahoma Administrative Code 210:35-3-47.~~

The district may store and maintain student information and records both electronically and in physical form. Student records will be kept five (5) years after the student has withdrawn, graduates, or transfers from the district. After five (5) years, the district may destroy records in accordance with Oklahoma Statute Title 70 § 24-114 and Oklahoma Administrative code 210:35-3. Where contents of student records are

available electronically, the printed or written records may be destroyed.

All special education records will be maintained by the district in paper-base or electronic form for at least five (5) years after a student graduates, withdraws, transfers, is no longer eligible for special education services, or ~~reaches his/her twenty-second (22nd)~~ **the twenty-third (23rd)** birthday, whichever occurs first.

The district will maintain transcripts in accordance with the provisions of Oklahoma Statute Title 70 § 24-114 and Oklahoma Administrative Code 210:35-3-4.

Student educational records and transcript requests must be made through the principal and/or principal designee at each school site.

Complaints

If a parent of a student, an eligible student, or a citizen of the district believes that the district is violating FERPA, that person has a right to file a complaint with the Department of Education. The contact information is:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5920 Telephone: (202) 260-3887

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 in the Department of Special Services at the Education Service Center.

Adopted 12/12/11
Revision 12/14/2020

Proposed Revision - 11/13/2023

Oklahoma law does not require district-provided transportation. However, Union Public Schools provides some transportation for the convenience of its students when funds are made available.

For purposes of clarification, the following terms are defined:

Director of Transportation: The person hired by the Board of Education who is responsible for the operation of student transportation services.

School bus/CDL driver: Any person who, while working for the district, operates a vehicle requiring a Commercial Driver's License (CDL).

School bus: Any vehicle owned or leased by the District and used to transport students to and from school and related events as defined by the Oklahoma State Department of Education.

SCHOOL BUS MAINTENANCE POLICIES

A. All school buses purchased and/or used by the district will meet or exceed any and all state and federal minimum safety construction standards.

B. Annual inspections: Each school bus will be mechanically inspected as required by state law.

C. Pre-trip inspection: A driver shall perform a pre-trip inspection of the vehicle prior to each route or trip. The inspection shall include, but not be limited to, brakes, lights, tires, exhaust system, gauges, windshield wipers, steering, and fuel. The driver shall make a daily written report, unless digital reporting is available describing the condition of the bus and listing any deficiencies. The Transportation office will provide forms for this report with listing of the minimum inspection items. This report is to remain on file with the Director of Transportation for a period of 90 days.

D. Any school bus deemed unsafe shall immediately be placed out of service until all necessary repairs are made. All repairs to school buses shall be made by a duly qualified automotive technician.

E. It is the responsibility of all drivers to clean and refuel any bus entrusted to their operation following departmental procedures to accomplish these tasks. It is furthermore the responsibility of all bus drivers to complete a work order for repair or maintenance to any vehicle they should operate when such repair or maintenance is needed.

F. The Transportation Department shall adopt and maintain a preventative maintenance schedule to prolong the life of all school buses and assure their safe operation.

SCHOOL BUS DRIVER POLICIES

A. Any person employed as a school bus/CDL driver, whether full- or part-time, shall hold the appropriate driver's license and endorsements required by the Department of Public Safety for the operation of a school bus or other vehicle requiring a CDL.

B. Any person employed as a school bus/CDL driver, whether full- or part-time, shall hold a school bus driver's certificate as required by the State Department of Education.

C. The driving records of all school bus/CDL drivers shall be checked annually, and all drivers must meet the requirements of the SDE for school bus/CDL driver's records. All new drivers shall have a felony check as required for other district personnel.

D. All school bus/CDL drivers shall have on file in the Transportation office an annual health certificate signed by a physician licensed by the state, attesting that such physician has examined the applicant and/or bus/CDL driver and that the applicant and/or bus/CDL driver has no sign or symptoms of ill health and is otherwise, from the observation of such physician, physically and mentally capable of safely operating a school bus.

E. The use of tobacco products, and/or electronic or vapor products/e-cigarettes (regardless of whether or not the electronic or vapor products/e-cigarettes contain tobacco or nicotine) by a school bus/CDL driver is not permitted during the operation of the bus while hauling students, and use of tobacco, tobacco products, and/or vapor products/e-cigarettes in any form is prohibited while on any district property, including district vehicles, per Board Policy #1500. The use of any intoxicating alcoholic beverage by the driver eight hours prior to or during the operation of a school bus is strictly prohibited. The use of any controlled dangerous substance 72 hours prior to or during the operation of a school bus is strictly prohibited. The possession of any controlled dangerous substance on a school bus is strictly prohibited. Marijuana, even with a state medical marijuana license, is illegal under Federal DOT regulations and is not allowed at any time.

F. School bus/CDL drivers will be subject to drug and alcohol testing requirements under Board Policy #4026 and #4028.

G. All school bus/CDL drivers shall be evaluated annually for job performance purposes as prescribed by district

personnel policies. In addition to standard employee evaluation criteria, school bus/CDL drivers shall also be evaluated for driving skills and student-management skills.

H. Any school bus/CDL driver may be suspended with pay pending the outcome of an investigation into any charge of recklessly endangering the safety of persons or property while operating a school bus or any charge of moral turpitude involving children.

I. All school bus/CDL drivers shall comply with requirements of the Director of Transportation regarding attendance and participation in periodic in-service safety meetings for the purpose of increasing student safety.

J. Substitute and activity school bus/CDL drivers shall meet all the requirements prescribed for regular bus drivers.

K. It is unlawful for any person to operate a school bus or multi-passenger vehicle on any street or highway within this state while:

1. Using a cellular telephone or electronic communications device to write, send, or read a text message; or

2. Using a hand-held mobile telephone while operating a school bus. Operate means operating on a street or highway, including while temporarily stationary because of traffic, a traffic control device or other momentary delays.

SCHOOL BUS ROUTING

A. Transportation may be provided for and shall be restricted to the students of the district who reside within the boundaries of the district. Students who reside outside the district but attend Union Public Schools through a mutual agreement with a neighboring school district for a specific area, ~~will~~ **may** be provided transportation service. ~~Students who reside outside the district and attend Union Public Schools on an authorized transfer are eligible for district transportation as space is available which includes service from existing stops within the district.~~

B. The district may elect to not transport any student whose home is within one-and-one-half miles from the school attended by a commonly traveled road.

Students who reside in areas where walking to school is deemed hazardous by the Director of Transportation may be provided transportation service. Hazardous conditions are those which would place the student at risk.

C. Parents are responsible to accompany students to the bus stop and see to their safety prior to the arrival of the bus and meet them at the bus stop to assume responsibility after school.

D. All school bus routes shall be evaluated annually. A copy of the evaluation shall be forwarded to the government agency responsible for maintaining the roadway if any physical hazards are noted. If identifiable hazards exist on a school bus route, all drivers shall exercise due caution. Route and bus stop changes may be made at the discretion of the Director of Transportation or designee.

E. School bus/CDL drivers may not deviate from established school bus routes and/or move school bus stops without the permission of the Director of Transportation.

F. It is the duty of the parents or legal guardians to have their students at the bus stop at the proper time. No student may board any school bus at any place other than at a designated bus stop.

G. No students shall be discharged from their school bus at any point except the designated bus stop without a bus pass. Passes are obtained from the Transportation office or, in an emergency, from the office of the school attended.

AUXILIARY OR ACTIVITY TRANSPORTATION

A. Any person operating a school bus for auxiliary transportation purposes shall adhere to all school transportation policies regarding driver qualifications and operational procedures.

B. No school buses will be utilized for any activity trip prohibited by State Department of Education regulations.

C. It is the responsibility of the parents or legal guardians of all students riding activity buses to have their students at the designated site for departure and arrival of all activity trips.

D. All adults transported in connection with activity trips must be designated sponsors. Buses will be scheduled for the use of students with no additional buses scheduled to accommodate sponsors. For scheduling purposes, there will be allowed two sponsors per bus, including teachers. Additional sponsors may ride on a space-available basis.

E. Student groups wishing to utilize buses in non-school activities, must be approved by the Superintendent prior to bus use. Buses will only be operated by bus drivers employed by the district and in good standing as bus drivers. Transportation costs for all activities of this nature must be reimbursed at a standard rate.

F. All requests for auxiliary transportation must be filed in writing with the Director of Transportation or designee ten days prior to the activity. Requests received less than ten days prior to the activity may be denied.

G. The primary purpose for which the district maintains a school bus fleet is to transport students to and from school classes. Auxiliary transportation shall not interfere with the safe operation of these bus routes; therefore, activity trips are subject to denial or cancellation based on availability of buses and/or drivers.

STUDENT DISCIPLINE

A. Due to the serious nature of student transportation, no disruptive behavior shall be tolerated on any school bus that might endanger the well-being of any student transported. The same level of behavior that is expected in the classroom is expected on the bus in addition to behavior that is specific to bus safety.

B. The Transportation Department will establish disciplinary procedures for bus drivers to follow when dealing with disruptive students. Bus rules and discipline procedures will be made available to all students each year through handbooks and/or flyers, as well as rules being posted conspicuously in the bus.

C. Students are subject to the same disciplinary measures for behavior on the bus or at bus stops, as for behavior in the classroom or on school grounds. In addition, students are subject to denial of bus privileges for any length of time at the discretion of the administrator imposing the discipline.

D. Bus/CDL drivers are authorized to assign any and/or all seats in the bus for any reason or for any length of time.

E. School bus behavior rules and discipline shall apply to both school bus routes and activity trips.

SCHOOL BUS ACCIDENTS AND EMERGENCIES

A. All students transported in school buses shall receive instructions in safe riding practices and participate in emergency evacuation drills within the first two weeks of each semester. All students riding on activity trips shall also receive instruction on emergency procedures. These drills shall be conducted on school grounds. Documentation of these drills shall be kept on file in the Transportation office.

B. All bus/CDL drivers shall receive instruction in emergency and evacuation procedures not less than once per year.

C. The Director of Transportation shall develop specific accident procedures for reporting and investigation of accidents. All school bus accidents shall be investigated, and reported to the Superintendent and Human Resources.

TRANSPORTATION OF SPECIAL-NEEDS STUDENTS

A. All students requiring transportation services that are specific to the student or beyond the scope of regular transportation services shall be provided such transportation only after an Individual Education Plan (IEP) is completed which specifically describes the transportation needs of the student.

B. Individualized transportation for special-needs students shall only be provided on an as-needed basis. The Transportation Department, Director of Special Education, or a representative should be consulted at all IEP meetings which address a student's transportation needs to determine the most applicable form of transportation. Whenever a student's disability may prove a safety hazard to other students on the bus (e.g., disruptive behavior, violent actions), alternative forms of transportation will be devised.

C. Special-needs students are subject to disciplinary action within Special Education guidelines for behavior that presents a safety hazard to the bus and its passengers. In no instance will a student whose behavior constitutes a threat be allowed to continue to ride a bus.

TRANSPORTATION OF ADULTS AND NON-STUDENTS

School buses may be used to transport adults and/or non-students when the activity for which the transportation is provided is of benefit to the education or welfare of district students. Such adult and/or non-student groups transported in school buses must receive prior approval by the Superintendent or designee. Reimbursement of all expenses for such transportation shall be made at a reasonable cost not less than the actual cost for operation of the school buses unless waived by the Superintendent.

Adults and/or non-students who are assigned as sponsors by a principal for non-athletic events, or by the athletic director for athletic-related activities may ride on a bus which is providing transportation for student activities at no charge, provided space is available.

Revised 6/10/96
Revised 12/8/97
Revised 12/14/98

Revised 12/13/99
Revised 1/8/01
Revised 1/13/03
Revised 12/10/07
Revised 1/18/10
Revised 12/12/11
Revised 12/9/13
Revised 12/14/15
Revised 12/10/18
Revision Proposed - 11/13/23

RESTRICTIONS ON THE PRESENCE OF SEX OFFENDERS ON SCHOOL PROPERTY 1456

PURPOSE

The purpose of this policy is to identify the circumstances under which registered sex offenders are permitted by law to come within 500 feet of a district school and to identify the district's procedures when such an exemption applies.

POLICY

By law, a person who has been convicted of a crime that requires the person to register pursuant to the Oklahoma Sex Offenders Registration Act is prohibited from being within 500 feet of any school in this district. The same prohibition applies to a person who has been convicted of an offense in another jurisdiction, which offense, if committed or attempted in Oklahoma, would have been punishable as offense listed in Okla. Stat. tit. 57, §582 and the victim was a child under the age of 13 at the time of the offense. Persons convicted of sex offenses in the State of Oklahoma prior to the effective date of the Oklahoma Sex Offenders Registration Act, which is November 1, 1989, are not subject to this prohibition.

By law, the only exemption to this prohibition occurs when:

- The person is the custodial parent or legal guardian of a child enrolled in the school, and
- The person is enrolling, delivering or retrieving that child at the school during regular school hours or for school-sanctioned extracurricular activities.

By law, prior to entering the 500-feet zone, the person shall inform the school administrator of his/her status as a registered sex offender. The person shall update monthly, or as often as requested by the school administrator, information about the specific times the person will be within the 500-feet zone.

The district intends to enforce the legal prohibition and to strictly construe the exemption.

To enter a school building to enroll his/her child, the person must first confer with the Enrollment Center administrator. The person must comply with the administrator's instructions for the child's enrollment.

To deliver or retrieve his/her enrolled child from school during regular school hours or for a school-sanctioned extracurricular activity, the person must remain in his/her vehicle at all times unless the person has obtained prior written approval from the principal to leave the vehicle or retrieve the child at a designated location.

If the person desires to enter a district school for a matter concerning his/her enrolled child that is not covered by the legal exemption, he/she must first confer with the building principal. Some examples might be to review records, to attend a parent-teacher conference or to attend an IEP team meeting or **Section 504 Plan meeting** for the child. The building principal will attempt to work with the person to provide the desired information at a non-school site, via telephone or through some other medium.

Any person who violates this policy may be barred from all district property. Violators may also be subject to criminal penalties.

Adopted 12/10/07
Revised 11/8/10
Revised 12/12/11
Revision Proposed - 11/13/23

TECHNOLOGY UTILIZATION 1600

Information and information systems are necessary for the performance of almost every business activity at Union Public Schools. In the event of a serious security problem with this information or these information systems, Union Public Schools could suffer serious consequences. As a result, information security must be a critical part of the district's business environment.

ACCESS

Each user who is granted access to a computer system or systems, data, software, technology equipment, communication devices and computer outputs is responsible for maintaining the confidentiality of that information.

RESPONSIBILITY

All users shall use district equipment and technology in accordance with federal and state statutes and district policies.

Administrators and supervisors are responsible for monitoring compliance of employees under their direction.

PERSONAL USE OF INFORMATION SYSTEMS

A. ~~Employees may use their district-owned computers for personal use as long as it does not interfere with professional responsibilities or violate the intended use expectation of district technology.~~ The district is not liable for any loss of an employee's non-work related data.

B. Personal Use - All user activity is subject to logging and subsequent analysis. Users must not perform any activity while on district provided internet or on district owned devices that could damage the reputation of Union Public Schools. Unprofessional conduct could lead to disciplinary action. Incidental personal use of district information systems including the telephone is permissible as long as the usage does not interfere with job performance, does not deny other users access to the system resources, and does not incur any costs without permission by an administrator. Personal use of district information, such as a mailing list, requires the advance approval of the Superintendent or designee.

C. Testing Prohibition - Users must not test or attempt to compromise any information security mechanism unless specifically authorized to do so by the Executive Director of Technology. Unless specifically approved by the Executive Director of Technology, users must not possess or use software or other tools that are designed to compromise information security.

STEWARDSHIP FOR ALL ASSIGNED DEVICES

A. Security - It is the responsibility of the user to properly use and protect any portable computer, tablet, or other technology device. Great care and caution must be taken whenever a computer is loaned to a non-district employee for temporary access. Its screen should be password locked when turned on but not being used.

B. If a mobile device is lost, stolen, or compromised the user shall notify the IT Department and the employee's direct supervisor or the student's first hour teacher within the next business day. Any stolen device must be reported to the Technology Department accompanied by a completed police report.

C. Financial obligations may be issued to the student/guardian or employee if damage is determined to be the result of negligence.

D. Devices must be returned when requested. Employees must return devices prior to their last day of employment or earlier if requested. Students must return all personally assigned district devices no later than the last day of school or when requested by their school site.

E. Devices that leave district property are still subject to internet filtering/monitoring requirements the same as if the device was on district property.

F. Geolocation services may collect location data ~~and only shared with direct approval from the Superintendent~~.

G. No software, configuration, or application shall be used to remotely activate any camera on a device. Webcams and other streaming cameras must only be activated by the end user manually.

H. Devices must not be left unattended in any unsecure location. This includes, but not limited to, in a car overnight, on a table in a public accessible area, or on a school bus.

I. Data Encryption: Any data stored on a mobile device or mobile storage device, should be encrypted.

THIRD-PARTY ACCESS

A. Before third-party users are permitted to reach the district's internal systems through real-time computer

connections, specific approval from the employee's administrator must be obtained. These third-parties include information providers such as outsourcing organizations, business partners, contractors and consultants working on special projects. All third-party access must be through the use of a VPN (Virtual Private Network).

B. Third-party information system vendors must initiate in-bound connection when the applicable project manager determines that they have a legitimate business need. These privileges must be enabled only for the time period required to accomplish previously defined and approved tasks. Third-party vendor access that will last longer than one day must be approved by the IT Department. Vendor activity must be monitored while connected to a Union device.

C. Unless the relevant information project manager has approved in advance, employees must not place anything other than district public information in a directory, on a server or in any other location where unknown parties could readily access it.

D. As a condition of gaining access to the district computer network, every third party must secure its own connected system in a manner consistent with district requirements. Union Public Schools must reserve the right to audit the security measures in effect on third-party-connected systems to ensure security compliance. Union Public Schools also must reserve the right to immediately terminate network connections with all third-party systems not meeting such requirements.

E. In the event of a breach or intrusion or otherwise unauthorized access to district-owned data stored on vendor equipment, vendor shall immediately notify the Executive Director of Technology to allow the proper compliant (SOX, PCI, HIPAA, FERPA) break notification process to commence.

F. No third party vendors or contractors will receive a District provided email account with the exception of substitute positions.

G. Third party vendors and contractors will be provided an Active Directory account to be able to access District provided computers as well as the wireless network where applicable. Accounts will only be active for current semester or the termination of their agreement/assignment, whichever is sooner. Principal, administrator, or building secretary must request reactivation.

INTELLECTUAL PROPERTY RIGHTS

A. Legal Ownership - With the exception of material clearly owned by third parties, Union Public Schools is the legal owner of all business information stored on or passing through its systems. Unless the Superintendent has signed a specific written agreement, all business-related information developed while a user is employed by the district is Union Public Schools' property.

B. Software - If a system that is used to process district information has been set up by the IT Department, users can rely on the fact that all software on this system is licensed and authorized. Questions about licensing must be directed to the IT Department which maintains documentation reflecting software licenses throughout the district. Making regular backups of software for contingency planning purposes is permissible. The IT Department must remove all unauthorized software from systems that are used to process district information.

DIGITAL SIGNATURES

Digital Signatures may be used where simple electronic signatures are acceptable and authorized for use. They may be permitted or required for any record or document where a signature is required by Federal law, Oklahoma law, or by Union Public Schools' policy unless a handwritten signature is explicitly required.

Adopted 6/10/96
Revised 12/8/97
Revised 12/14/98
Revised 1/8/01
Revised 12/8/03
Revised 12/13/04
Revised 1/16/06
Revised 2/12/07
Revised 11/10/08
Revised 11/8/10
Revised 12/12/11
Revised 12/9/13
Revised 12/14/15

Revised 11/14/16
Revised 12/10/18
Revised 12/9/19
Revised 12/14/2020
Revised 12/13/21
Revised 6/13/22
Revised 12/12/22
Proposed Revision - 11-13-23

COMPUTER SECURITY 1603

A large portion of Union Public Schools business is conducted with district-owned computers. Protection of district-owned computers and the information handled by these systems is an essential part of doing business at Union Public Schools. All district computer users are expected to comply with this policy.

CONFIGURATION CONTROL

A. Changes To Application Software and Hardware - Union Public Schools has a self-service portal of approved software packages that users may run on their district-owned computers. Employees must not install other software packages on district-owned computers without obtaining advance permission from the IT Department. Employees must not permit automatic software installation routines to be run on district-owned computers unless these routines have been approved by the IT Department. Unapproved software may be removed without advance notice to the involved employee.

B. Changes To Operating System Configuration - On district-supplied computer hardware, employees must not change operating system configurations, upgrade existing operating systems or install new operating systems. If such changes are required, they must be performed by IT Department personnel except when an employee has been issued a device set up to allow that capability.

C. Changes To Hardware - Computer equipment supplied by Union Public Schools must not be altered or added to in any way without the prior knowledge of and authorization from the IT Department.

ACCESS CONTROL

A. Choice Of Passwords - The user-chosen passwords employed by access control software packages and the keys employed by encryption packages must be in compliance with requirements set by the IT Department.

B. Storage Of Passwords - Employees must maintain exclusive control of their personal passwords. They must not share them with others at any time. Passwords must not be stored in readable form in batch files, automatic logon scripts, software macros, in computers without access controls or in any other locations where unauthorized persons might discover them.

C. Teacher Computer Use - Computers assigned to teachers shall not be used by students and should never be accessed while using teacher's credentials.

D. USB Access - Teachers shall never insert any portable mass storage device into their computer that is not their own. This would include never downloading any files or uploading any files to a student's portable storage device.

BACKUP

A. Device Backup -

   a. All sensitive, valuable or critical information resident on the district computer systems must be periodically backed up. Such backup processes should be performed weekly;

   b. The end user is ultimately responsible to ensure the accuracy of the backup.

B. Copyright Protection - Making unauthorized copies of licensed and copyrighted software, even if for "evaluation" purposes, is forbidden. Union Public Schools permits reproduction of copyrighted materials only to the extent legally considered fair use or with the permission of the author or owner. If employees have any questions about the copyright laws as they pertain to software, they should contact the IT Department. Unless they receive information to the contrary, employees must assume that software and other materials are copyrighted.

NETWORKING

A. Modems or wireless access points are not permitted without approval from the IT Department.

B. Downloading Sensitive Information - Sensitive district information may be downloaded from a multi-user system to a district-owned computer only if a clear business need exists, adequate controls to protect the information are currently installed on the involved district-owned computer and advance permission from the information owner has been obtained. This policy is not intended to cover electronic mail or memos, but does apply to databases, master files and other information stored on minicomputers, servers and other multi-user machines. This applies regardless of the media on which information is stored, the locations where the information is stored, the systems technology used to process the information, the people who handle it or the processes by which information is handled.

C. Installation Of Communications Lines - Employees and vendors must not make arrangements for or actually complete the installation of voice or data lines with any carrier if they have not obtained approval from the Executive Director of Technology.

D. Establishing Networks - Employees must not establish local-area networks, wireless networks, or modem connections to existing networks or other multi-user systems for communicating information without the specific approval of the Executive Director of Technology.

E. Remote Desktop or Terminal Services - Remote desktop or terminal services to home or out-of-district computers must be approved by the Executive Director of Technology.

PHYSICAL SECURITY

A. Lending District-Owned Technology To Others - Users must never lend a Union Public Schools district-owned

computer to a non-district employee without the Superintendent's or designee's approval.

B. Custodians For Equipment - The primary user of a district-owned computer is considered a Custodian for the equipment. If the equipment has been damaged, lost, stolen, borrowed or is otherwise unavailable for normal business activities, a Custodian must promptly inform his/her supervisor. With the exception of portable machines, district-owned computer equipment must not be moved or relocated without the knowledge and approval of the supervisor.

C. Use of Personal Equipment - ~~Personal computers can only connect to the "guest" wireless network and no further network resources including servers, printers, and workstations.~~ The Technology Department shall not provide any support for personal devices including driver installation.

D. Positioning Display Screens - Care must be taken to position keyboards or screens so that unauthorized persons cannot readily see confidential information, employees enter passwords, encryption keys and other security-related parameters.

E. Locking Sensitive Information - When not being used or when not in a clearly visible and attended area, computers must be locked or the user logged off.

F. Environmental Considerations - All district-owned computers in district offices should use surge suppressors. Those district-owned computers running critical applications should use uninterruptible power systems approved by the IT Department.

MANAGEMENT

A. Rights To Programs Developed - Without a specific written exception, all computer programs and documentation generated or provided by employees for the benefit of the district are the property of Union Public Schools. All other material developed by district employees using district-owned computers is considered the property of Union Public Schools. This material includes patents, copyrights and trademarks.

B. Browsing - Employees must not browse through district computer systems or networks. Steps taken by employees to legitimately locate information needed to perform their job are not considered browsing. Use of the Union Public Schools intranet is not considered browsing.

C. Tools To Compromise Systems Security - Unless specifically authorized by the Executive Director of Technology, district employees must not acquire, possess, trade or use hardware or software tools that could be employed to evaluate or compromise information systems security. Examples of such tools include those that defeat software copy protection, discover secret passwords, identify security vulnerabilities or decrypt encrypted files.

D. Reporting Problems - Users must promptly report all information security alerts, warnings and suspected vulnerabilities to the IT Department. Users must not use district systems to forward such information to other users, whether the other users are internal or external to Union Public Schools.

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Revised 1/16/06
Revised 2/12/07
Revised 12/10/07
Revised 1/18/10
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Revised 12/9/13
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Revised 12/9/19
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Revised 12/12/22
Revision Proposed - 11-13-23

PASSWORDS 1604

Passwords are a critical part of information and network security. Passwords serve to protect user accounts, but a poorly chosen password, if compromised, could put the entire network at risk. As a result, all employees of Union Public Schools are required to take appropriate steps to ensure that they create strong, secure passwords and keep them safeguarded at all times.

SCOPE

This policy applies to all employees of the district who have or are responsible for a computer account or any form of access that supports or requires a password on any system that resides at any district facility, has access to the Union Public Schools network or stores any non-public district information.

GENERAL

A. A password must not repeat within the last six passwords.

B. Password must not match any pattern of the previous password.

C. Passwords must contain at least fifteen (15) characters.

D. Passwords must contain at least one (1) uppercase letter (e.g., N)

~~F.~~**E.** One (1) lowercase letter (e.g., t).

~~G.~~**F.** Passwords must contain at least one (1) numerical character (e.g., 5).

~~H.~~**G.** Passwords must be at least 1 day old prior to changing password without involvement from the Technology department.

~~USER ACCOUNTS CONFIGURED WITHOUT DUAL AUTHENTICATION~~

~~A. Passwords must be changed at least once every 45 days.~~

~~USER ACCOUNTS CONFIGURED WITH DUAL AUTHENTICATION~~

~~A. Passwords must be changed at least once every 365 days.~~

User accounts configured with mail access must change password at least once every 365 days.

PASSWORD CONSTRUCTION GUIDELINES

A. For security purposes, it is strongly recommended that passwords not be based on well-known or easily accessible personal information or that of the user's friends, family members or pets. Personal information includes, but is not limited to, log on I.D., name, birthday, address, phone number or social security number.

PASSWORD PROTECTION GUIDELINES

A. Passwords must be treated as confidential information. No employee is to give, tell or hint at their password to another person, including IT staff, administrators, superiors, secretaries, assistants, other co-workers, friends or family members under any circumstances.

B. If someone demands your password, refer them to this policy or to the IT Department.

C. Passwords are not to be transmitted electronically over the unprotected Internet, such as via e-mail.

D. No employee is to keep an unsecured written record of passwords, either on paper or in an electronic file.

E. Passwords used to gain access to district systems should not be used as passwords to access non-district accounts or information.

F. The password used for Union Public Schools access must be unique and not shared with any other system, website, cloud service, or app.

G. If an employee either knows or suspects that his/her password has been compromised, it must be reported to the IT Department and the password changed immediately.

H. The IT Department may attempt to crack or guess users' passwords as part of its ongoing security vulnerability auditing process. If a password is cracked or guessed during one of these audits, the user will be required to change the password immediately.

I. Only an employee's supervisor, building secretary, or other administrator can request that an employee's password be reset.

J. Passwords shall never be written on a whiteboard, interactive flat panel, chalkboard, or any other means.

MOBILE DEVICE PIN/PASSWORD CONFIGURATION STANDARDS

A. When using a mobile device, such as a smart phone or tablet, to access, manipulate, or generate district-owned data that contains any personally identifiable information, the device must require authentication prior to accessing the mobile device.

B. PINS/Passwords must be a minimum of 6 characters, employ facial recognition authentication, fingerprint reader, or complex pattern unlock feature.

ENFORCEMENT

Any employee who is found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Adopted 1/16/06
Revised 1/18/10
Revised 12/12/11
Revised 12/11/17
Revised 12/10/18
Revised 12/14/20
Revised 12/12/22
Revision Proposed - 11/13/23

As a productivity tool, Union Public Schools encourages the business use of electronic communications systems, notably the Internet, Employee Network and electronic mail. Unless third parties have clearly noted copyrights or some other rights on the messages handled by these electronic communications systems, all messages generated on or handled by district electronic communications systems are considered to be the property of Union Public Schools.

A. Authorized Usage - Union Public Schools electronic communications systems are to be used for official district communications. Incidental personal use is permissible as long as it does not consume more than a trivial amount of system resources, does not interfere with employee productivity and does not preempt any business activity. Union Public Schools electronic communication systems must not be used for unauthorized fund-raising campaigns, political advocacy efforts, religious efforts, private business activities. News feeds, e-mail mailing lists, push data updates and other mechanisms for receiving information over the Internet must be restricted to material that is clearly related to both district business and the professional duties of the receiving employees. Employees are reminded that the use of district information resources must never create the appearance or the reality of inappropriate use.

B. Site/Districtwide Emails - Sending email messages to all employees at a school is limited to the Superintendent, Associate Superintendent, the Superintendent's administrative assistant, the principal, the site secretary or anyone authorized by the Superintendent. Sending messages to all employees in the district is limited to the Superintendent, Associate Superintendent, Assistant Superintendents, the CFO, the Chief Communications Officer, and the Superintendent's administrative assistant. The Executive Director of IT or designee is permitted to send out an e-mail message to all employees if a technology-related issue requires staff to be immediately notified of an imminent technology issue or by direction of the Superintendent.

C. Default Privileges - Electronic communication systems must be established and maintained such that only the privileges necessary to perform a job are granted to an employee. For example, when an employee's relationship with the district comes to an end, all of the employee's privileges on district communication systems may be disabled. Employees should not exceed or attempt to exceed the scope of access granted them.

D. User Identity for District Business - Misrepresenting, obscuring, suppressing or replacing another user's identity on an electronic communications system is forbidden. The user name, electronic mail address, organizational affiliation and related information included with electronic messages or postings must reflect the actual originator of the messages or postings. Electronic mail signatures indicating name, phone number, job title, company affiliation, address and other particulars are strongly recommended for all electronic mail messages. Digital certificates are also recommended for electronic e-mail.

E Use of Encryption Programs - Employees are reminded that district electronic communications systems are not encrypted by default. If sensitive information that is confidential or secret must be sent by electronic communications systems, an encryption process approved by the IT Department should be employed. These encryption systems must protect the sensitive information from end to end. They must not involve decryption of the message content before the message reaches its intended final destination. Mobile computers, notebook computers, portable computers, personal digital assistants and similar computers that store Union Public Schools sensitive information must consistently employ a hard-to-guess password. Employees must not use encryption for any electronic communications system unless a backup key or a key escrow system has been established with the cooperation of the IT Department.

F Respecting Intellectual Property Rights - Although the Internet is an information communications environment, the laws for copyrights, patents and trademarks apply. Employees using district electronic mail systems must repost or reproduce material only after obtaining permission from the source; quote material from other sources only if these other sources are properly identified; and reveal internal district information on the Internet only if the information has been officially approved for public release. All information acquired from the Internet must be considered suspect until confirmed by another source.

G Respecting Privacy Rights - Except as otherwise specifically approved by the IT Department, employees must not intercept or disclose, or assist in intercepting or disclosing, electronic communications. Union Public Schools also is responsible for operating, maintaining and protecting its electronic communications networks. To accomplish these objectives, it is occasionally necessary to intercept or disclose, or assist in intercepting or disclosing, electronic communications. To meet these objectives, The district may employ content monitoring systems, message logging systems and other electronic system management tools. By making use of district systems, users consent to permit all information they store on district systems to be divulged to law enforcement at the discretion of the Union Public School district management.

H No Guaranteed Message Privacy - Union Public Schools cannot guarantee that electronic communications will be private. Employees must be aware that electronic communications can, depending on the technology, be forwarded, intercepted, printed and stored by others. Electronic communications can be accessed by people other than the intended recipients in accordance with this policy. Because messages can be stored in backups, electronic communications actually may be retrievable when a traditional paper letter would have been discarded or destroyed.

I No Service Guarantees - The district makes no guarantees of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damage suffered. This includes loss of data

resulting from delays, non-deliveries or service interruptions caused by negligence, errors or omissions.

J Contents of Messages - Employees must not use profanity, obscenities, or derogatory remarks in electronic mail messages discussing employees, students, parents or others. Such remarks may create legal problems such as libel and defamation of character. Employees must concentrate on business matters in district electronic communications. As a matter of standard business practice, all Union Public School electronic communications must be consistent with conventional standards of ethical and polite conduct. Political and/or religious messages and quotes are not appropriate for district communications. Transmission of any material in violation of any federal or state regulation is prohibited.

K Statistical Data - Consistent with generally accepted business practice, Union Public Schools collects statistical data about its electronic communication systems. Using such information, technical support personnel monitor the use of electronic communications to ensure the ongoing availability, reliability and security of these systems. Union Public Schools employs computer systems that analyze these types of statistical information to detect unauthorized usage, toll fraud, denial of service attacks and other problems.

L Incidental Disclosure - Technical support personnel must not review the content of an individual employee's communications out of personal curiosity. Support may access personal email accounts only with permission from the end user. Advance approval by the Superintendent is required prior to remotely accessing any user's personal email account without the end user's approval.

M Addendum on Outbound Electronic Mail - E-mail messages with sensitive information or information that should not be shared beyond the original receivers of the e-mail should have a disclaimer on the e-mail. The standard disclaimer is:

> CONFIDENTIALITY NOTICE: If you have received this e-mail in error, please immediately notify the sender by e-mail address shown. This e-mail transmission may contain confidential information in its message or in an attachment. The information is intended only for the use of the individual(s) or entity to whom it is addressed. Any inappropriate disclosure, distribution, copying or use of the information by others is strictly prohibited. Please delete it from your files if you are not the intended recipient. Thank you for your compliance.

N Handling Technology Alerts About Security - Users must promptly report all information security alerts, warnings, and reported vulnerabilities to the IT Department. IT is the only organizational unit authorized to determine appropriate action in response to such notices. Users must not utilize Union Public Schools systems to forward these notices to other users, whether the other users are internal or external to Union Public Schools. Users must promptly report all suspected security vulnerabilities or problems that they notice to the IT Department.

O Purging Electronic Messages - Messages no longer needed for business purposes may be periodically purged by users from their personal electronic message storage areas.

P Harassing or Offensive Materials - Union Public Schools computer and communications systems are not intended to be used for, and must not be used for the exercise of the employees' right to free speech. These systems must not be used as an open forum to discuss Union Public Schools organizational changes or business policy matters. Sexual, ethnic, and racial harassment, including unwanted electronic mail is strictly prohibited. Employees who receive offensive unsolicited material from inside or outside sources must not forward or redistribute to either internal or external parties. If an employee wishes to report a harassing or offensive electronic communication Human Resources Department must be notified.

Q. The Human Resources Department should be notified immediately in the case of a sexual harassment message. Union Public Schools retains the right to remove from its information systems any material it views as offensive or potentially illegal.

R Use At Your Own Risk - Employees access the Internet with district facilities at their own risk. Union Public Schools is not responsible for material viewed, downloaded or received by users through the Internet. Electronic mail systems may deliver unsolicited messages that contain offensive content.

S In order to comply with applicable state and federal laws, Union Public Schools employs a mechanism to automatically archive all e-mail messages sent internally and externally through the district e-mail system.

T Sharing and Forwarding - When electronic mail accounts are set up for specific individuals, they must not be shared. A generic electronic mail account may be set up at the request of an administrator in order for multiple users to access it for a specific business purpose. Generic accounts should not be used for personal information. Notices can be established that will automatically inform correspondents that the recipient will not be responding for a certain period of time. Upon departure from Union Public Schools, a user's electronic mail account will be immediately disabled upon termination and deleted after thirty (30 days.

U Users shall not directly click any link within an e-mail. All URLs/links embedded in an email must be copied and pasted into a browser prior to accessing the website.

~~V E-mail messages with sensitive information or information that should not be shared beyond the original receivers of the e-mail should have a disclaimer on the e-mail following the sender's signature. The standard disclaimer is:~~

~~CONFIDENTIALITY NOTICE: If you have received this e-mail in error, please immediately notify the sender by e-mail address shown. This e-mail transmission may contain confidential information in its message or in an attachment. The information is intended only for the use of the indvidual(s) or entity to whom it is addressed. Any inappropriate disclosure, distribution, copying or use of the information by others is strictly prohibited. Please delete it from your files if you are not the intended recipient. Thank you for your compliance.~~

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Revised 2/12/07
Revised 11/10/08
Revised 1/18/10
Revised 11/8/10
Revised 12/9/13
Revised 12/8/14
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Revised 12/14/2020
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DISTRICTWIDE PARENTAL INVOLVEMENT (PARENTS' BILL OF RIGHTS) 1955

Parents have the right to be involved in their minor child's education, including directing that education. Parents are encouraged to exercise their rights in conjunction with district guidance so as not to inadvertently impede their minor child's compliance with federal and state mandated requirements – including requirements related to graduation. Parents also have the right to review school records related to their minor child.

Parents generally have the right to consent prior to an audio or video recording being made of their minor child. This right does not preempt the district's right to make recordings (without specific parental approval) related to:

- safety, general order and discipline
- academic or extracurricular activities
- classroom instruction
- security/surveillance of the buildings or grounds
- photo ID cards

Parents have the right to receive prompt notice if their minor child is believed to be the victim of a crime perpetrated by someone other than the parent, unless law enforcement or DHS officials have determined that parental notification would impede the related investigation. These notice provisions do not apply to matters which involve routine misconduct typically addressed through student discipline procedures. School personnel will not attempt to encourage or coerce a child to withhold information from parents.

The district offers sex education in grades 6-12. Parents who object to their minor child participating in the district's sex education program must submit a written notice, signed and dated by a parent, to the principal in order for their child to be excused from participation. Pursuant to the 2023 Oklahoma "Parents' Bill of Rights" (OAC 210: 10-2-1, et seq.) sex or sexuality education means any class, program, curriculum, instruction, test, survey, questionnaire, course, or other instructional material that relates to sexual behavior, sexual attitudes, or sexuality, including but not limited to gender identity or sexual orientation. A written objection from a parent/guardian may object to sex or sexuality education or any other instruction questioning beliefs or practices in sex, morality, or religion. Students who are not participating in the district's sex education program will be permitted to study in the school library or office during sex education instruction.

Parents may review learning materials affecting their minor children's course of study, including supplemental materials, by making a request through the building principal.

Parents who object to a learning material or activity may withdraw their minor child from the class or program in which the material is used. In order to withdraw a student, the parent must submit a written request, signed and dated by a parent, to the building principal. Parents who choose to withdraw their minor child from a required class are responsible for making alternate arrangements for the child to earn credit for the class.

No district or district employee shall encourage, coerce, or attempt to encourage or coerce a minor child to withhold information from the student's parent/guardian.

The 2023 Oklahoma "Parents' Bill of Rights" (OAC 210:10-2-1, et seq.), requires the district to disclose to a student's parent/guardian any information known to the district or its employees regarding material changes reasonably expected to be important to the parent/guardian regarding their student's health, social, or psychological development, including identity information. Disclosure of this information shall occur within 30 days of learning the information. "Identity information" means information including, but not limited to, any names or pronouns used by a student at school and any social transition or other transition to a gender that differs from the student's sex. "Sex" means the physical condition of being male or female based on genetics and physiology, as identified on the individual's original birth certificate.

Adopted 12/8/14

Revision Proposed - 11/13/23

USE OF MULTIPLE OCCUPANCY RESTROOMS AND CHANGING AREAS 1975

Pursuant to SB615 (2022), each multioccupancy restroom and changing area located in public schools servicing students in prekindergarten through twelfth grade 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 multi-occupancy restrooms for use as follows: "males," "men," or "boys," or "females," "women," or "girls."

"Sex," for the purpose 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 grade in this state.

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

"Coach," for the purpose of this policy, is defined as a person employed by the district who is involved in the teaching or training of students participating in a school-sponsored athletic activity.

"School-sponsored athletic activity," for the purposes of this policy, is defined as a sporting event that is supported and affilated with the district such as games, matches, and tournaments.

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 with 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 **or;**
3. **If a suitable meeting room or area is not available, a coach may enter a locker room before, during, or after a school-sponsored athletic activity, provided;**

- **All students present are fully clothed;**
- **The coach shall be accompanied by at least one additional adult at all times; and**
- **If the coach is the opposite sex of the students present, the coach shall be accompanied by at least one adult of the same sex as the students presents.**

OKLA. STAT. tit. 70, § 1--125

Adopted 8/8/2022

SBOE Emergency Rules: OKLA. ADMIN. CODES § 210: 35-3-186

Revised 10/10/2022

Revision Proposed - 11/13/23

PURCHASING AND PROCUREMENT 3010

This policy shall govern the purchase, rental or leasing of all goods, equipment, software, construction, services, and real property for the district.

DEFINITIONS

A. Adequate Number - Two (2) or more offers from responsible offerors.

B. Best Value - An acquisition based on clearly defined quantifiable evaluation criteria which may include, but not be limited to: unit pricing; total acquisition cost; cost of ownership; cost of distribution; form, fit and function of products; innovation; warranties and guarantees; supplier qualifications, reliability and past performance; quality of goods; transition costs; opportunity cost and other quantifiable criteria deemed to be in the best interest of the district.

C. Emergency - A sudden unexpected or unforeseen occurrence or condition that requires the purchase and procurement of goods or services necessary to protect public health, safety, life or property of the district or its students, employees and patrons, or necessary to avoid the interruption of critical school business and operations.

D. Encumbrance Clerk/Assistant Encumbrance Clerks - The employees designated by the Board of Education to oversee all encumbrances and to charge each encumbrance appropriately and in accordance with Oklahoma legal requirements.

E. Goods - Personal property, materials, movable property, thing or things for sale or rent (e.g., furniture, equipment, supplies, uniforms, etc.)

F. Lowest and Best - An award method based on lowest total purchase price, quality and reliability, best delivery offer, and other factors as identified in the solicitation.

G. Independent Contractor - An individual who provides goods and/or services in a manner defined by the Internal Revenue Service regulations and the Oklahoma State Department of Education Independent Contractor guidelines as amended. The independent contractor provides the same goods and/or services to at least two or more other entities.

H. Minor Maintenance and Repair - Replacement or repair of existing facility infrastructure or equipment necessary to restore such to a temporary or permanent operational function, e.g. repair a broken water line.

I. Professional and Technical Contracted Services - Those services defined as outsourced services provided by professionals in their field.

J. Purchase Order (PO) - The district's printed or electronic document issued to a supplier formalizing all the terms and conditions of a proposed transaction, such as description of the requested items, delivery schedule, and terms of payment. If the Board of Education fails to approve a purchase order, it shall be null and void. The purchase order serves as the contract and authorizes the employee to place an order with the supplier. Purchase orders must be issued prior to ordering goods or services.

K. Purchase Order Terms - Unless otherwise defined in writing by separate contract between the district and the supplier, the district's purchase order terms, as referenced on the purchase order and posted on the Union website, shall govern the purchase of goods and services.

L. Purchasing Cooperative - An association of entities or alliances working together to provide leverage in achieving best value and/or the best terms in contracts awarded.

M. P-Card/Credit Card - Purchase/Procurement or district-owned credit card program approved by the Board of Education.

N. Real Property - Land and its permanently affixed buildings or structures; any property which is not personal property.

O. Requisition – The printed or electronically generated document used to request the encumbrance of funds and the issuance of a purchase order.

P. Software & Services – Computerized programs, operating systems, licenses, and information used by computer systems, software as a service (SaaS), cloud-based computing systems, web-based systems, electronic books and media, and professional services necessary to implement and integrate systems.

Q. Sole Source Procurement – A non-competitive method of procurement for the purchase of unique goods or services from one supplier, whereby said supplier is the only source. Sole source does not necessarily include

proprietary goods or equipment.

R. Source Selection – The sourcing method used to select a supplier of goods or services; request for written quotations, invitation for bids, request for proposals, [e.g., written quotations (Request for Quotation), sealed bids (Invitation for Bids), proposals (Request for Proposal or Request for Information), etc.)

S. Supplier - A person or entity that provides goods and/or services.

GENERAL PROVISIONS

The Board of Education authorizes the Superintendent and/or Chief Financial Officer or designees to establish purchasing and procurement procedures and practices consistent with this policy, federal laws, Oklahoma law and generally accepted governmental purchasing practices.

A. Purchase Orders and Requisitions:

General: All purchases shall be made with the use of a purchase order issued prior to the ordering of goods or services. All purchase orders~~, including emergency and manual purchase orders and credit card or P-Card purchases,~~ are contingent upon the availability of funding, submission and approval of the requisition, and approval by the Board of Education. The Board authorizes the Superintendent, Chief Financial Officer and the Director of Accounting (encumbrance clerk) or designee to issue purchase orders~~, blanket purchase orders, manual purchase orders and emergency purchase orders~~ for less than $100,000 without prior Board approval.

The Board authorizes the Encumbrance Clerk and/or designee to increase blanket purchase orders for utilities and/or freight as necessary to pay invoices and increase non-blanket purchase orders by up to fifteen percent (15%) to cover other transaction changes or pricing adjustments.

Any agenda item(s) approved by the Board at a regular or special Board meeting constitutes approval by the Board to encumber the funds, issue the purchase order, and make appropriate payments.

Credit Card/P-Card: Credit card and P-Card purchases may be permitted provided a purchase order or blanket purchase order has been issued to the credit card or P-Card supplier to cover the transaction.

Public Improvement/Construction Projects of $100,000 or more: Public improvement/construction projects, subject to the Oklahoma Competitive Bidding Act of 1974 of $100,000 or more must be awarded and approved by the Board of Education as a separate agenda item prior to the release of a purchase order and contract.

All acquisitions or encumbrance of funds to a supplier/contractor of $100,000 or more must be approved by the Board of Education as a separate agenda item prior to the issuance of a purchase order. Board approval of the purchase constitutes approval of the associated purchase order and payments.

Requisitions and purchase orders, that would otherwise be issued to a single supplier as a single procurement or project, shall not be split to avoid bidding and quotation and/or Board approval requirements.

Blanket Purchase Orders: All annual blanket purchase orders of $100,000 or more must be approved by the Board of Education as a separate agenda item prior to the release of the blanket purchase order.

Transactions against a blanket purchase order shall not be permitted until the blanket purchase has been submitted to the Board of Education for approval.

B. Emergency Purchases and Emergency Purchase Orders:

In the event of emergency situations the Superintendent, Chief Financial Officer, Director of Accounting, or designee may authorize the issuance of emergency purchase orders. Emergency purchase orders shall not be issued out of the bond funds.

The Board of Education authorizes the Superintendent to declare an emergency and waive the notice and bid requirements of the Oklahoma Competitive Bidding Act of 1974 without Board approval for emergencies that are less than $150,000.

C. Travel Reimbursement:

All travel will be approved and paid in accordance with district travel policy #3200, state laws and IRS guidelines. Please refer to Policy #3200 - Travel Expense Approval, Documentation, and Reimbursement.

D. Federal Uniform Guidance Requirements:

As a non-federal entity, the district will follow this purchasing and procurement policy and the written procedures and requirements of the district's federal Uniform Guidance Procurement Plan & Procedures as amended and approved.

Where the district's policies, requirements and procedures are more restrictive than the federal requirements, the district's policies, requirements, and procedures shall be followed for the use and expenditure of all federal funds.

CONTRACTS

A. General:

No employee of the district shall enter into any financial contract or agreement (verbal or written), on behalf of the district, without the prior approval of the Board of Education. The Board may, upon approval of any encumbrance, purchase order and all adjoining contract documents, authorize an administrator(s) of the district to sign said contract documents on behalf of the Board and authorize issuance and payment of purchase order.

All school picture and yearbook contracts shall be approved by the Board of Education on an annual basis prior to signing of any contract.

B. Federal Contracts:

Conflict of Interest - No employee, officer, or agent of the district may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. See also Board Policy #4057.

C. Student Activity Fund Contracts:

Duly authorized student activity fund custodians may be permitted to execute Board-approved activity fund related contracts and agreements after all of the following conditions have been met:

- The Board has approved the contract or agreement and authorized the Activity Fund custodian to sign the contract.
- The associated encumbrance and purchase order(s) have been issued.

D. Independent Contractors:

The Board of Education may, upon approval of any encumbrance, purchase order, and all accompanying contract documents, procure the services of an individual who is deemed to be an independent contractor as defined by the IRS regulations and Oklahoma State Department of Education guidelines.

As with any other supplier, an independent contractor will be required to complete a supplier registration form and IRS form W-9. The district reserves the right to issue a 1099 to any supplier regardless of the total amount of the goods and/or services provided by the supplier. The independent contractor may be required to provide proof of workers compensation and liability insurance and must agree to the terms and conditions of the district's official purchase order.

BIDDING AND QUOTATION REQUIREMENTS

A. General:

The solicitation for bids, proposals and quotations shall be conducted in accordance with the provisions of this policy and district purchasing procedures as approved by the Superintendent or Chief Financial Officer. Procurement transactions must be conducted in a manner that provides for full and open competition.

B. Methods of Procurement:

Unless otherwise exempted herein for non-federal procurements, the procurement thresholds in Table 1 shall apply to all purchases. These procurement thresholds shall apply to the total amount of a requisition.

Table 1 - Sourcing Methods

Description	District's Threshold	Sourcing Requirements
Low-Dollar Micro-Purchases	$0 - $5,000	Informal price quotes recommended
High-Dollar Micro-Purchases	$5,000.01 - $10,000	Adequate number of quotes
Small Dollar Purchases	$10,000.01 to $100,000	Adequate number of written quotes (Request for Quotation)

Competitive Sealed Bids[1]	$100,000.01 and up	Adequate number of sealed bids (Invitation for Bid)
Competitive Sealed Proposals[2]	$100,000.01 and up	Adequate number of sealed proposals (Request for Proposals)
Non-Competitive Proposals[3]	$10,000.01 and up	Sole Source
Public Improvement/ Construction Projects[4]	$5,001 to $100,000.	Use Small Dollar Method
Public Improvement/ Construction Projects[4]	$100,000.01+	Competitive Sealed Bids

[1]The sealed bid method of procurement shall be used for all competitive bidding of construction and maintenance projects (public improvements), school bus purchases, and federal and non-federal program procurements for the threshold amounts stated. Sealed bid solicitations shall be publicly advertised, when required by statute or regulation, opened publicly, and awarded in accordance with federal or state requirements, e.g., lowest responsive and responsible bidder (construction and federal programs) or lowest and best bid (school buses & non-federal).

[2]The competitive sealed proposal method shall be used when the conditions for the use of competitive sealed bid method are not appropriate or practicable. Competitive sealed proposals, usually solicited through the use of a Request for Proposal (RFP), may be used for soliciting the procurement of services, software, and where other factors critical to the procurement, use, product(s), and service is necessary. Competitive sealed proposals may be awarded to the bidder whose proposal is most advantageous to the program or project with price and other factors considered. Federal program procurements must be awarded in accordance with federal regulations and the District's Uniform Guidance Procurement Plan & Procedures.

[3] Sole source procurements for federal programs must be processed and awarded in accordance with the District's Uniform Guidance Procurement Plan and Procedures.

[4] Public improvement and construction projects, including minor maintenance and minor repair work to District property, and the selection of construction management and consultants firms shall be sourced and selected in accordance with the State Consultants, O.S. 61 § 62-65; Fair and Open Competition in Government Construction Act, O.S. 61 § 81-86; Public Competitive Bidding Act of 1974, O.S. 61 § 101-139; the Public Construction Management Act for Political Subdivisions, O.S. 61 § 215-220; the Fair and Open Competition in Governmental Construction Act. O.S. 61 § 81-86 and the Fair Pay for Construction Act, O.S. 61 § 221-227, as amended. Construction management trade contracts or subcontracts exceeding $50,000 shall be let and awarded to the lowest responsible bidder, by open competition after solicitation for sealed bids. Minor maintenance and minor repairs that are less than $25,000 may be negotiated with a qualified contractor without obtaining an adequate number of quotes.

The Director of Purchasing or designee may audit any or all requests for purchase requiring quotes or bids. Bids, quotes, and related documents not submitted with the requisition must be maintained by the school site or department for a minimum of two (2) years after the purchase. If purchased with federal funds, the documentation shall be kept for three (3) years after the final payment for the goods or services has been received.

C. Sealed Bid Requirements:

Formal sealed bids shall have a specific bid opening date and time. Bidders shall have the right to attend the public bid opening. At least two administrators or designees from different departments must be present during the bid opening. All sealed bids will be opened at the designated time and read aloud, if bidders are present.

The Board of Education authorizes the Director of Purchasing or designee to use an e-Procurement solution for soliciting quotes, bids and proposals.

D. Waiver of Bids and Quotes:

Where an emergency purchase (see definitions) is necessary, the Director of Purchasing or Director of Accounting may waive the quote requirements for all purchases of less than $25,000. Emergency purchases over $25,000 shall require waiver approval of the Superintendent or Chief Financial Officer.

A reason for the emergency waiver shall be recorded with the requisition.

Emergency purchases and contracts exceeding $150,000 for the repair, maintenance, and remodeling of buildings and facilities, subject to the Oklahoma Competitive Bidding Act of 1974 (the Act), shall require declaration of emergency with bidding waiver and approval by the Board of Education in accordance with the Act.

E. Solicitation Award:

The district reserves the right to reject any or all bids, quotes and proposals, and to waive any bid informalities, technicalities, or irregularities.

Sealed bids for all federal programs and public improvement and construction projects shall be awarded to the lowest responsive and responsible bidder, as determined by the district.

Non-federal program and non-public improvement/construction acquisitions may be awarded to the lowest and best bidder.

Where it serves the district's best interest to award based on "best value," the district may award a written quote, sealed bid, or a proposal on a "best value" basis provided that the award is based on clearly defined evaluation criteria.

Requests for Proposals and Requests for Quotes may be awarded to the bidder whose proposal or quote is most advantageous to the district with price and other factors considered.

School bus bids shall be awarded to the lowest and best bidder.

F. Bid Protests:

Bid protests must be submitted in accordance with the Bid Protest Procedures located on the Union website.

BID EXEMPTIONS

A. General:

Except where competitive sourcing is required by federal and state law or regulation, the following bidding exemptions shall apply to all non-federal fund/program procurements. If a bidding exemption under the federal uniform guidance rules exists, the exemptions stated herein may be used. Bid exemptions may be used for federal program acquisition within the Micro purchase thresholds.

School and department personnel must use prudent and ethical procurement practices. Although the following goods and services are exempt from methods of competitive sourcing, every effort should be made to obtain the best quality goods and services at the lowest price or cost from a responsible supplier:

Regardless of these bidding and sourcing exemptions, all purchases over $100,000 must still be approved by the Board of Education prior to issuance of a purchase order.

B. Bidding exemptions:

- Contracted professional services and technical services such as audit services, legal services, insurance and related services, medical services, demographic studies, employment services, drug and alcohol testing, professional development, and professional consultation.
- Equipment maintenance services (e.g., copier maintenance services, software maintenance, hardware maintenance, etc.).
- Travel services (airfare, hotel accommodations, registrations, etc.)
- Goods purchased for student activity fund raisers and goods purchased by and/or provided to staff and/or students from activity funds (e.g., candy, T-shirts, candles, food, flowers, etc.); disc jockey services and equipment rentals for graduation, prom, dances and other student social activities; unique and custom decorations purchased from student activity funds and used for student events (e.g., graduation ceremony, prom, etc.); class and spirit memorabilia items purchased for or by students and/or adults through the activity funds (e.g., class rings, student and group pictures, yearbooks, spirit promotion items). Although bidding and/or proposals are not required for selection of yearbook and school picture suppliers annually, the district may require new proposals every three to five years.
- Goods purchased for resale.
- Standardized curriculum materials and related supplies, textbooks, e-books, student workbooks, library/media books, maps and globes, and educational and training media.
- Utility services (gas, electricity, etc.)
- Software and software subscription renewals, upgrades, custom software, and specialized source software (excluding off-the-shelf software), and software as a service.
- Training classes (e.g., computer classes).
- Equipment, service and vehicle rentals.
- Unique custom artistry work, graphic design service, custom set and prop design and construction, and customized wraps.

- Catering.
- Repairs to damaged vehicles, buses, trucks and trailers, e.g., body and frame work. Where diagnostic services are necessary to determine the repair, e.g. disassembly is required, additional price comparisons or quotes for repairs under the Small Dollar threshold may be waived by the Chief Financial Officer, Director of Purchasing, Director of Accounting or their designee.
- Replacement repair parts purchased from the original equipment manufacturer (OEM) or OEM supplier when said supplier is the only manufacturer's authorized supplier within the manufacturer's designated sales territory for the Tulsa market.
- Used goods.

C. Standardization Programs:

If standardization of equipment, furniture, materials or software has been implemented, schools and departments may make supplemental purchases without using one of the source selection methods, provided the price remains reasonable, and the procurement does not violate other federal or state bidding requirements. Price comparisons for similar or like products may be required.

The initial purchase of standardized furniture and equipment should be procured utilizing one of the required bidding/quotation methods defined in this policy; however, a cooperative contract may be used in lieu of district sourcing.

Standardization programs and the purchase of standardized equipment, furniture, materials and software is subject to review and approval of the District's Purchasing Department.

~~A copy of all standardization programs shall be on file in the office of the Director of Purchasing.~~

D. Sole-Source Selections:

Except as prohibited by federal Uniform Guidance requirements, sole-source procurements may be exempt from bidding provided that said procurements meet the following criteria:

- The goods or services are unique to one manufacturer/supplier and no other similar (equal in function, performance) or like goods or services are available from another supplier;
- The manufacturer distributes it directly or has limited distribution to a single distributor;
- The manufacturer (not distributor) or service provider submits a written letter on company letterhead stating why the goods or services are unique to the company and that distribution is limited to the company as the sole distributor. (This letter must be attached to the requisition.)
- Where compatibility of equipment, accessories or replacement parts are of paramount consideration or where service work on the original equipment must be performed by the manufacturer's designated territory or assigned representative. Written documentation of such from the manufacturer should be included with the requisition.

Sole source procurements are subject to the approval of the District's Purchasing Department.

E. State and Local Contracts:

The Board of Education authorizes the use of Oklahoma State Contracts in lieu of using District sourcing methods. Furthermore, when it is in the district's best interest, the district may purchase from other public contracts, cooperative purchasing alliances, or special pricing offers awarded to or made available to municipalities, public schools, other political subdivisions of the State, the Department of Corrections or other governmental entities of the United States. For acquisitions above the competitive sealed bid/proposal threshold, permission to use a state contract or purchasing cooperative must be obtained from the Director of Purchasing or Chief Financial Officer before requesting a quote from the supplier and submitting a requisition for the acquisition.

F. Procurement Cards:

The Board of Education authorizes the use of a procurement/purchasing card program. Prior to the implementation of the procurement card program, the Superintendent or Chief Financial Officer shall adopt written procedures, limits and controls for the issuance and use of procurement cards.

No employee of the district shall authorize the use of or use any credit card which is not part of the purchasing card program or which will in any manner obligate the district. Where the purchasing card program is not practicable for use, the Superintendent or Chief Financial Officer may authorize the use or issuance of other specific types of credit cards on a limited basis with prior approval. The procedures, limits and controls for the purchasing card program shall apply toward all other specific credit cards.

FOOD PROCUREMENT

A. Child Nutrition:

Child Nutrition purchases shall be made in accordance with USDA, Oklahoma State Department of Education Child Nutrition Procurement Guidelines, this policy, and the Uniform Guidance Procurement Plan & Procedures, if Child Nutrition guidelines are incorporated into the Plan.

USDA Bidding Guidelines:

The Child Nutrition Department shall follow the more restrictive bid thresholds of either the USDA or this policy and award in like manner. Sealed bids and proposals shall be awarded by the Board of Education.

The Child Nutrition Procurement Plan shall be reviewed annually and updated, if necessary. If material changes are made to the plan, the revised plan shall be approved by the Superintendent or designee.

OTHER

A. Bidder Registration:

In an effort to create a fair and competitive opportunity for potential bidders to do business with the district, a potential bidder or existing supplier may register through the district's online supplier registration solution. Suppliers and registered bidders who fail to maintain a responsible status, update information as required, or fail to respond to two consecutive bid/quote invitations may be removed from the bid list at any time and for any length of time.

B. Supplier Registration:

In order to obtain all necessary information required by the Internal Revenue Service and to ensure that supplier's order and remittance information is correct, the district requires suppliers to register using the district's defined method for supplier registration. New and existing suppliers must agree to the terms and conditions of the district's official purchase order. The Board of Education authorizes the Chief Financial Officer, Director of Accounting, or the Director of Purchasing, or their designee(s), to complete and sign supplier-required documentation.

C. Construction Contracts:

Contracts for the purpose of making any public improvement, constructing or making repairs to any public building as defined by the Competitive Bidding Act of 1974 shall be made in accordance with the provisions of the Act and Board of Education policy.

D. School Buses:

Pursuant to Oklahoma law, all school buses shall be purchased using the sealed-bid method.

E. Motivational Items:

The Board of Education will allow the purchase of inexpensive student items to be given to students as a motivational tool for use in classroom instruction providing the planned activity furthers the adopted mission of the district and is in compliance with state law.

F. Student Gifts

The Board of Education allows for the infrequent purchase of student gifts and prizes from a student activity fund without the need to tag the asset or declare it surplus, provided a statement with the purchase order number on it is signed by the student recipient of the gift and sent to the Director of Accounting to be attached to the purchase order.

G. Reimbursement of Non-travel Related and/or Meal-Related Purchased Goods or Services

It is the intent of the district for employees to use the requisition and purchase order system for acquiring goods and services; however, in situations where

- the vendor/supplier will not accept a district purchase order and an alternate vendor/supplier is not available,
- **the P-Card cannot be used,**
- it is extremely impractical, or
- it is an emergency, then

employees may request to be reimbursed for the personal purchase of said goods and services. If approved for reimbursement, employees may be reimbursed for the cost of the goods but may not be reimbursed for any

associated sales tax without approval by the CFO, Encumbrance Clerk, or Assistant Encumbrance Clerks. The intent is to discourage reimbursement of sales tax for non-travel-related reimbursements except when the vendor does not accept a district purchase order.

Employees will not be reimbursed for inventoried assets, including but not limited to, non-serialized and serialized furniture, fixtures and equipment and all fixed assets that do not meet the above-noted exceptions without prior approval from the Chief Financial Officer, Director of Financial Reporting, or Director of Accounting. If approved for reimbursement, the payment will not be issued until the goods have been inventoried and tagged by the district's Fixed Asset Department and a purchase order has been issued and approved by the Board of Education.

All requests for reimbursement must be supported with the original itemized receipt, unless a per diem meal reimbursement is instituted. Where the vendor/supplier does not provide an itemized receipt, the employee must furnish an original receipt and documentation which includes the date of the purchase and the price and description of the goods or services purchased.

The district assumes no liability for the purchase of goods or services purchased by an employee or for reimbursing the employee.

If the reimbursement request is approved, the employee will not be reimbursed until a purchase order has been issued and approved by the Board of Education and appropriate documentation has been provided. Personal reimbursements against General Funds, Building Funds or Child Nutrition funds must be pre-approved by the Superintendent or Chief Financial Officer. No personal reimbursements will be made from bond funds.

H. Employee Gifts and Clothing

Pursuant to IRS regulations, gifts or non-uniform clothing purchased with district activity funds that exceed $25 per item per calendar year will be reported as income to be included on the employee's year-end W-2 form. Gift cards of any amount are considered to be cash by the IRS and are not appropriate gifts for employees.

PROHIBITED PURCHASING PRACTICES

A. Acceptance of Gratuities or Gifts:

District employees are expressly forbidden from accepting gratuities or gifts from any vendor or supplier except as provided for by this policy. Gratuities as specified under this policy include cash or assets easily convertible to cash, travel, lodging, tickets, appliances, automobiles or their use, or any other form of special treatment which might influence the employees' selection of a supplier. With the Superintendent's approval or prior Board approval, employees may accept vendor-/supplier-provided travel, lodging and registration, provided said travel is for the purpose of attending professional development conferences, workshops, presentations or training.

Acceptance of prizes received from random drawings at professional development events made equally available to all participants at no cost or obligation to the employee or to the district may be permitted.

Promotional and advertising novelties, business meals, and tickets with an individual face value of $200 each or less are not considered gratuities under this policy.

Federal Programs/Funds - No officers, employees, and agents of the district, participating in the selection, award, or administration of a federal award, shall either solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Notwithstanding E-Rate Requirements, in situations where the financial interest is not substantial or the gift is an unsolicited item of nominal value, the district's established gift policy may be applicable.

In instances where the district's rules on the acceptance of gratuities, favors, or anything of value is more restrictive than the federal Uniform Guidance, the district's rules shall apply.

B. E-Rate Provisions:

No employee shall accept any gratuities or thing(s) valuing twenty (20) dollars or more from any supplier of goods or services awarded a contract to provide goods or services under the Schools and Libraries Division E-Rate program or associated Oklahoma Universal Service Fund (OUSF) programs. Furthermore, the annual maximum receipt of thing(s) of value for the school district shall not exceed fifty (50) dollars or the maximum amount permitted under applicable E-Rate and OUSF program regulations as amended.

C. Violations of Purchasing Policy:

District employees violating this policy, exceeding their purchasing authority or incurring an expense without a pre-approved purchase order may be held personally and financially liable and subject to disciplinary action

including, but not limited to, suspension, demotion, termination and legal action.

Revised 6/10/96
Revised 12/8/97
Revised 12/14/98
Revised 12/13/99
Revised 1/8/01
Revised 1/14/02
Revised 12/8/03
Revised 12/13/04
Revised 1/16/06
Revised 2/12/07
Revised 12/10/07
Revised 11/10/08
Revised 1/18/10
Revised 11/8/10
Revised 12/12/11
Revised 12/10/12
Revised 12/9/13
Revised 12/14/15
Revised 11/14/16
Revised 7/1/17
Revised 12/11/17
Revised 12/10/18
Revised 12/9/19
Revised 12/14/2020
Revised 11/8/21
Revised 12/12/22
Revision Proposed - 11/13/23

RECYCLING AND RECYCLED MATERIALS PROCUREMENT 3015

In an effort to comply with the provisions of the Oklahoma State Recycling and Recycled Materials Procurement Act (hereinafter referred to as the "Act") and all associated state administrative regulations, the Board of Education authorizes the Superintendent or designee to develop and implement, management practices consistent with the Act (Ref. O.S. 74 § 85.55).

A. All schools and departments may participate in the district's recycling program by collecting paper goods and other materials identified as recyclable by the state recycling coordinator and the district's recycling coordinator.

B. All schools and departments will use the district-approved recycling collection company.

C. The Superintendent or designee shall complete and file the annual recycled materials report to the Office of Management and Enterprise Services, Division of Capital Assets Management State Recycling Program designee, on or before November 1 of each year.

D. To the greatest extent economically practical and possible, the District will ensure that the recycled or recovered content of all paper purchased, measured as a proportion, by weight, of paper products purchased in a calendar year, is not less than forty percent (40%) of all purchased paper. The Board of Education authorizes the Superintendent, Chief Financial Officer or the Director of Purchasing to waive such requirements when it is determined that the purchase of recycled materials is not economically feasible, practicable or possible, as permitted under the Act.

E. The PTAs and booster clubs may, upon written permission from the building principal and district recycling coordinator, participate in recycling for profit (e.g., collection and selling of aluminum cans) provided that said organizations track and report to the district's recycling coordinator the monthly and annual volumes of recycled goods collected on school property. An annual report of the previous fiscal year's volume (July 1 through June 30) shall be submitted to the recycling coordinator on or before August 1 of each year for the preceding year's activity.

~~F. Bond funds should not be used for the purchase of recycled goods if possible.~~

Statutory and Administrative Code References

Title 74 O.S. § 85.50 et seq.

Adopted 11/8/99
Revised 1/8/01
Revised 12/10/07
Revised 12/9/13
Revised 12/14/15
Revised 12/11/17
Revised 12/10/18
Revised 12/9/19
Revision Proposed - 11/13/23

ASSET MANAGEMENT 3150

The building principal or director is the custodian of site inventories of furniture, non-consumable equipment and computers. Current building inventories are the responsibility of the principal, and classroom inventory is a responsibility of the teacher. Furniture and equipment inventories must be maintained by the site and submitted to the Chief Financial Officer or designee annually. The fixed asset department will visit some sites and departments to verify the submitted inventory on an annual basis.

Inventories must be maintained by the district should it become necessary to file claims arising from fire, theft, or natural disaster damage.

Transfers of equipment and furniture must be reported to the Chief Financial Officer or designee. Transfers of technology equipment must be reported to the Chief Financial Officer or designee and the Executive Director of Technology.

All donated equipment and furniture must be reported to the Chief Financial Officer or designee and ratified by the Board of Education to become district assets. If the donation is technology-related, the Executive Director of Technology must approve the donation prior to the Board ratifying the donation.

Asset tags shall not be removed until the Board ratifies the asset for surplus and is staged for disposal.

All assets being disposed of must go through the district's surplus procedures and be ratified by the Board of Education before being disposed. Used textbooks, books, supplies and materials, not considered a fixed asset, serialized asset, or otherwise tagged equipment or furnishings, may be sold, donated, or discarded without Board ratification.

Any and all district-owned equipment and/or materials (including technology devices) in possession of an employee must be immediately returned upon request of the district and in all situations must be returned no later than the last day of employment. See Board Policy #4021.

Management of federal assets must follow ~~Federal Programs Compliance Guide, effective July 1, 2017.~~ **the district's Uniform Guidance Procurement Plan and Procedures as amended.**

Revised 6/10/96
Revised 12/8/97
Revised 12/13/99
Revised 1/8/01
Revised 12/13/04
Revised 2/12/07
Revised 12/10/07
Revised 11/8/10
Revised 12/14/15
Revised 11/14/16
Revised 12/9/19
Revision Proposed - 11/13/23

All travel will be approved and paid in accordance with district travel policy, state laws, and IRS guidelines. The Board of Education authorizes the encumbrance clerk to issue the purchase orders and pay travel-related reimbursements, POs for hotel, registration and airline, and Board-authorized travel pre-payments prior to travel provided the travel claim meets all Board policies and statutory requirements. These purchase orders must be submitted for Board of Education approval. Reimbursement will be made only for expenses which are reasonable and necessary to the transaction of official business in connection with the purpose of the travel and which are within Board policy. Cash advances to an employee shall not be issued.

Requests for reimbursement must be made on the proper expense reimbursement form, must be signed by the claimant and signed by the approving designated administrator, must have complete itemized receipts **where required**, and must be in accordance with district procedures. Expenses allowed may include:

A. Transportation Reimbursements:

1. Air fare shall be reimbursed on actual cost basis and supported by documentation verifying proof of payment. Air travel shall be at coach rate. Air travel cost may also include baggage fees, seat fees, or other fees associated with air travel.
2. Personal automobile reimbursement costs shall not exceed the cost of flying coach ~~plus other business-related transportation costs~~. Reimbursement will be made only for the most direct route in travel and shall be supported by:
   (a) Date of travel.
   (b) Business purpose of travel.
   (c) Miles traveled.
   (d) Allowance of IRS prevailing rate per mile by the shortest, most direct travel route from the authorized point of departure is allowed for each individual if performed by conveyance other than that owned by the district. Employee will be reimbursed for mileage to and from the employee's principal work site. Reimbursement may be made for travel expenses incurred both within and without the district, but no reimbursement will be allowed for travel between the regular work site and the residence of an employee or between the site of a regular Board meeting and the residence of a Board of Education member. Travel by commercial conveyance will be reimbursed at actual cost when supported by valid receipts.
   (e) Comparative cost calculations when choosing travel via personal automobile rather than air travel. **The amount reimbursed for mileage shall be the lesser of the cost of a coach airline ticket or mileage at the established IRS rate for the most direct route.**
3. District-owned vehicles -- Valid itemized receipts or documentation for necessary gas, oil, turnpike charges, parking, and repairs are required if purchased from personal funds for travel in district-owned conveyance.
4. Ground transportation shall be reimbursed on actual cost basis and supported by documentation. **Non-business use of ground transportation shall not be reimbursed.**
5. Parking fees and turnpike tolls shall be reimbursed on actual cost basis and supported by itemized documentation.
6. Rental car shall be reimbursed on actual cost basis and supported by itemized documentation.

B. Lodging Reimbursement:

1. Reimbursement shall be based on the actual cost incurred and supported by itemized documentation.
2. **Every effort shall be made to stay at a conference-associated hotel. Hotel information from the conference/event sponsor shall be attached to the request for expenditure. If a conference-associated hotel is not available, every effort shall be made to locate a hotel offering the Federal GSA CONUS daily lodging rate.**
~~2.~~**3.** The maximum amount to be reimbursed shall not exceed the actual cost of a single room rate, or double room rate if two district employees occupy the same room.
~~3.~~**4.** Itemized receipts listing the guest's name, the amounts charged, and showing printed name and address of service business must accompany all requests for reimbursement. Lodging receipts should indicate a zero balance or a charge to a credit card.
~~4.~~**5.** All lodging shall be secured at a reasonable rate for the activity and/or event scheduled. Lodging at a short-term residential rental property (such as Airbnb, vrbo, etc.) is not approved by the District and is not reimbursable for employee or student travel.

C. Meal Reimbursements:

1. Per IRS regulations, meal reimbursements can only be paid if travel includes an overnight stay. ~~While on travel status, meal expenses incurred within the principal employment area are considered taxable by the IRS and therefore will not be reimbursed.~~ **Meals shall be reimbursed on a per diem basis.**

~~2. Meal reimbursement will be based on the actual cost incurred for the total time traveled or on a per diem~~

~~rate if instituted by the Chief Financial Officer. For actual cost reimbursement, the following cumulative maximums shall be observed:~~

~~(a) $60 per day - In-state travel.~~
~~(b) $75 per day - Out-of-state travel. Exceptions to the out-of-state meal maximum per day may be made with the prior approval of the Superintendent or Chief Financial Officer.~~

~~The reimbursement may exceed the per-day maximum provided the total meal reimbursement amount is within the cumulative maximum.~~

~~3. Itemized receipts must support all travel claims.~~

~~4. Documentation detail shall also include:~~
~~(a) Individual(s) present (if claim includes individuals in addition to claimant).~~
~~(b) Business purpose.~~
~~(c) Date of activity.~~
~~(d) Location.~~
~~(e) Amount.~~
~~(f) Itemized receipt from vendor.~~

~~5. Per diem for meals, up to the amount allowed by state law, may be paid in lieu of actual expenses. Actual reimbursement method shall be determined by the Chief Financial Officer.~~

2. Per diem reimbursement for meal allowance shall be based on the Federal GSA CONUS rates at the time of travel. Meal ticket receipts are not required for per diem allowances.

3. When submitting REQs for conference travel, detailed registration information including an agenda is needed to determine maximum allowable per diem for meals. If a detailed agenda is not available prior to registration, the daily agenda must be included with the personal reimbursement request. CONUS rates vary by location and include separate amounts for breakfast, lunch and dinner. If any meals are provided by the conference/event, the corresponding meal allowance shall not be included in the requested reimbursement. For example, if lunch is included in the conference registration fee, the lunch portion of the per diem shall be deducted from the daily per diem to determine the reimbursable amount.

~~6.~~**4.** No purchase of alcohol will be reimbursed.

D. Other Travel Expenses – Other travel expenses as approved with accompanying itemized receipts and descriptions would include, but not be limited to:

1. Meals for others (must indicate business relationship along with all other requirements for meal reimbursement). The purchase of business-related meals for others must be approved in advance by the Superintendent, Chief Financial Officer, Associate Superintendent, Assistant Superintendent, Senior Executive Director, or Executive Director.
2. Miscellaneous supplies, including workshop/conference materials. ~~such as books, tapes, and videos.~~
3. Registration fees.
4. ~~Tips and Gratuities – tips and gratuities may be reimbursed without itemized documentation when they are deemed reasonable. Tips in excess of 20% may be reduced after taking into account the geographic location, type of service provided, and any special circumstances.~~

E. Travel Expenses of Persons with Disabilities – Payment may be approved for extraordinary expenses incurred in travel by an individual with a disability as defined by the Rehabilitation Act of 1973. Reimbursement requires that expenses be approved and authorized by the Superintendent and identified on the travel claim form as "Reasonable Accommodations for Claimant with Disability as Approved by the Superintendent." Expenses allowed may include:

1. Transportation, lodging, and subsistence expenses incurred by an attendant approved and authorized to accompany the claimant when assistance is necessary for travel.
2. Cost of specialized transportation to and from the points of travel.
3. Costs of specialized services provided by a commercial carrier necessary to accommodate the claimant's disability.
4. Costs incurred as a direct result of the claimant's disability for baggage handling in connection with public transportation or at lodging facilities.
5. Cost of renting and/or transporting a wheelchair.

F. Other Special Circumstances

1. If prepayment of the initial cost of district-required travel is requested, the employee may, upon approval by the Chief Financial Officer or the Director of Accounting, submit appropriate documentation to be

reimbursed for airfare, registration fees, and/or hotel deposits prior to the date of travel, as long as the expenses are within statutory guidelines. Additional documentation may be required upon completion of the travel including boarding passes, registration confirmations and/or lodging receipts. The employee may be required to reimburse the district the amount of the prepaid expense if the employee fails to complete the travel. Any costs associated with a change in travel itinerary will be reimbursed to the traveler if the change is essential to conducting district business.

2. Financial hardship may ultimately necessitate appointing a substitute traveler.
3. Employees are not authorized to pay the travel expenses of another employee without approval from the Superintendent or Chief Financial Officer prior to making travel arrangements.

REPORTING TRAVEL EXPENSES

Those performing authorized travel are responsible for the initial cost of travel, the preparation and submission of the district's travel reimbursement claim form and accompanying documents within thirty (30) days after the travel is completed. When traveling, the claimant should obtain appropriate, itemized original receipts for all applicable charges and keep a personal record of miscellaneous expenditures charged to the district so that necessary documentation is accumulated and available to prepare and submit with the travel reimbursement claim form.

The travel reimbursement claim form must be signed by the claimant seeking reimbursement. The claimant's signature affirms that the travel was performed as stated and that the claim for reimbursement is a true and correct account of expenses. The signature also certifies that none of the expenses claimed have been previously reimbursed or otherwise provided by other sources. Claimants are warned that by their signature, the claimant is held liable under possible penalty of law for any falsified expenses or misstatement of claim, in addition to adverse employment actions that may be taken by the district against an employee/claimant, including possible employment termination.

A. Claims for reimbursement for travel expenses must be signed by the claimant and by the approving designated administrator and submitted on the district travel claim form. Completion may be made by means of computer, typewriter, or clearly legible handwriting. Request for reimbursement with insufficient or incomplete documentation will be denied.

B. Claims should be submitted within thirty (30) days after travel is completed. Notwithstanding this time limitation, all requests for reimbursement must be made prior to the end of the fiscal year or be encumbered with an open purchase order prior to June 30. Reimbursement requests not complying with these requirements will be denied unless unusual circumstances are presented to and approved by the Superintendent, the Chief Financial Officer, or designee.

C. The claim must be submitted to the designated official for approval who, after review and approval of the claim, is to sign authorization for disbursement of funds and verify that the claim complies with the requirements of this policy.

D. The Chief Financial Officer, Director of Accounting, or designee is responsible for the final audit of the reimbursement claim for accuracy, completeness, validity, and compliance before processing the claim through the Accounting Department for payment.

1. Errors in calculation or procedure shall be corrected and the claimant provided with a corrected copy or notified of the change in dollar amount on the travel reimbursement claim form.
2. Issues involving an interpretation of law, policy, or procedure shall be corrected or returned to the authorizing administrator or claimant.
3. Issues unresolved by the authorizing administrator and the Chief Financial Officer shall be forwarded to the Superintendent for a final decision.

E. A claimant must state the purpose of the travel in the appropriate space on the travel claim form. Although the statement should be concise, it must be clear enough that an ordinary citizen would understand the purpose of the trip.

F. Travel status begins when the employee leaves the district or authorized point of departure and ends when the employee returns to the district or authorized final destination. The inclusive dates during which the travel was conducted must be shown on the travel form. If available, the formal announcement or brochure **that includes the dates** of a meeting, workshop, or conference**, or event** should be attached to the travel claim form.

G. Reimbursement for meals and lodging expenses for overnight travel without **prior** approval shall not exceed more than 24 hours **before/**after the date/time the meeting, workshop, ~~or~~ conference**, or event** began and/or ended. **With prior approval of travel by driving rather than flying an additional day beyond the initial 24 hours may be allowed before/after the event, based on total miles to be driven.** With **prior** approval, if it is in the best interest of the district, an exception is allowed only if a saving in travel costs is available through the purchase of discount airline tickets in connection with commercial airline flights. If such savings are available, reimbursement may be allowed to begin or end up to 48 hours before or 48 hours after the date of the object of travel, provided that any extra day of travel must be on a weekend.

H. Ordinarily, expenses incurred outside the period of travel will not be reimbursed. However, incidental before- and after-travel expenses consequential to the completion of the purpose of the travel may be reimbursed as related trip expenses and, with **prior** approval, may extend the 24-hour travel period.

~~G.~~**I.** Expense of spouse attending conference/meeting shall not be paid with district funds.

~~H.~~**J.** A claimant may be reimbursed only for expenses the claimant personally incurred and is entitled to claim as reasonable and necessary travel expenses. If charges for multiple individuals or non-reimbursable items appear on a receipt, the claimant shall clearly identify the items for which they are seeking reimbursement. The claimant is responsible for the accuracy of the travel claim form.

~~I.~~**K.** The "Miscellaneous Costs" section on the travel claim form:

1. Miscellaneous expenses must be listed separately under the "miscellaneous expense" category. An expense will not qualify as miscellaneous travel expense unless it is clearly connected with the purpose of the travel and cannot be otherwise grouped in another category of travel expense on the travel claim form. There must be a clear business reason for incurring these expenses. If the business connection of the expense with the purpose of the travel is not clear, additional information may be required to determine if the claimed expense is valid. If the claimant has doubt as to the connection to a valid business purpose, a statement explaining the expense should be attached to the travel claim to minimize delay of payment. Purchases and charges of a personal nature, such as telephone calls not necessary to the travel purpose or employment duties, reading materials, over-the-counter medications, alcoholic beverages, movies, non-meal snacks, non-business use of transportation, etc., are not allowable miscellaneous reimbursement expenses.
2. Miscellaneous travel expenses may include ~~tips, parking and toll fees,~~ business communications such as Internet access, telephone, postage and fax charges (when approved and authorized); baggage handling for equipment and materials; ~~registration fees, and~~ non-personal emergency and other expenses incidental to the purpose of travel.

~~J.~~**L.** Documentation – Original receipts must be attached to travel claim forms when seeking reimbursement for any miscellaneous expense item including any sales tax associated with the purchase and for the expenses listed below in subsections 1 through 4, regardless of the amount. By law, all receipts are to contain the following information:

1. Date the expense was incurred.
2. Quantity purchased and amount paid.
3. Description of the goods or services purchased.
4. Name and address of the vendor, if available.

A credit card slip alone, which is the customer's copy of a credit card charge form, may not be sufficient to qualify as a receipt. To qualify as a receipt, a credit card slip should be attached to a supporting vendor receipt, if available, which contains all the information required of a receipt.

Some types of expenses require more than the above information for reimbursement. Receipts acknowledging payment by the vendor for the following expenses should include the additional facts noted after each listed expense.

1. Lodging - The room rate charged, an itemized list of all charges included on the bill, and an acknowledgement or verification that the bill has been paid.
2. Registration/Tuition - An itemized list of all charges and an acknowledgement or verification of receipt of payment.
3. Common carrier passenger's ticket receipt - The passenger's ticket receipt issued by the common carrier agent must show the passenger's name, the number of seats charged, the date of arrival or departure, and the destination points.
4. Hire of travel conveyance - The vendor for the rent or lease of a vehicle must issue a receipt showing all charges paid, including any purchases of fuel and payment of other purchases made in the operation of the rented or leased vehicle, and the amount of miles driven.

~~K.~~**M.** If one of the three major categories of expenses - meals, lodging and transportation - are omitted for overnight travel and one or both of the others is claimed, the claim form must be either

1. annotated with a statement to cross reference to another claim by number where the omitted expense item was claimed;

2. must show that payment of the omitted expenses was made by another source; or

3. must state that no reimbursement is being claimed for omitted expenses. For example, if meals are claimed, there needs to be a notation that lodging or transportation is being claimed or not claimed. If lodging is claimed, there must be a notation regarding whether meals and/or transportation are claimed or not claimed. The notation may be a simple "no charge" or "zero expenses."

~~L.~~**N.** Payment of travel expenses of a person who thereafter becomes deceased is to be made to the estate of the

claimant. The travel claim form shall be in the name of the deceased person and the assignment section completed for payment to the "Estate of (claimant's name)." The assignment section and the claim form are to be signed by the decedent's spouse, appointed power of attorney, or estate representative.

~~M.~~**O.For non-Federally funded travel only,** ~~I~~if a receipt for an expense item is lost or it is impossible or impractical to furnish one, a letter of full explanation of the lack of receipt documentation and an itemized list of what, where, and when the items were purchased must be submitted and attached to the travel claim form. A signed and dated statement or affidavit of lost or unavailable receipt by the claimant may be used to document lost or unavailable receipts. The affidavit must include the name of the claimant, the inclusive dates of travel, an itemized list of expenses for which the required receipts are missing, and a full explanation of how receipts were lost or destroyed. The reviewing authority may take the time needed to investigate any such request for reimbursement before taking action.

~~UCTA 4015~~

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CARE OF EQUIPMENT AND BOOKS 4031

All employees should exercise supervision over the furniture, equipment, computers, books and supplies in their rooms and shall not remove district-owned items from the room without administrative approval. If delivered, subscriptions, equipment, book and material orders shall be delivered to a district address.

LOANING OF EQUIPMENT

A. Instructional and related items:

All instructional equipment or related items are not to be loaned by the teacher to any person, groups, or organizations without written consent of the building principal, director, or Executive Director of Technology.

B. Maintenance and custodial items:

All maintenance, transportation, food service and custodial items will not be loaned, except in extreme emergencies, without written consent of the Superintendent, **Deputy Superintendent,** Associate Superintendent, or the Assistant Superintendent.

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CONFLICT OF INTEREST - EMPLOYEES 4057

Employees of the Union Public School District will not engage in any activity that conflicts or raises a reasonable question of conflict with their responsibilities in the school system. Employees shall not:

A. Use any institutional privileges for private gain including, but not limited to, monetary or ideological influence. This includes offering any instruction, special assistance, or consultation for compensation while on school time or assignment, or with the students currently enrolled under the teacher's supervision unless employed by the district to perform such duties or unless the individual has rented the district's facilities.

B. Solicit or receive compensation, other than that allowed by law or agreement of the Board of Education, for performance of assigned duties. However, an honorarium for a teacher supervising a student intern may be paid by a college/university, but only as follows: When an honorarium (up to $200 per semester) is granted by a college/university because a district teacher supervised/mentored a student intern enrolled in an education program (as approved by the Executive Director of Elementary or Secondary Education), such honorarium must be given as a check made out to Union Public Schools (with a notation of the teacher's name) and the district will disperse the funds to the teacher through the payroll process, less all applicable taxes and deductions. It is also permissible for a college/university to grant a tuition waiver to a district supervising/mentoring teacher.

C. Knowingly authorize or employ the authority or influence of their office to secure authorization of any public contract in which they, or any member of their family, has an interest.

D. Permit commercial exploitation of any professional position.

E. Engage in selling any materials for personal profit to students or parents in the attendance area served by the district while in the employ of the district. Employees may work for a company or agency which sells materials or services to students or their parents provided they do not use school time, school premises or their position to influence and persuade such individuals to engage, purchase or contract with the agency or company for whom they work.

F. Furnish lists of students or parents to anyone selling such materials or services.

G. Use leave time (other than vacation or personal leave), planning or workshop time for any purpose for which it is unintended and use such time for private or personal activity which might involve gain or profit.

H. Create the potential for a conflict of interest by assigning an employee directly related to a supervisor to his/her supervision.

I. Disclose information to any person not entitled to information gained by virtue of the office or employment held, or use such information for personal gain or benefit.

J. No employee, officer, or agent of the district may participate in the selection, award, or administration of a contract supported by a federal award (federal grant) if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employee is or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except for situations where the financial interest is not substantial or the gift is an unsolicited item of nominal value. For clarification of non-substantial or nominal value, see Board Policy 3010, Prohibited Purchasing Practices Section A, Acceptance of Gratuities or Gifts. Disciplinary action(s) to be applied for violation(s) of this section of the Code of Conduct are outlined in the final paragraph of Board Policy 4021, Employee Code of Conduct for Ethical and Legal Compliance. **Upon discovery of an incident, the district will submit communication from the superintendent or designated district representative to the Oklahoma State Department of Education's Office of Legal Services with information regarding the incident of potential conflict of interest pertaining to the federal award.**

Questions regarding the applicability or interpretation of these standards should be directed to the Executive Director of Human Resources.

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SICK LEAVE 4080

Sick leave is allowed for sickness, injury, pregnancy, childbirth or recovery from childbirth, medical, surgical, dental or optical examination or treatment; when an employee's presence at work would jeopardize the health of others because of exposure to contagious disease; or accidental injury or illness in the immediate family. The immediate family shall be defined as the employee's spouse, child, parent, parent-in-law, legal dependent, or persons currently residing in the immediate household. Accumulated sick leave may also be used for the serious illness of a sibling, grandparent, or grandchild.

CERTIFIED EMPLOYEES

Certified employees shall earn sick leave according to the following schedule:

Ten-month employees	10 days per year
Eleven-month employees	11 days per year
Twelve-month employees	12 days per year

Sick leave for certified employees shall be credited at the beginning of the school year. If a certified employee's effective date of employment is not at the beginning of the school year, the employee shall immediately be credited sick leave in an amount equal to one day for each month to be worked between the effective date of employment and the end of the contract year.

Upon retirement, severance or termination, certified employees who have been continuously employed in the Union School District for the last ~~ten~~ **fifteen** years or more in a sick-leave qualifying position are eligible to be paid for unused sick days in accordance with the negotiated UCTA Master Contract.

Upon retirement, severance or termination, the Board of Education will pay all certified personnel at the rate of $~~50~~ **65** per day for unused sick leave up to 120 days accumulated while employed at Union Public Schools. Only days accumulated while continuously employed at Union Public Schools will be eligible for payment. Transferred-in sick leave days from any source, including sick leave accumulated from prior service with Union Public Schools, will not be eligible for payment.

Upon retirement, severance or termination, the Board of Education will pay all certified employees at the rate of $~~65~~ **75** per day for unused sick leave accumulated in excess of 120 days. These days will be maintained by the district until employment ends and will not be available for employee sick leave or donation leave use.

Current sick leave balance could include the cap of 120 days, plus ten sick days for the current school year, plus any unused personal leave days from the previous year. Sick leave in excess of the maximum amount available for use will be maintained by the district but will not be available for use by the employee.

Only days currently accumulated while continuously employed at Union Public Schools will be eligible for payment. For the exclusive purpose of retention of leave balances, a leave of absence granted by the Union Board of Education shall not be considered as an interruption of employment.

Any qualifying, terminating employee who wants to retain sick days for the purpose of transferring the sick days to another school district for the next school year (rather than having the days automatically paid out), must request in writing to the Director of Payroll that sick days be retained for the purpose of allowing the employee to transfer the sick days to another school district for the next school year. The written request to retain sick days must be received by the Director of Payroll no later than thirty (30) days after the employee's notice of retirement, severance, resignation or other termination is received by the Human Resources Department.

The district will provide one (1) week of parental leave for the birth of a child and to care for such child at the time of the qualifying event for a maximum of once per contract year.

The district will provide one (1) week of paid adoption leave for the adoption at the time of the qualifying event for a maximum of once per contract year.

SUPPORT EMPLOYEES

Full-time and part-time support employees shall earn sick leave at the rate of one day per month or a proportionate amount based on the number of hours consistently scheduled to work for a five-day work week as per the negotiated USPA Master Contract. A support employee's initial hire date will be used to determine the number of sick-leave days earned during the first year. This benefit will be credited at the rate of one day per month or one month's proportion of the total annual amount. Provisional support employees will not accrue sick leave.

Sick leave shall accumulate up to 120 days (plus current school year's accrual) for full-time support employees. For accumulation purposes, one day equals up to 8 hours for full-time employees based on regular work schedule as per the HR100. Part-time support employees shall accumulate sick leave for a proportionately equal number of hours up to a maximum of up to 690 hours. One (1) day equals up to 5.75 hours based on the regular work schedule as per the HR100. On June 30 of each year, any sick leave balance available for use by the employee exceeding the maximum will be reduced to 120 days for full-time employees and 690 hours for part-time employees. Sick leave in excess of the maximum amount available for use by the employee will be maintained by the district but will not be available for use by the employee. If an employee transfers from full-time to part-time, ~~he/she will forfeit~~ **their** sick leave in excess of maximum accrual for part-time employees **will be reduced**. Sick leave may be taken in one (1) minute increments.

A support employee with ten or more consecutive years vested in the district in a sick-leave qualifying position, upon termination, shall qualify to receive payment for unused sick leave up to the cumulative cap at the rate of $~~40~~ 50 per day for 8-hour employees, ~~or $5.00 per hour~~ for less than 8-hour employees would be paid proportional for the daily hours worked for unused sick days up to 120 days and at the rate of $~~48~~ 55 per day for 8-hour employees or, ~~$6.00 per hour~~ for less than 8-hour employees would be paid proportioned for the daily hours worked for unused sick days in excess of 120 days. No employee shall be reimbursed for any unused sick leave which the employee transferred in from another school district or elects to transfer to another school district.

Any qualifying, terminating employee who wants to retain sick days for the purpose of transferring the sick days to another school district for the next school year (rather than having the days automatically paid out), must request in writing to the Director of Payroll that sick days be retained for the purpose of allowing the employee to transfer the sick days to another school district for the next school year. The written request to retain sick days must be received by the Director of Payroll no later than thirty (30) days after the employee's notice of retirement, severance, resignation or other termination is received by the Human Resources Department.

The district will provide one (1) week of parental leave for the birth of a child and to care for such child at the time of the qualifying event for a maximum of once per contract year.

The district will provide one (1) week of paid adoption leave for the adoption at the time of the qualifying event for a maximum of once per contract year.

ADMINISTRATORS

Sick leave earned at Union Public Schools for administrators shall be earned at the rate of one day per month. An administrator's initial hire date will be used to determine the number of sick-leave days to be earned during the first year. Sick leave for administrators shall be credited at the beginning of the fiscal year. The administrator shall be eligible immediately for sick leave in an amount equal to one day for each month to be worked between the effective date of employment and the end of the contract year.

Payment for accumulation of and reimbursement for unused sick leave for administrators shall be made as per the negotiated UCTA Master Contract.

All administrators are eligible, provided they have been continuously employed in the Union Public School District for ten years or more in a sick-leave qualifying position, for payment of unused sick leave upon retirement, severance or termination. Unused sick leave up to 120 days accumulated while employed in the district will be at the rate of $50 per day and accumulated but unused sick leave in excess of 120 days accumulated while employed in the district will be at the rate of $65 per day. Only days accumulated while continuously employed at Union Public Schools for ten years will be eligible for payment unless specifically approved otherwise by the Board of Education and as allowed by state law. Except days earned in the current year and personal leave accumulated but unused in the prior year, sick leave days accumulated in excess of 120 days will be maintained by the district but will not be available for employee sick leave or donation leave use.

Any qualifying, terminating employee who wants to retain sick days for the purpose of transferring the sick days to another school district for the next school year (rather than having the days automatically paid out), must request in writing to the Director of Payroll that sick days be retained for the purpose of allowing the employee to transfer the sick days to another school district for the next school year. The written request to retain sick days must be received by the Director of Payroll no later than thirty (30) days after the employee's notice of retirement, severance, resignation or other termination is received by the Human Resources Department.

The district will provide one (1) week of parental leave for the birth of a child and to care for such child at the time of the qualifying event for a maximum of once per contract year.

The district will provide one (1) week of paid adoption leave for the adoption at the time of the qualifying event for a maximum of once per contract year.

TRANSFER OF SICK LEAVE

Unused sick leave earned in another Oklahoma school district may be transferred to Union Public Schools provided the employee is employed the next succeeding school year. By law, the district cannot accept the transfer of sick days when the employee does not submit paperwork to transfer his/her sick days within the fiscal year following his/her previous school employment. Such sick-leave days transferred to the district shall be used first in the case of illness and shall not be eligible for reimbursement upon separation from the district. Certified employees and administrators may transfer in a maximum of 120 days of sick leave. Support employees may transfer in a maximum of 120 days of sick leave.

At separation from district service, employees shall not be reimbursed for unused sick leave which they elect to transfer to another school district.

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PERSONAL LEAVE 4088

Administrators shall be granted a total of three days per year for personal leave to be used at the discretion of the administrator, with approval of the supervisor. **During the first year of employment, personal leave is prorated based on hire date.** Personal leave not used shall be cancelled at the end of the fiscal year and returning employees shall have an equivalent number of sick leave days added to the employee's individual sick leave accrual for any unused personal days cancelled in the prior fiscal year**, including retiring administrators**. In the year an administrator retires, his/her unused personal leave will be cancelled and lost as of the close of business on June 30.

Certified employees shall be granted personal leave in accordance with the current UCTA Master Contract.

Support employees including support associate employees shall be granted personal leave in accordance with the current USPA Master Contract.

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UCTA 4088
USPA 5.03

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PROHIBITION ON RACE AND SEX DISCRIMINATION IN CURRICULUM AND INSTRUCTION 5001

Race and Sex Discrimination Prohibited

The district does not engage in and prohibits discrimination on the basis of race or sex in the form of bias, stereotyping, scapegoating, classification, or the categorical assignment of traits, morals, values, or characteristics based solely on race or sex. The district does not and shall not engage in race or sex-based discriminatory acts through utilizing these methods which can result in treating individuals differently on the basis of race or sex or can result in the creation of a hostile environment.

As an accredited State of Oklahoma public school, the district is required to teach students history, social studies, English language arts, biology, and other subject matter areas consistent with the Oklahoma Academic Standards as adopted and approved by the State Board of Education and Oklahoma Legislature. In the performance of this obligation, no teacher, administrator, or other employee of the district shall require, or make part of a course, the following concepts or principles (the "Prohibited Concepts"):

- One race or sex is inherently superior to another race or sex.
- An individual, by virtue of his or her sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously.
- An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex.
- Members of one race or sex cannot and should not attempt to treat others without respect due to race or sex.
- An individual's moral character is necessarily determined by his or her race or sex.
- An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex.
- An individual should fee discomfort, guilt, anguish, or any other form of psychological distress on account of his or her race or sex.
- Meritocracy or traits, such has a hard work ethic, (a) are racist or sexist, or (b) were created by members of a particular race to oppress members of another race.

Importantly, none of the Prohibited Concepts shall prevent the teaching of principles that align to the Oklahoma Academic Standards.

Further Prohibitions to Ensure Compliance

Additionally, the district does not and shall not:

- Provide, contract to provide, or sponsor any course [1] that includes, incorporates, or is based on any of the Prohibited Concepts.
- Use any public or private funds, property, or other assets or resources to engage in race or sex-based discrimination, including the Prohibited Concepts.
- Adopt programs or utilize textbooks, instructional material, curriculum, classroom assignments, orientation, interventions, or counseling that include, incorporate, or are based on the Prohibited Concepts.
- Execute contracts or agreements with internal or external entities, persons, companies, or businesses to provide services, training, professional development, or any other assistance that includes, incorporates, or is based on the Prohibited Concepts.
- Receive or apply to receive monies, including state, federal or private funds, that require, as a condition of receipt, the adoption of courses, policies, curriculum, or any other instructional material that includes, incorporates, or is based on the Prohibited Concepts.
- Mandate diversity training that includes, incorporates, or is based on discriminatory practices identified in the Prohibited Concepts. This includes providing such training to employees, contractors, staff members, parents, students, or any other individual or group.
- Adopt policies, including grading or admissions policies, or provide any other benefit or service that applies to students or any school employee differently on the basis of race or sex, unless specifically permitted by Title IX of the Education Amendments of 1972. Except as permitted by Title IX in specific circumstances, this prohibition includes segregated classes, programs, training sessions, extracurricular activities, or affinity groups.

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1 For the purposes of this policy, "course" means any forum where instruction or activities tied to the instruction are provided, including courses, training, seminars, professional development, lectures, sessions, coaching, tutoring, or any other class.

- Require students to complete surveys, or use the results of surveys, to teach discriminatory concepts identified in this policy;
- Join any group or association that requires, as a condition of membership, teachers, administrators or other employees of a school district, charter school, or virtual charter school to teach, provide instruction, or offer a course that includes, incorporates, or is based on discriminatory practices identified in this policy and violate state law.

Parent Right to View and Inspect Instructional Materials

Parents and legal guardians of students shall have the right to inspect curriculum, all instructional matters used by the district as part of the education curriculum, classroom assignments, and lesson plans to ensure compliance with this Policy. This right of inspection is subject to any applicable limitations contained in existing law, including Oklahoma's Open Records Act (OKLA. STAT. tit. 51 §§ 24A.1-24A.32). Consistent with 25 O.S. § 2002, the district shall not interfere with or infringe upon the fundamental rights of parents to determine their child's education.

Reporting and Complaint Procedures

Any parent, student, teacher, district employee, or member of the public may file a Complaint alleging a violation of this Policy, which addresses the provisions of OKLA. STAT. tit. 70, § 24-157, and regulations regarding it adopted by the State Department of Education. To be accepted for investigation, the Complaint must:

1. be submitted in writing;
2. be dated;
3. contain the handwritten or electronic signature of the complainant;
4. identify the date(s) the alleged discriminatory act occurred, and
5. explain the alleged violation(s)/discriminatory conduct and how Section 24-157 or administrative regulation thereto as been violated;
6. identify witnesses the district may interview, if applicable, provided the district will not dismiss a complaint for failure to identify witnesses.

The district has designated the following individual(s) to receive reports of alleged violation(s)/discriminatory conduct (referred to as the "Section 24-257 Coordinator"):

Executive Director of Secondary Education
Lead Section 24-157 Coordinator
8506 E. 61st St., Tulsa, OK 74133
(918) 357-4321

Executive Director of Elementary Education
Deputy Section 24-157 Coordinator
8506 E. 61st St., Tulsa, OK 74133
(918) 357-4321

The Section 24-157 Lead or Deputy Coordinator shall, within ten (10) days of receipt of the Complaint, notify the complainant that the Complaint has been received, whether it is legally sufficient (i.e., contains the mandatory information set forth above) and whether it will be investigated. The district shall ensure the employee(s) responsible for receiving and investigating complaints are unbiased and free from any conflicts of interest.

Investigation and Determination of Complaint

Within forty-five (45) days of receipt of a Complaint accepted for investigation, the Section 24-157 Lead or Deputy Coordinator will be responsible for ensuring that the district investigates and makes a determination as to whether a violation has occurred. The complainant will be notified of the district's determination of the Complaint, as well as the district's findings of whether a violation occurred.

Options for Filing Complaint

In lieu of filing a Complaint with the district, a complainant may file a Complaint directly with the State Department of Education. A complainant may not file a Complaint simultaneously with the district and State Department of Education. Additionally, a complainant who believes that the district has incorrectly refused

to investigage a Complaint or has evidence that the district has reached an incorrect determination may file a Complaint with the State Department of Education upon conclusion of the district-based complaint process.

With regard to Complaints made to the district, the Section 24-157 Lead or Deputy Coordinator is required to report each Complaint to the State Department of Education with ten (10) days of resolution of the Complaint.

Anti-Retaliation

No individual shall be retaliated against for (1) filing a Complaint alleging a violation/discriminatory conduct prohibited by Section 24-157 or any regulation related to it with the district or the State Department of Education, or (2) exercising any right or privilege conferred by Section 24-157 or any regulation related to it, (3) exercising any right or privilege secured by a law referenced in Section 24-157 or any regulation related to it. The district shall be prohibited from retaliating against any student, parent, district employee or any other individual for filing a complaint of exercising any right conferred by or refereced in Section 24-157 or any regulation related to it. Any school employee who retaliates against a complainant shall be subject to disciplinary action by the district, in accordance with district employee disciplinary policies, and the State Department of Education and State Board of Education. The State Department of Education shall be authorized to investigae complaints or retaliation filed pursuit to Section 24-157 or any regulation related to it.

Whistleblower Protection

Any teacher who files a complaint alleging a violation/discriminatory conduct prohibited by Section 24-157 or any regulation related to it with the district or the State Board of Education, or otherise discloses information the teacher reasonably believes evidences a violation of Section 24-157 or any regulation related thereto shall be entitled to the Whistleblower Protections in applicable laws, including those at OKLA. STAT. tit. 70, § 6-101.6b.

False Reporting

Any teacher or other school employee who willfully, knowingly and without probable cause makes a false complaint alleging a violation/discriminatory conduct prohibited by Section 24-157 or any regulation related thereto with the district or State Board of Education shall be subject to disciplinary action in accord with the district's employee conduct policies and by the State Department of Education and State Board of Education.

Complaints by School Staff

Any school employee who is discrimated against by the district in the form of race, sex-based harassment, bias, stereotyping, scapegoating, classification, or the categorial assignment of traits, morals, values, or characteristics based soley on race or sex in violation of Section 24-157, may file an employment discrimination complaint with the Oklahom Attorney General's Office of Civil Rights Enforcement.

References: OKLA. STAT. tit. 70, § 24-157
OKLA. ADMIN. CODE § 210: 10-1-23

Policy Proposed - 11-13/23

HOMELESS STUDENTS 5003

The McKinney-Vento Act, which addresses homeless children and youth, requires school districts to serve each child or youth to be assisted under this act, according to the child's or youth's best interest.

DEFINITION

Homeless children and youth: As used in this policy, the phrase "homeless children and youth" means students who lack fixed, regular and adequate nighttime residence and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;

2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

3. Children and youths who are living in cars, parks, public spaces, buildings, substandard housing, bus or train stations or similar settings, and

4. Migratory children (as such term is defined in Section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses 1 through 4.

POLICY STATEMENT

A. The District recognizes and assures that homeless children and youth have the same rights of all students and should not be subject to barriers or impediments to accessing educational services due to homeless status. Those rights include, but are not limited to:

1. Identification: The Homeless Liaison or the Director of Enrollment will determine whether a student is a homeless child or youth for purposes of establishing residency and promptly advise the parent, guardian or person having legal custody of the child of the decision, both orally and in writing, if possible. If there is no such person, the Homeless Liaison will advise the student. The district will enroll each homeless student and permit his or her full participation in all school programs, whether or not the student is accompanied by a parent, guardian or person having custody of the child, and without proof of residence, current immunizations and traditional enrollment documentation, such as school records and medical/immunization records. The district's homeless liaison may assist the student and school in obtaining those items. A parent, guardian or person having legal custody of the child who disagrees with the Homeless Liaison's determination may appeal the decision to the Superintendent or designee under the procedure identified in paragraph D, item 3, under Procedure for Resolving Residency Disputes (below). If there is no parent, guardian or person having legal custody of the child available, the student may appeal the decision. (See Union Board Policy 5450.)

2. School Selection: To the extent feasible, the homeless student will continue to be enrolled in their school of origin, except when doing so is contrary to the wishes of the child or youth's parent or guardian.

3. Disputes: Disputes are to be settled according to the guidelines of the McKinney-Vento Act.

4. Services: Homeless students receive services comparable to services offered to other students in their selected school.

5. Free Meals: Homeless students qualify for free meals and receive child nutrition services comparable to services offered to other students in their selected school.

6. Staff Training: Relevant district personnel participate in annual training on McKinney-Vento Act requirements and procedures.

7. Program Coordination: District Homeless Liaisons collaborate with school personnel and other community agencies to ensure homeless students are identified, enrolled in school, and receive the appropriate services.

8. Preschool Access: District Homeless Liaisons work in collaboration with preschool enrollment administrators, the enrollment center, and schools to ensure homeless preschool students have the opportunity to enroll in preschool.

9. Full or Partial Credit Accrual: School counselors will review course records to ensure homeless students receive full or partial credit as applicable.

10. Dissemination of Educational Rights: Homeless Liaisons inform homeless students and their parents of their rights.

11. Transportation to School of Origin: The district will provide transportation to allow the homeless student to continue to attend the school of origin according to the guidelines of the McKinney-Vento Act.

12. Access to Activities and Opportunities: Homeless children and youth shall have access to academic and extracurricular activities, including summer school, career and technical education, advanced placement, on-line learning, and other programs the district offers as applicable to student grade level and interest.

B. This policy is designed to assure that homeless children and youth are not stigmatized or segregated. Instead, they are to be treated with the same dignity and respect as all students, being included in the educational process with the same opportunities and access afforded to all students.

Beginning with the 2024-2025 school year, a form approved by the Oklahoma State Department of Education to identify any student who is a homeless child or youth shall be completed annually at enrollment by the parent or guardian of a student or by the student if he or she is not in the physical custody of a parent or guardian. The district shall report the results of the form-collected data to the Oklahoma State Department of Education by the deadline set by the state each year.

Reference: OKLA. STAT. tit. 70, § 1210.210

Adopted 12/14/2020
Revised 12/12/22
Revision Proposed - 11/13/23

MEDICATIONS/SEIZURE RESCUE 5008

Under Oklahoma law, a school nurse, an administrator, or a designated school employee may retain and/or administer prescription and nonprescription medications to students.

~~For the purposes of the policy, "medicine" or "medications" includes prescription medications and over-the-counter medicines such as, but not limited to, aspirin, cough syrup and medicated ointments.~~

For purposes of the policy,

"Medicine" or "medications" includes prescription medications**, opioid antagonists,** and over-the-counter medicines such as, but not limited to, aspirin, cough syrup and medicated ointments **and any other item used to treat an illness, disease, or malady.**

The term "legal custodian" means a parent, a court-appointed guardian or a person having legal custody.

"Inhaler" means a device that delivers a bronchodilator to alleviate symptoms of respiratory distress that is manufactured in the form of a metered-dose inhaler or dry-powder inhaler and that may include a spacer or holding chamber that attaches to the inhaler to improve the delivery of the bronchodilator.

"Respiratory distress" means the perceived or actual presence of coughing, wheezing, or shortness of breath.

Except as provided below, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the student's parents and may result in discipline including suspension.

Medicine shall not be administered to students by teachers or administrators except pursuant to the provisions of this policy.

Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer such medications.

As further set out below, the district retains the discretion to reject requests for the administration of medication and to discontinue the administration of medication.

A student who has a legitimate health need for a medicine shall deliver the medicine to the school nurse, school administrator, or designee in its original container with the written authorization of the student's parent or guardian for administration of the medicine. The parent's authorization must identify the student, the medicine, and include or refer to the label for instructions on administration of the medicine. The medicine will be administered to the student only by the school nurse, an administrator or a designated employee pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. A new authorization form must be completed for each change of medication. Any medication requiring administration longer than two weeks must be accompanied by a physician's written request. If there are no changes, the authorization must be renewed yearly. If a student brings medications to school without a properly completed authorization form, the school will inform the student's legal custodian of district policy and the inability to give the medication. The student's legal custodian may, however, come to the school and dispense the medication to the student. When medication is completed and/or at the end of the school year, the authorization form will be ~~kept in the nurse's office for a period of three (3) years~~ **maintained as part of the electronic student's health record**. Forms for medication administration are available in the nurse's office.

The school nurse shall keep a**n electronic** record of the students to whom medicine is administered, the date of administration, the person who administered the medicine, and the name or type of medicine administered.

Medications must be stored in a separate locked cabinet and not readily accessible to persons other than the persons who will administer the medication. Medications requiring refrigeration will be refrigerated in a secure area.

Any person administering medicine to a student will be trained annually by October 1 of each year by a school nurse or other health care professional to administer medication. Only those successfully completing the training will be authorized to give medication. A current list of those authorized to give medication will be kept at each school and by the school nurse. Training will include:

A. Review of state statutes and school regulations (including this policy) regarding administration of medication by school personnel.

B. Procedures for administration, documentation, handling and storage of medication.

C. Medication needs of specific students, desired effects, potential side effects, adverse reactions and other observations.

Students who are able to self-administer specific medications**, such as inhaled asthma medication, anaphylaxis medication, replacement pancreatic enzymes, or use specialized equipment, such as an inhaler or Epinephrine injector,** ~~(inhalers)~~ may do so provided such medication and special equipment are transported and maintained under the students' control within all of the following guidelines:

A. A licensed physician or dentist provides a written order that the student has a particular medical condition (asthma**, anaphylaxis, cystic fibrosis,** etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the student's legal custodian's responsibility to contact the physician and have the physician complete and sign the required order.

B. There is a written legal custodian authorization for self-administration of medication.

C. Parents and guardians who elect to have the student self-medicate are accepting that the district, its agents and employees shall incur no liability for any adverse reaction or injury suffered by the student as a result of the self-administration of medication and/or using the specialized equipment.

D. The written authorization will terminate at the end of the school year and must be renewed annually.

E. If the legal custodian and physician authorize self-medication, the district is not responsible for safeguarding the student's medications or specialized equipment ~~such as asthma inhalers~~.

F. Students who self-medicate are prohibited from sharing or playing with their medication, **or** special equipment, ~~i.e., inhalers, etc~~. If a student engages in these activities, the legal custodian will be contacted and a conference will be scheduled with the legal custodian, student, nurse and other appropriate persons.

MEDICATION POLICY EXCEPTION

Union Public Schools allows for an exception to the medication policy when a physician deems it essential and appropriate for a student with asthma to carry an inhaler or a student with a severe allergic reaction to carry an epinephrine injector with them at all times and self-administer the medication as prescribed.

The following policy outlines the procedures necessary for an exception to Board Policy #5008:

A. A "School Asthma Management Plan" or an "Allergy Action Plan" will be completed by the legal custodian and remain on file in the nurse's office for the school year an exception is desired.

B. A copy of the Asthma Management Plan or Allergy Action Plan will be given to the student's teacher and other appropriate school personnel. The legal custodian assumes responsibility for updating medical and emergency contact information on the plan.

C. All medication brought to school must have the pharmacy label attached with the name and address of the pharmacy of origin, date of filling, name of student, name of physician, name of prescribed medication, directions for administration and prescription number.

D. An authorization form must be signed by the prescribing physician, the student's legal custodian and the student. Signing of the authorization indicates the student has been trained in proper use of the medication and is responsible for keeping the medication in a safe and responsible manner.

E. In the absence of either physician/legal custodian authorization form or a medication properly labeled from a pharmacy, the student will not be allowed to retain his medication or to self-medicate.

F. A properly labeled inhaler or epinephrine injector will also be stored in the nurse's office to ensure medication is available.

G. The student will go to the nurse after each self-administered dose of medication for evaluation and documentation.

Students will not be allowed to self-administer:

A. narcotics

B. prescription pain killers

C. controlled drugs

D. other medication hereafter designated in writing by the district.

Students may administer injectables only in the school office in the presence of authorized school personnel.

The district strongly recommends that students who must self-medicate should wear Medic Alert bracelets or necklaces.

NONPRESCRIPTION MEDICATION

Nonprescription medication will only be administered by school staff with written authorization of the legal custodian. The nonprescription medication will be administered according to label directions or written instructions from the student's physician. The medication must be in the original container that indicates:

A. Student name (affixed to the container)

B. Ingredients

C. Expiration date

D. Dosage and frequency

E. Administration route, i.e., oral, drops, etc.

F. Other directions as appropriate.

Aspirin (acetylsalicylic acid) and products containing salicylic acid will only be administered with written instructions of the student's physician. It is the responsibility of the legal custodian to maintain the supply.

PRESCRIPTION MEDICATION

Prescription medication will only be administered by school staff with written authorization and instructions.

Prescription medication must be in the original container that indicates:

A. Student name

B. Name and strength of medication and expiration date

C. Dosage and directions for administration

D. Name of the licensed physician or dentist

E. Date, name, address and phone number of the pharmacy.

It is the responsibility of the legal custodian to maintain the supply.

Any medication that is not reclaimed by the legal custodian by the last official day of the school year or reclaimed within seven days of being discontinued by the prescribing physician will be destroyed by the designated employee or the school nurse in the presence of a witness. ~~according to the following procedures:~~

~~A. Medication will be destroyed in a non-recoverable fashion:~~

~~1. Pour liquid medication into a sealable plastic bag. Add kitty litter, seal the bag, and put it in the trash.~~

~~2. Pills or tablets should be crushed and placed in a sealable plastic bag. Add kitty litter, seal the bag, and put it in the trash.~~

~~B. The following information will be charted on the student's medication log and signed by the school nurse and a witness. This form will be maintained in the nurse's office for a period of three (3) years:~~

The person who destroys the medication will record the following information:

1. date of destruction
2. time of destruction
3. name and quantity of medication destroyed
4. manner of destruction of medication

Any and all controlled substances will be destroyed according to state law.

The school nurse **or designated employee** will advise the principal if discontinuance of medication is appropriate and assist in informing the legal custodian. ~~before mailing a discontinuance letter.~~ Legitimate reasons for discontinuing administration of medication would include, but not be limited to:

A. A legitimate lack of space or facility to adequately store specific medication;

B. Lack of cooperation by the student, parent or guardian and/or prescribing doctor and the district;

C. An unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be deleterious to the health and well-being of the student;

D. Any apparent change in the medication's appearance, odor or other characteristics that question the quality of the medication; and

E. The medication expiration date has passed.

Administration of Emergency Opiate Antagonists (e.g. Naloxon) by District Personnel

District medical personnel (certified school nurse or any other nurse employed by or under contract with the district) or any other person designated by the Superintendent may administer, regardless of whether there is a prescription or standing order in place, an emergency opiate antagonist for a suspected opioid overdose by a student or other individual exhibiting signs of an opioid overdose.

The Superintendent may authorize one or more district employees to receive training offered by the

Department of Mental Health and Substance Abuse Services, a law enforcement agency or any other entity in recognizing the signs of an opioid overdose and administering an emergency opioid antagonist. The Superintendent may designate persons to receive this training who have been required to receive annual training in cardiopulmonary resuscitation and the Heimlich maneuver (70 Okla. Stat. §1210.199). Furthermore, if a person or persons designated and trained to administer an emergency opioid antagonist are absent, the Superintendent or designee may authorize any person, regardless of whether there is a prescription or standing order in place, to administer an emergency opioid antagonist to a student or other individual exhibiting signs of an overdose.

Any person administering an emergency opioid antagonist to a student or other individual at a school site or school-sponsored event, in a manner consistent with addressing opioid overdose, shall be covered by Oklahoma's Good Samaritan Act. In the event of a suspected overdose, the district and its employees or designees shall be immune from civil liability in relation to the administration of an emergency opioid antagonist.

As used in this section, "emergency opioid antagonist" means a drug including, but not limited to, naloxone that blocks the effects of opioids and that is approved by the United States Food and Drug Administration for the treatment of an opioid overdose.

District-Wide Use of Epinephrine Injectors

The board of education has authorized the Superintendent to obtain a prescription for Epinephrine injectors in the name of the school. This prescription will be of a quantity sufficient to provide for two (2) injectors at each site.

The Superintendent will designate personnel at each site to:

- be responsible for obtaining and maintaining an adequate supply of injectors from the central office;
- ensure appropriate training on the administration of the injectors for designated staff members;
- distribute and maintain annual parent/guardian consent forms.

No employee, except a school nurse, will be required to agree to be trained in the use of Epinephrine injectors or administer Epinephrine injections.

District employees are still required to call 911 in the event of an emergency, including any time an Epinephrine injector is used.

Annual written notice will be provided to all parents/guardians that trained employees are authorized to administer Epinephrine injections to any student who appears to be having an anaphylactic reaction if the parent /guardian has given written consent and waived liability related to the good faith use of the injection. No Epinephrine injection shall be given if the proper written consent is not on file with the district.

District-Wide Use of Glucagon

The board of education has authorized the Superintendent to obtain a prescription for Glucagon in the name of the school district.

The school district will:

- inform, in writing, the parent or legal guardian of each student with a diabetes medical management plan that a school nurse , school employee trained by a health care professional or a school employee who has volunteered and successfully completed training to be a diabetes care assistant may administer, with parent or legal guardian written consent but without a health care provider order, Glucagon to a student with diabetes whom the school nurse, trained employee, or a school employee who has volunteered and successfully completed training to be a diabetes care assistant in good faith believes is having a hypoglycemic emergency or if the student's prescribed Glucagon is not available on site or has expired;
- designate the employee responsible for obtaining Glucagon for each school site from a licensed physician with prescriptive authority; and
- maintain Glucagon at each school site in accordance with the manufacturer's instructions.

School employees are still required to call a student's parent or guardian and 911 in the event of an emergency, including any time an employee believes a student is experiencing a hpoglycemic emergency.

A waiver of liability executed by a parent or legal guardian must be on file with the school district prior to

administration of Glucagon. Written consent and waiver of liability shall be effective for the school year in which it is granted and shall be renewed each subsequet school year.

District-Wide Use of Inhalers

The board of education has authorized the Superintendent to obtain a prescription for inhalers and spacers or holding chambers in the name of the school district. This prescription will be of a quantity sufficient to provide for two (2) inhalers with spacers and holding chambers in a secure location at each school site.

The Superintendent will designate personnel at each school site to:

- **be responsible for obtaining and maintaining an adequate supply of inhalers with spaces and holding chambers from the district's central office;**
- **ensure appropriate training on the administration of the inhalers with spacers and holding chambers for designated staff members;**
- **distribute and maintain annual parent/guardian consent forms.**

Only a school nurse or school employee trained by a health care professional will be required to agree to be trained in the use of inhalers with spacers and holding chambers.

School employees are still required to call 911 in the event of an emergency, including any time an employee believes a student is experiencing respiratory distress.

Annual written notice will be provided to all parents/guardians that trained employees are authorized to administer inhalers to any student who is believed to be experiencing respiratory distress.

The District must also immediately notify a student's parent/guardian after administration of an inhaler.

The parent/guardian must provide written consent and waive liability related to the good-faith use of the inhaler. No inhaler shall be given if the proper written consent from the parent/guardian is not on file with the district.

Seizure-Rescue Medication (Seizure-Safe Schools Act)

Beginning January 1, 2022, at every school site that has a student enrolled who (1) has a seizure disorder and (2) has a seizure rescue medication or other medication prescribed to treat seizure disorder symptoms approved by the Food and Drug Administration and any successor agency that is prescribed by the student's health care provider, the district shall have at least one employee who has met the training requirements necessary to (1) administer or assist with self-administration of seizure medications, and (2) recognize the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms. For purposes of this training, the district is permitted by law to use any adequate and appropriate training programs or guidelines for training of school personnel in the seizure disorder care tasks covered under this policy.

Before a seizure rescue medication can be administered to a student to treat seizure disorder symptoms, the student's parent or legal guardian shall do the following:

A. provide the school with written authorization to administer the medication at school;

B. provide a written statement from the student's health care provider that shall contain the following information:

- student's name;
- the name and purpose of the medication
- the prescribed dosage
- the route of administration
- the frequency that the medication may be administered, and
- the circumstances under which the medication may be administered.

C. provide the prescribed medication to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy; and

D. collaborate with school personnel to create a "seizure action plan," which means a written, individualized health plan designed to acknowledge and prepare for the health care needs of a student diagnosed with a seizure disorder.

The written authorization and seizure action plan shall be kept on file in the office of the school nurse or school administrator, and it shall be distributed to any school personnel or volunteers responsible for the supervision or care of the student. The written authorization and seizure action plan shall be effective only for the school year in which written authorization is granted and may be renewed each following school year upon fulfilling requirements A-D above. The district shall follow all administrative rules promulgated by the State Board of Education for the development and implementation of the seizure education program and the procedures for the development and content of seizure action plans.

Pursuant to state law, a school employee may not be subject to any disciplinary proceedings resulting from an action taken in compliance with the Seizure-Safe Schools Act, and any employee acting in accordance with the provisions of that act shall be immune from civil liability unless the actions of the employee rise to the level of reckless or intentional misconduct. Any district-employed school nurse shall not be responsible for and shall not be subject to disciplinary action for actions performed by a volunteer.

~~Administration of Opiate Antagonists (e.g. Narcan) by District Personnel~~
~~(see 63 OK Stat. § 63-1-2506.1 (2021)~~
~~A certified school nurse or any other person designated by the Superintendent may administer an opiate antagonist for a suspected opiate overdose by a student or other individual exhibiting signs of an opiate overdose.~~
~~The Superintendent may authorize one or more district employees to receive training offered by the Department of Mental Health and Substance Abuse Services, a law enforcement agency, or any other entity in recognizing the signs of an opiate overdose and administering an opiate antagonist. The Superintendent may designate persons to receive this training who have been required to receive annual training in cardiopulmonary resuscitation and the Heimlich maneuver (70 Okla. Stat. § 1210.199). Furthermore, if a person or persons designated and trained to administer an opiate antagonist are absent, the Superintendent or designee may authorize any person to administer an opiate antagonist to a student or other individual exhibiting signs of an overdose.~~
~~Any person administering an opiate antagonist to a student or other individual at a school site or school-sponsored event, in a manner consistent with addressing opiate overdose, shall be covered by Oklahoma's Good Samaritan Act. In the event of a suspected overdose, the district and its employees or designees shall be immune from civil liability in relation to the administration of an opiate antagonist.~~

Revised 6/10/96
Revised 12/8/97
Revised 12/13/99
Revised 12/8/03
Revised 1/16/06
Revised 12/12/11
Revised 12/11/17
Revised 12/13/21
Revised 12/12/22
Revision Proposed - 11/13/23

IMMUNIZATIONS 5010

In order to comply with the Oklahoma School Immunization Law, no ~~student~~ **child** ~~may attend~~ **be admitted to** Union Public Schools unless **or until** the **student's** parent/guardian **provides (1) a current, up-to-date immunization record or access to the student's immunization record, OR (2) a completed and signed state-approved exemption form.**

Either the up-to-date immunization record or a completed and signed state-approved exemption form must be on file with the district prior to the student's admission to the district. The exemption form shall specify that the student has received or is in the process of receiving the immunizations currently required by Oklahoma State Department of Health regulations, unless the exemption has been granted from the immunizations on medical, religious, or personal grounds or as otherwise required by law.

~~presents to the appropriate school authorities certification from a licensed physician, or the appropriate public health authorities that such student has received or is in the process of receiving the immunizations required by the Oklahoma State Health Department. The immunizations required and the frequency of their administration will be prescribed by the State Board of Health.~~

~~Exemptions from the immunization requirements are authorized in the law for medical, religious, and personal reasons.~~

~~Medical: A parent/guardian may submit to the health authority a certificate signed by a licensed physician stating that the physical condition of the student is such that the immunization would endanger the life or health of the student and thus be exempted from the immunization requirements.~~

~~Religious: The parent/guardian must present a signed written statement briefly summarizing his/her objections.~~

~~Personal: The parent/guardian must present a Certificate of Exemption complete with a brief statement summarizing his/her objections to immunizations on philosophical grounds. Lost or unobtainable immunization records are not grounds for personal exemptions.~~

~~Unimmunized students attending school on the basis of an exemption due to medical contraindications, religious, or personal objections to immunizations are at high risk for disease infection if exposed. For their protection and for the protection of the community, these students may be excluded from school for the duration of any outbreak of vaccine-preventable disease. Students may be given credit for make-up work.~~

If a parent or guardian is unable to pay for the required immunizations, the school will refer the student to the State Department of Health for assistance.

Reference: OKLA. STAT. tit. 70 §1210.191, OKLA. STAT. tit. 70 §1210.192; O.A.C. 310:535-1-2

Revised 6/10/96
Revised 12/8/97
Proposed Revisions - 11/13/23

CONTAGIOUS CONDITIONS/HEAD LICE 5015

The following policy has been set forth to safeguard students and school personnel from contagious diseases or from an outbreak of pediculosis (head lice).

CONTAGIOUS CONDITIONS

Any student with a contagious condition may be excluded from school.

Before returning to school, the student may be required to present a certificate from a health professional or an authorized representative of the Oklahoma State Health Department verifying that the student is no longer contagious.

After readmittance, the school nurse may periodically check the student. Should a reinfection occur, the student may again be excluded from school.

PEDICULOSIS (HEAD LICE)

Any student with head lice may be excluded from school.

Before returning to school, the student must be treated and all lice must be removed from the hair. The student will only be readmitted to the classroom after the school nurse determines there are no live lice present in the student's hair.

After readmittance, the school nurse may periodically check the student for head lice. Should a reinfestation occur, the student will again be excluded from school.

~~Students missing more than two (2) consecutive days of school for head lice may be considered truant.~~

Revised 6/10/96
Revised 12/14/98
Revised 11/8/10
Revised 12/13/21
Revisions Proposed - 11/13/23

ATTENDANCE 5025

Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can lead to the development of strong work habits, responsibility, and self-discipline. Because attendance also has a definite correlation to academic performance, the quality of a student's education suffers when he/she is absent from class. Students are encouraged to maintain regular attendance and to schedule non-academic activities during times which will not conflict with classroom instruction.

Students will be recorded as "absent" when they are late to their assigned class or do not attend in accordance with each building's administrative regulations. This will apply to both the regular schedule and to a modified schedule.

CATEGORIES OF ABSENCES

Excused Absence:

A. An absence, as defined by Oklahoma Statute, is classified as excused only if one of the following conditions exists.
    1. The student is excused from attending school by reason of mental or physical disability as determined by the district upon receipt of written recommendation by a duly licensed and practicing physician.
    2. The student is excused from attendance at school during observance of a religious holiday.
    3. The student is excused from attendance at school if the absence is deemed by the principal and parent/guardian to be an emergency.
    4. A student who has attained his/her 16th birthday is excused from attending school by written, joint agreement between (a) the school administrator of the district where the student attends school, and (b) the parent/guardian. It must be determined that such action is in the best interest of the student and/or the community and the student will be under the supervision of the parent/guardian until the student has reached the age of 18 years.
B. An excused absence as outlined above will not count against the number of allowable absences.
C. A student is excused from attendance if the parent/legal guardian has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting and may be granted excused absences at the discretion of the Superintendent or designee.

Unexcused Absence:

A. When a student misses one or more classes during a school day with or without the knowledge or permission of a parent/guardian and school authorities provided the absence does not qualify as an excused absence.
B. Unexcused absences are limited to ten per semester for each class. Students who exceed ten absences in a semester may receive an "F" grade for that class.
C. If a student exceeds ten unexcused absences, a doctor's statement that confirms the dates of the illness may be turned in to the attendance office upon the student's return to school resulting in the absence(s) being changed to an excused absence(s).
D. Students who fail based only on their attendance exceeding the ten-day limit may submit an appeal to a site committee composed of an administrator, the school nurse, a teacher and a counselor.

ATTENDANCE PROVISIONS

A. If a student is absent, a parent or guardian must notify the school office, give reason for the absence, and approximate date of return.
B. Students who are unaccounted for and/or truant may receive additional disciplinary action in accordance with Board Policy #5050.
C. Students must be in attendance at least two of the first three hours or two of the last three hours to be recorded present one-half day, each for the morning and afternoon.
D. Students are encouraged to make up any work missed due to an absence. In order to receive credit, the student is responsible for obtaining, completing and returning to the teacher the assignments missed during the absence. Students will be granted at least one school day for each school day missed due to an absence. More time may be allowed at the discretion of the teacher, depending on the nature of the assignment(s) and length of the absence.
E. It shall be unlawful for a parent, guardian, custodian, or other persons having control of a child who is over the age of five years and under the age of 18 years, and who has not finished four years of high school work, 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 other means of education are provided for the full term the schools of the district are in session; and it shall be unlawful for any child who is over the age of 12 years and under the age of 18 years, and who has not finished four 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.

F. If a child is absent without valid excuse four or more days or parts of days within a four-week period, the principal or designee shall notify the parent, guardian or custodian of the child with an attendance warning letter. After the warning letter is sent, the parent, guardian, or custodian of the child does not comply with the compulsory attendance laws and six (6) additional days are recorded, the principal or designee shall immediately report such absences to the district residency/truancy officer in the Enrollment Center. The residency/truancy officer will then report to the Tulsa County District Attorney pursuant to Okla. Stat. Tit. 70, Article X, Section 232 or the appropriate City of Tulsa official when a city ordinance applies.

G. In accordance with Oklahoma Statute 70 OK Stat § 18-107 (2022), a student who has incurred 10 unexcused absences consecutively will be withdrawn from enrollment and must reenroll before returning to school.

~~G.~~**H.** All students attending Union schools, unless they are legally emancipated or meet the requirements to qualify for "self-support," shall be required to have absences excused by their parent/guardian. Students who are legally emancipated or meet the requirements of "self-support" may assume responsibility for all absences.

~~H.~~**I.** The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten (10) for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the Board of Education.

~~I.~~**J.** The Internal Activities Review Committee includes the Executive Director of Secondary Education, Director of Fine Arts, Director of Athletics, and Activity Coordinator. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the Board of Education. Any deviation from the ten days absence rule shall not exceed five days.

~~J.~~**K.** College visitations may be counted as a school activity and will not count as an absence provided the following criteria are met:

1. limited to two per year,
2. parent notifies attendance office,
3. documentation confirming the visit is provided by the college or university and turned in to the attendance office upon return to school.

~~K.~~**L.** In order to determine medical exemptions for accountability purposes on the Oklahoma School Report Card, a district medical exemption committee consisting of three to five administrators that represent both elementary and secondary education shall convene. That committee shall use the rules provided by the Oklahoma State Department of Education as guidance to determine which exemption requests qualify as medical exemptions when calculating chronic absenteeism rates. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

L.**M.** Students who are attending a class or classes in a virtual or distance learning environment are exempt from the in-person attendance requirements as stated above for the virtual or distance learning class or classes. Attendance for students in a virtual or distance learning environment (class or classes) shall be measured by means appropriate in a virtual, hybrid, or distance learning environment which may include, but are not limited to, District-approved chatroom participation, message board posts, e-mails, submission of assignments, or other District-approved means for determining participation. Teachers shall make contact with each of their students a minimum number of times per school week, as determined by District administration, and count these contacts as full-time attendance. Attendance shall be maintained through the District's authorized student information system consistent with all rules and regulations of State Board of Education. The attendance for a student participating in virtual distance learning shall be the date on which the student first completes an instructional activity as defined in 70 O.S. § 3-145.8. The defined time period, assignment completion status, or other means used to determine student attendance in the virtual program shall meet or exceed the minimum measures of virtual attendance listed at 70 O.S. § 3-145.8(B). [Per Okla. Admin. Code tit. 210, § 35-21-2(c)(1)(C)(iii)].

Semester exam exemption (High School): To encourage students to attend class regularly, the following incentive is available:

A. Seniors who have no more than 5 absences in the second semester may, with parent approval, waive the semester exam for any course in which they have an "A" average.

B. Seniors who have no more than four absences in the second semester may, with parent approval, waive the semester exam for any course in which they have a "B" average.

C. Seniors who have no more than three absences in the second semester may, with parent approval, waive the semester exam for any course in which they have a "C" average.

Revised 6/10/96
Revised 12/8/97
Revised 12/13/99
Revised 1/14/02
Revised 12/8/03
Revised 2/12/07
Revised 12/10/07
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Revised 11/8/10
Revised 3/21/11
Revised 12/12/11
Revised 8/13/12
Revised 12/9/13
Revised 12/8/14
Revised 12/10/18
Revised 12/9/19
Revised 8-20-2020
Revised 12/13/21
Revised 5/9/22
Revision Proposed - 11/13/23

GRADUATION REQUIREMENTS 5031

All courses taken for high school credit will be included on the student transcript. Courses taken in grades 9-12 will be considered when calculating the grade point average (GPA).

Courses taken for high school credit in grades 7-8 will be listed on the student transcript as a letter grade but will not be considered when calculating the grade point average (GPA).

Students must ~~also~~ meet all graduation ~~testing~~ requirements as defined by Oklahoma State Law and the Oklahoma State Department of Education.

~~Minimum Graduation Requirements:~~

~~CORE COURSEWORK: 14 UNITS~~

- ~~Language Arts/English: 4 units or competencies which include Grammar and Composition, American Literature, World Literature and English Literature or their equivalent~~
- ~~Math: 3 units or competencies including Algebra I (three units in mathematics must be completed in the ninth through twelfth grades)~~
- ~~Science: 3 units or competencies including: one unit must be a life science meeting the standards for Biology I. One unit must be a physical science meeting the standards for physical science, chemistry or physics.~~
- ~~History: 3 units including 1/2 (unit or competency) OK History, 1/2 US Government, 1 US History, **and** 1 selected from the subjects of History, Government, Geography, Economics, Civics, or non-Western culture and approved to meet college admission requirements.~~
- ~~**One unit or set of competencies** One additional unit selected from above or Career and Technology Education courses, concurrently enrolled courses, advanced placement courses or International Baccalaureate courses approved for college admission can also meet the requirements of one additional unit or set of competencies from the area of English, math, science, history, computer technology, psychology or sociology.~~

~~ELECTIVE COURSEWORK: 9 UNITS~~

~~To include:~~

- ~~Fine Arts: 1 unit or set of competencies~~
- ~~Foreign Language or Computer Technology: 2 units or set of competencies~~
- ~~Elective Courses: 6 units (to be selected by student)~~

~~**Total..... 23 units**~~

~~OTHER LEGISLATED MANDATES (required for graduation)~~

- ~~Personal Financial Literacy Requirement~~
- ~~CPR/AED Requirement~~
- ~~U.S. Citizenship Test Requirement~~
- ~~ICAP Requirement~~

Adopted 1/18/10
Revised 12/12/11-
Revised 12/14/15
Revised 11/14/16
Revised 12/10/18
Revised 12/12/22
Revisions Proposed - 11-13-23

TITLE III - ENGLISH LEARNER PROGRAM

It is Union's mission to provide English Learners (ELs) and Immigrant students a high-qualify program designed to assist students in learning English and meet challenging state academic content and student academic standards.

All English Learners will participate in a quality instructional program that supports academic and social development. Emphasis will be placed on providing students with the greatest possible access to care, curriculum and appropriate English language instruction that will ensure progress from limited English proficiency to fluent English proficiency.

Identification and Assessment:

A completed Home Language Survey (HLS) is required for any student enrolled in a public school in the State of Oklahoma. Submission of a language other than English on any of the three primary language questions will prompt a language screening or a records request for previous language assessment results.

1. What is the dominant language most often spoken by the student?
2. What is the language routinely spoken in the home, regardless of the language spoken by the student?
3. What language was first learned by the student?

The student's level of English language proficiency will be assessed through the administration of the WiDA Screener within 30 calendar days of the start of school and 10 school days thereafter.

Okla. Admin Code § 210:15-35-1-2-3

Parent Notification

The district communicates with parents of ELs in a language requested by the parent about EL Program Placement upon initial enrollment and screening, language assessment test results, and any time a student's placement is reevaluated during the school year.

Parents may decline supplemental EL services and support. All students who are identified as EL are required to participate annually in both the state-mandated language assessment and grade-specific state content-area assessments, regardless of their waiver status. If the student is not successful in the mainstream without the support of the EL Program, parents are provided with information regarding the benefits and encouraged to allow their children to participate.

Okla. Admin. Code § 210:15-35-3

Services

The research-based models selected to meet the instructional needs of ELs at Union include Structured English Immersion (SEN) for elementary through 6th grade students and Sheltered English Instructions (SEI) for secondary students, 7th through 12th grade.

Students who qualify for an English Learner (EL) program may be graded on a P/F (Pass/Fail) basis for all subjects unless they perform well enough in a particular subject to receive a grade - C or above. This includes students who are being served within the regular classroom or those attending EL classes. The regular classroom teacher will communicate with the EL instructor or the related specialist prior to the implementation of this policy for specific students.

Structured English Immersion (K-6) - The regular classroom teacher provides instructional strategies and differentiation to meet the language needs of the student. All EL students may leave the mainstream classroom or receive language instruction during an intervention period for up to an hour per day. Such pullout sessions provide intensive English language development instruction and are delivered by an EL instructional specialist or classroom teacher.

Sheltered English Instruction (7-12) - Sheltered instruction is provided in English and adapted to the English proficiency level of the students in a self-contained environment (only EL students) for the initial stages of English language development. Students may also receive sheltered instruction as part of a sheltered cohort with a mainstream content class. Students attend an additional Academic Language Acquisition (ALA) class. The ALA class provides English language development instruction delivered in a classroom setting with a low student/teacher ratio.

Newcomer Program (6-12) **- The newcomer program serves students who are new to the US and have received less than one year of formal education in the US school system. At the end of the school year, students' progress towards language goals, student work, limited or interrupted formal education and other individual factors are considered for subsequent placement. Each student is evaluated on an individual basis and a placement decision is made by the Language proficiency Assessment Committee. The district has a general guideline of one year in the newcomer setting.**

Okla. Admin Code § 210:15-35-2

Equal Access

EL students at Union have the same enrollment procedures as all students. EL students are given equal access to core curriculum, extracurricular, special education, academic and non-academic subjects, and out-of-school activities.

EL students are included in all gifted testing when it occurs for entire grade levels. EL students are also included in gifted testing that occurs by referral at all grade levels. Union utilizes a non-verbal gifted assessment for all students.

Exit Criteria

The district follows state guidelines for exiting ELs from the district EL Program.

Grading Policy for EL Students

Students who qualify for an English Learner (EL) program may be graded on a P/F (Pass/Fail) basis for all subjects unless they perform well enough in a particular subject to receive a grade - C or above. This includes students who are being served within the regular classroom or those attending EL classes. The regular classroom teacher will communicate with the EL instructor or the related specialist prior to the implementation of this policy for specific students.

Adopted 3/9/98

Revised 12/13/99
Revised 1/13/03
Revised 12/13/04
Revised 11/8/10
Revised 12/11/17
Revised 12/10/18
Revisions Proposed - 11/13/23

CELLULAR PHONES/WIRELESS TELECOMMUNICATION DEVICES 5052

Allowances and restrictions for the use of cellular phones and/or wireless telecommunications devices by students while in school buildings during school hours or while the student is in transit to or from school on a school vehicle will be determined by school site **dependent upon cellular service being available**. Unless otherwise noted in the student handbook or through written communication to the parents from the principal, the use of such devices is prohibited except with the prior written consent of both the parent/guardian of the student and the school principal.

To obtain the administration's consent, the parent/guardian must present a written request that the student be allowed to use a cellular phone and/or wireless telecommunications device due to safety or medical necessity. A medical necessity must be verified by a practicing physician. The written consent for use of a cellular phone and/or wireless telecommunications device shall be maintained in the student's file. Teachers shall be notified of those students who are authorized to use a cellular phone and/or wireless telecommunications device. **Cellular coverage can not be guaranteed for all locations in all buildings.**

A student found to be in violation of this policy may be disciplined according to Board Policy #5050.

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Revised 12/8/97
Revised 12/14/98
Revised 6/11/01
Revised 12/13/04
Revised 1/18/10
Revised 12/14/15
Revisions Proposed - 11/13/23

STUDENT RESIDENCY 5450

The Union Public School District is established for the purpose of serving the educational interests of resident students.

DEFINITIONS

A. Residency: As used in this policy, the terms "residence," "residency," and "legal residence" shall mean the student's present place of abode, provided that it is a place where important family activities (such as sleeping, eating, working, relaxing and playing) take place during a significant part of each day. Mere presence alone is not sufficient to establish residency. Documentary evidence that may be submitted to establish residency is identified in paragraphs A and C under Procedure for Resolving Residency Disputes (below).

B. Person having legal custody: As used in this policy, the phrase "person having legal custody" means a person who is legally responsible for the care of the child pursuant to the order of a court, governmental agency, or state law responsible for making custody determinations and/or placements.

C. The address established as primary residence will be the only address used in the student management system.

D. Homeless children and youth. As used in this policy, the phrase "homeless children and youth" means students who lack fixed, regular and adequate nighttime residence and includes:

   1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;

   2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

   3. Children and youths who are living in cars, parks, public spaces, buildings, substandard housing, bus or train stations or similar settings, and

   4. Migratory children (as such term is defined in Section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses 1 through 4.

POLICY STATEMENT

A. State law provides that a child's residence for school purposes is the school district in which the (1) parents, (2) guardian, or (3) person having legal custody holds legal residence. **To ensure legal custody, a birth certificate or approved legal documents must be presented at time of enrollment. Enrollment must be completed by an identifiable parent or legal guardian. When a birth certificate or approved legal documents are not available, a temporary enrollment of 30 days may be approved with proof that the birth certificate or legal documents are being obtained to verify the identity of the child and legal guardian.**

B. State law also grants school districts the discretion to permit a child to establish residency by residing with an adult who is a legal resident of the school district and does not fit into any of the categories listed above if such adult has assumed permanent care and custody of the child.

C. The Board of Education of the Union Public School District has determined that it is in the best interest of the district not to allow a child to establish residency in the district by residing with an adult who is a legal resident of the district and has assumed permanent care and custody of the child but does not fit into any of the categories listed in section A (parent, guardian or person having legal custody). Students may attend school temporarily (30 days) with proof that guardians are completing the legal guardianship/custody process. The residency officer must be notified when legal status is obtained. If a divorce has been granted, the decree will state which parent has legal custody. If the decree awards joint custody, then the residence in which the child resides on a regular basis determines the legal residency of the child for school attendance.

D. The Residency Officer will determine whether a student is a homeless child or youth for purposes of establishing residency and promptly advise the parent, guardian or person having legal custody of the child of the decision, both orally and in writing, if possible. If there is no such person, the Residency Officer will advise the student. The district will enroll each homeless student and permit his or her full participation in all school programs, whether or not the student is accompanied by a parent, guardian or person having custody of the child, and without proof of residence, current immunizations and traditional enrollment documentation, such as school records and medical/immunization records. The district's homeless liaison may assist the student and school in obtaining those items. A parent, guardian or person having legal custody of the child who disagrees with the Residency Officer's determination may appeal the decision to the Superintendent or designee under the procedure identified in paragraph D, item 4, under Procedure for Resolving Residency Disputes (below). If there is no parent, guardian or person having legal custody of the child available, the student may appeal the decision.

E. Per SB 1951, children of military families will be afforded a timely enrollment process ensuring they are not placed at a disadvantage due to the deployment of a military parent. This removes barriers imposed on children of military families because of frequent moves.

F. Per HB 2069, foster care students may now be enrolled in any of the following districts:
- the district where the child resided prior to being in foster care,
- the district of the current foster family,
- the district of the prior foster family,
- the district where another student in the foster home is being educated pursuant to a transfer.

PROCEDURE FOR RESOLVING RESIDENCY DISPUTE

A. The Union Public School District recognizes that there may be occasions when there is a dispute regarding residency. Upon enrollment in the school system, the district will verify that the student is a resident of the district or is otherwise entitled to attend school in the district for any reason authorized by law. As a part of this verification process, the district will obtain an address from each student or the student's parent/guardian or person having legal custody of the child. In providing an address to the district that is within the district's boundaries, the student and the student's parent/guardian or person having legal custody of the child represent that this address is the student's residence. The district may also require, in order to verify residency, certified copies of court orders, guardianship documents, written agreements, and affidavits relating to the care, custody and control of the student, and any other information deemed relevant by the district.

B. If at any time an administrator of the district has a reasonable belief that the reported residence may not be the residence of the child for purposes of school attendance, the administrator will complete an investigation form. The Residency Officer shall notify the student's parent/guardian or person having legal custody of the child that there is a question regarding the legal residency of the student. The student's parent/guardian or person having legal custody of the child shall be given an opportunity to submit information regarding the student's residency to the district's Residency Officer. All notices required by this policy shall be in writing. If residency is still in question, a home visit may be required. Additionally, reasonable alternative arrangements for documenting communications will be made for those persons who are visually impaired or otherwise unable to communicate in writing.

C. Information or documentation to prove student residency in the district shall include, but not be limited to, proof of provisions of utilities (telephone and cable bills are not acceptable) in the name of the care provider for the address, payments of ad valorem taxes, local agreements or contracts for purchasing/leasing housing, income tax returns, notes, mortgages, contracts and any other source of proof which is not in conflict with statutory provisions relating to the residence of students. Two verifiable proofs of residency will be required at enrollment or at any time verification of residence is requested.

   Address changes reported to schools must be sent immediately to the Enrollment Center for validation and official change in the student management system with two proofs of address as listed in section C.

D. Any question or dispute as to the residence of a student shall be determined by the Residency Officer, and the Board of Education, pursuant to the following procedures:

   1. The student's parent/guardian or person having legal custody of the child must notify the Residency Officer in writing or by email of the review request within three (3) school days from the date of written denial of admittance or from the date of written notification that the student is considered not to be a resident of the district. Upon receipt of a request for review, the Residency Officer shall allow the parent/guardian or person having legal custody to provide additional pertinent information in accordance with the district's criteria and the statutory provisions regarding residency. This information must be submitted with the request for review.

   2. The Residency Officer must render a decision and notify the student's parent/guardian or person having legal custody of the child of the decision and reasoning thereof in writing within five (5) school days of the receipt of the request for review.

   3. In the event the student's parent/guardian or person having legal custody of the child disagrees with the Residency Officer's decision, such person shall notify the Residency Officer in writing within three (3) school days of his/her receipt of the Residency Officer's decision. The Residency Officer will submit his/her findings and all documents reviewed to the Superintendent or designee. The Superintendent or designee will review the decision and the documents submitted on behalf of the district and the student and will render a decision. The decision of the Superintendent will be final.

   4. In an effort to place students in school as quickly as possible, timelines shall be followed unless, due to emergency circumstances, both parties agree to an extension of timelines.

MISCELLANEOUS PROVISIONS

A. Hearings involving more than one student where students are related or residing in the same household may, at the discretion of the Residency Officer and the Superintendent or designee, be consolidated.

B. In the event the residency dispute involves an 18-year-old student, all notices will be delivered to the student because, at 18, the student ceases to be a minor.

C. If already enrolled and attending school in the district, a student or students involved in a dispute related to the student's residency may remain in school until available appeals are exhausted when the student or the student's

parent/guardian or person having legal custody of the child has filed an appeal in the manner and within the time permitted by this policy.

D. The Residency Officer shall be in charge of maintaining the files related to a residency dispute, ensuring that the principals or others directly involved in such a dispute forward their records of the dispute following their involvement, and otherwise keeping all communications involving the dispute intact.

E. The Residency Officer of the district is the Director of Enrollment.

F. The Board of Education understands that there may be some instances where residency may be established on a date other than the date the student was enrolled in the district. For any period during which a student is enrolled in the district but is not a resident of the district, the district may charge tuition if it is established that the student's parent/guardian or person having legal custody of the child knew or should have known that the child or children who are the subject of the residency dispute were not residents of the district. The tuition shall be based on a per capita cost of educating a student in the district during the preceding year. This issue may be raised along with other issues related to the residency dispute and shall be heard in the same manner.

G. The district shall provide for educational services for homeless children to the extent required by Public Law 100-77, Title VII, Subsection B.

H. The district reserves the right to require reverification of student residency at any time which may include a home visit.

I. A copy of this policy shall be given to the student's parent/guardian or person having legal custody of the child as soon as possible following the inception of any residency dispute.

J. Legal residents who move from the district during a school year shall be entitled to continue for the remainder of that school year but will be responsible for their own transportation; no district transportation will be provided. This provision may be revoked if the student fails to comply with district regulations for attendance and student behavior. The student may apply for a transfer to continue enrollment at Union Public Schools under the provisions of Union Board of Education Policy 5500, Student Transfer.

K. False information regarding residency, falsification of documents, omission of reporting a move outside of the district, false statements regarding guardianship or custody, will result in immediate cancellation of enrollment in the district.

L. In order to document permanent residency in the district, the district can require evidence that the previous address is completely vacated and all furniture, appliances, clothing, food, vehicles, etc., are moved from a previous address to the address within the district.

M. It is the responsibility of the parent/guardian or person having legal custody to immediately inform the district Enrollment Center if the child's legal address changes. The parent/guardian is also responsible for keeping the district informed of their current contact information. Changes in contact information can be made at the school, district Enrollment Center, or online through the parent portal.

N. A child will not be enrolled until all necessary documentation has been provided and verified.

O. Parents who cannot provide the necessary information to verify their address because they are residing with a friend or relative on a temporary basis will be required to complete an affidavit of residence. The affidavit of residence, once verified by school officials, will allow the student to attend school for thirty (30) calendar days at which time the parent/legal guardian must provide additional verifiable documentation that a permanent residence has been established. Both the resident homeowner and the parent of the student are to present themselves in person to complete the affidavit. Each must provide a valid driver's license or picture ID. The resident homeowner must provide two proofs of residence as required for all new students. The student's parent will be expected to provide a final utility statement from their previous residence and documentation that the residence has been sold or that the lease has expired.

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STUDENT TRANSFER 5500

A request for a transfer into Union Public Schools initiated by or on behalf of a nonresident student will be approved or refused in accordance with this policy.

Transfer Application

Application for transfer shall be completed by the parent of a student on an application form specified by the State Board of Education. The term "parent" means the parent of a student or person having custody of the student as provided for in OKLA. STAT. tit. 70, § 1-113(A)(1).

In addition to completing the application form as specified by the State Board of Education, applicants must submit the all required documents. The district will not approve an application for a transfer that is submitted without the completed forms and other required documents. The district shall approve or deny the application and shall notify the parents of the students, in writing, of the decision. Siblings must apply individually. Approved applications will be placed on a waiting list in the order they are approved. The transfer will occur when transfer capacity is available and parents agree to the placement.

Relocation of Family

A student whose family moves out of the school district during the school year may continue attendance as a transfer student if the student meets the behavior and attendance of transfer students as stated in this policy, but will be responsible for their own transportation; no district transportation will be provided.

Time of Receipt of Applications Determines Order of Review

Transfer requests will be dated and time-stamped as received, and the district shall consider requests on a first-come, first-served basis. Any currently enrolled district student for whom a transfer has been approved in the past and any sibling of such student will be given priority for transfer, and the first-come, first-served list will be compiled only after such current students and their siblings have been placed on the list. Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to disciplinary action or attendance issues. The district will not require parents to resubmit a new application each school year and will advance the previous application of an enrolled student.

Nondiscrimination

The district shall not accept or deny a transfer application based upon the student's ethnicity, national origin, race, color, religion, gender, gender expression or identity, sex, sexual orientation, income level, pregnancy, genetic information, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Failure to meet the criteria in this policy for approval will not be deemed to be rejection for a discriminatory reason.

Approval of Transfers

Once a completed application for a transfer has been submitted to the District, it will be forwarded to the superintendent or the superintendent's designee for review and shall be considered in accordance with the criteria set forth below. The board of education delegates to the superintendent or the superintendent's designee authority to approve or deny a transfer application pursuant to the criteria listed in this policy.

Criteria for Approval or Denial of Open Transfers

The fact that the district has adopted an open transfer policy does not mean that every transfer application will be accepted.

A transfer application will NOT be approved if this district does not:

A. Provide the courses/educational program(s) in which this district deems the student is required to enroll in order to comply with state and federal laws and regulations;

B. Have adequate facilities to provide the courses/educational program(s) in which this district deems the student is required to enroll in order to comply with state and federal laws and regulations;

C. Have adequate space for the student in the courses/educational program(s) in which the applicant desires to enroll or in which the district deems the student is required to enroll in order to comply with state and federal laws and regulations. The administration may reserve space for resident students or new resident students reasonably anticipated to move into the district during the school year. Thus, the district may deny a transfer if approval would result in exceeding enrollment capacity for transfer students.

A transfer will NOT be approved if the student:

A. Has a disciplinary record which provides a reasonable basis to determine the applicant would present a discipline problem if enrolled. Such a reasonable basis will exist if school discipline or court records of the student, from any public or private school within or without the State of Oklahoma or any court within or without the State of Oklahoma, show the student at any time:

1. Has violated school regulations;
2. Has been adjudicated as a delinquent for an offense that is not a violent offense under relevant Oklahoma law;
3. Has been adjudicated as a delinquent for an offense that is a violent offense under relevant Oklahoma law;
4. Has been convicted as an adult for an offense defined in relevant Oklahoma law as an exception to a nonviolent offense;
5. Has been convicted as an adult for an offense defined in relevant Oklahoma law as a violent offense;
6. Has committed on school property, in school transportation, or at a school event a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or others;
7. Has possessed on school property, in school transportation, or at a school event an alcoholic beverage, or missing or stolen property found to have been taken from a student, school employee, or the school during school activities; or,
8. Has possessed on school property, while in school transportation, or at a school event a dangerous weapon or a controlled dangerous substance as defined by relevant Oklahoma law.
9. Has a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

A transfer will NOT be approved if the applicant:

A. Fails to complete the Application Form or provide the district with sufficient educational records so that the criteria above can be applied within the time deadlines set by law for the approval or rejection of a transfer. All such records must be supplied to the district in time for district personnel to make a reasonable review of such records in applying the approval/denial criteria set by this policy. This is particularly important for students with disabilities, because all documentation of the resident district will need to be reviewed to make a preliminary determination as to whether the district has the appropriate programs, staff, and services to provide the applicant with the education and services set forth in the student's Individualized Education Plan (IEP) or Section 504 Accommodation Plan, and, if a preliminary approval determination is made, to prepare for and conduct a joint IEP or Section 504 conference with the resident district prior to any final approval or rejection of the transfer application. All applicants must consent in writing to the release of educational records from previous schools attended, and applicants for students with disabilities must consent in writing to forward to this district whatever confidential records this district deems is necessary to review in applying the approval/denial criteria of this policy. The Superintendent or designee has authority to request additional information needed to review an application request. Reference: OKLA. STAT. tit. 70, § 1-101.3, OKLA. ADMIN. Code §. 210-10-1-19.

B. Fails to timely submit a completed application; or,

C. Provides incorrect or incomplete information on the application request.

~~Students who reside outside the district and attend Union Public Schools on an authorized transfer are eligible for district transportation as space is available which includes service from existing stops within the district. Parents will be responsible for providing transportation to and from school or to and from a regular pre-existing bus stop in the district.~~

Union Public Schools will not accept tuition fees for the purpose of ~~attending school~~ **a transfer** other than those required by law, special tuition-based programs, and cooperative programs for exceptional children.

Priority for transfers first will be given to applications for the enrollment of nonresident students who are children of full-time district employees or Union Schools Education Foundation employees. Students who reside in the subdivision Cedar Ridge East, also known as The Trails at Cedar Ridge, or Berwick and whose home resides on land claimed by Union Public Schools and another district may be granted a transfer into Union Public Schools.

Resident students who move outside of the district will be given priority for transfers. They will need to apply for a transfer and meet the criteria for approval.

A child who is in the custody of the Department of Human Services in foster care who is living in the home of a student who transfers to the district may also attend school in the district.

A child who is identified as homeless according to federal or state law shall be granted transfers in accordance with the applicable federal or state law.

Students with Disabilities

If a student with a disability applies for a transfer, the student must supply all documentation of the resident district relating to the student's previous and current IEPs and Section 504 Accommodation Plans so that this district may:

A. Determine whether the district currently has appropriate programs, staff, services and placement needed to fulfill the current or anticipated IEP or Section 504 Accommodation Plan of the student; and,

B. If a preliminary determination is made that the district has the appropriate programs, staff, services, and placement needed to fulfill the current IEP or Section 504 Accommodation Plans of the student if the transfer application is approved, conduct the statutorily required joint IEP or Section 504 conference with the district of residence before a final determination of approval or denial is made.

Notwithstanding the provisions of this policy, students with disabilities may be educated in this district pursuant to special education cooperative agreements between this district and other school districts. Such transfers will not be deemed to be parent- or student-initiated transfer applications governed by this policy.

Students from a District in which the Student's Grade is not Offered

The transfer of a student whose resident district does not offer the grade the student is entitled to pursue will be approved according to Oklahoma Law.

Students of Deployed Parents:

A student may apply for a transfer if he/she is the dependent child of a member of the active uniformed military services of the United States on full-time active duty status, and students who are the dependent children of a member of the military reserve on active duty orders shall be eligible for admission regardless of the capacity of the district if:

A. At least one parent has a Department of Defense-issued identification card, and

B. At least one parent can provide evidence that he/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 thirty (30) consecutive days.

Athletic and Other Competition:

A transfer student will not be eligible to participate in school-related interscholastic competition governed by the Oklahoma Secondary School Activities Association ("Association") for a period of one year from the first day of attendance at this district, unless the transfer is from a school district not offering the grade the student is entitled to pursue. Whether a student granted a transfer will be eligible to participate in school-related interscholastic competition shall be determined by the Association.

Approval of a Transfer Requires Agreement with Rules and Regulations:

Approval by this district of any transfer is contingent upon the applicant agreeing in writing to cancellation of this transfer by the district during the school year if the student does not comply with the rules and regulations of this district for student behavior and attendance as stated by law. The Board of Education hereby delegates to the Superintendent or designee the authority to cancel any transfer previously granted upon a determination that cancellation is appropriate.

Students seeking a transfer from a non-accredited school or a home school will only be granted provisional approval pending review of test results and application of policy criteria to the placement deemed appropriate.

Students currently enrolled in a private school not accredited by a state agency or in a home school are not guaranteed enrollment in the grade/programs/courses in which the applicant desires to enroll. Students desiring to transfer from private schools not accredited by a state agency or from a home school will be required to take all placement tests required of resident students enrolling in the district after attendance in private schools not accredited by a state agency or home schools, and the administration will decide the appropriate placement primarily upon placement test results as per district policy. Accordingly, students applying for a transfer from such schools will be granted a provisional transfer until: (a) test results are reviewed to determine the appropriate grade/courses/programs for the applicant and (b) the criteria of this policy is then applied to determine if the applicant is eligible for transfer approval.

Acceptance of Assignment Required; Subsequent Change Needs Administrative Approval

Because approval of transfers is based upon criteria of sufficient programs, staffing, and space needs for the particular applicant, a transfer student must accept the school site, courses, and programs to which the student

is assigned by the administration. A transfer student will not be allowed, at the time of or after enrollment, to change the grade/courses/programs or school in which the student stated he or she desired to enroll on the transfer application without specific written permission from the Superintendent or designee. It will be the responsibility of the transfer student or parent to inform the school official from whom approval for a new assignment is requested that the student is a transfer student, and failure to do so will result in cancellation of the transfer unless excused by the Superintendent or designee.

By the first day of January, April, July, and October, the Board of Education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. Capacity levels shall be calculated by the Superintendent or designee and presented to the Board of Education for approval. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

Upon notification of the transfer availability, the student has ten school days to begin to attend school at Union, or the opening will be offered to another student. If accepted, a student transfer is granted for the existing school year and the student may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to disciplinary reasons or for a history of absences.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial in writing within ten (10) days of notification of denial to the Board of Education. The Board of Education shall consider the written appeal at its next regularly scheduled board meeting for which notice is provided prior to the statutory deadline to post the agenda for the meeting.

During the appeal, the Board will review the action of the administration to make sure that the district policy was followed with regard to the denial of the transfer. The Board of Education will meet in an executive session to review the educational records of the student to make a determination on the transfer. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the Board of Education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education.

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Revised 2/3/97
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TITLE I PARENT AND FAMILY ENGAGEMENT 5509

The Board of Education believes that positive parental involvement is essential to student achievement, and thus encourages such involvement in school educational planning and operations.

The district will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs [ESSA, Section 1112 (b)(7).

A. Involve parents and family members in jointly developing the local educational agency plan under section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of section 1111(d);

B. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the local educational agency in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;

C. Coordinate and integrate parent and family engagement strategies under this part with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs;

D. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying:

   1. Barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);

   2. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and

   3. Strategies to support successful school and family interactions;

E. Use the findings of such evaluation in subparagraph (d) to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policies described in this section; **technical assistance and training is provided to Title I school administrators by the Director of Federal Programs and the Executive Director of Elementary Education;** and

F. Involve parents in the activities of the schools served under this part, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the local educational agency to adequately represent the needs of the population served by such agency for the purposes of developing, revising, and reviewing the parent and family engagement policy [ESSA, 1116 (a)(2)].

G. The district will utilize a coordination of local, state, and federal funds, i.e. Title II-Professional Development, Title III-English Language, Title IV-Safe Schools, Title IV-Indian Education, Title IX-McKinney-Vento, Special Education, and/or Reading Sufficiency funds to support the needs of our students and families.

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SUICIDE/CRISIS INTERVENTION PLAN 5520

Oklahoma Mental Health Laws require school personnel to notify parents/guardians of incidences of ~~suicidal intent~~ **mental health crisis** of a child. Union Public Schools supports this legislation and has identified the following reporting procedures to ensure the safety of children and to maintain compliance. These procedures are supplemental to the district's Emergency Procedures Manual and specify the required documentation. Each school site will identify a Crisis Intervention Team.

A. Any school personnel who has reason to believe, by direct or indirect knowledge, that a student is at-risk for ~~suicide~~ **mental health crisis, they** must immediately refer the student to the school counselor **or administrator** for intervention. The counselor may elicit assistance from another member of the building crisis intervention team to complete the ~~Student Safety Report~~ **mental health procedures**.

B. **In the case of suicidal ideation or self-harm,** ~~A~~**a**fter the school counselor has met with the student, documented the threat, and the crisis team has conferred the counselor must notify the parent/guardian.

1. The student may not leave the school grounds until an emergency meeting is held with the parent/guardian.
2. The parents will be apprised of the seriousness of the situation and be provided a resource list of mental health providers.
3. The parents will be requested to sign a statement that they have been notified of the situation and of the school's recommendations.
4. If the parent refuses to seek an emergency evaluation, the school administrator or designee shall contact the Director of Safety and Security and notify the Department of Human Services of ~~parent~~ **child** neglect.

C. When a report of homicidal threat is made, the administrator will notify the parent/guardian;

1. **The parents will be apprised of the seriousness of the situation and be provided a resource list of mental health providers;**
2. **The parents will be requested to sign a statement that they have been notified of the situation and of the school's recommendations;**
3. **If the parent refuses to seek an emergency evaluation, the school administrator or designee shall contact the Director of Safety and Security and notify the Department of Human Services of child neglect.**

D. ~~The school district shall provide training and education to all staff members on suicide awareness and prevention on a biennial basis.~~ **The school district shall provide training to all staff members in their first year employed by the school district, and then once every fifth academic year, addressing suicide awareness and prevention and the mental health needs of students.**

E. IMMUNITY FROM EMPLOYMENT DISCIPLINE AND CIVIL LIABILITY: Teachers, counselors, principals, administrators and other school personnel shall be immune from employment discipline and any civil liability with respect to the following actions:

1. Calling 911, law enforcement, or the Department of Human Services if they believe a student poses a threat to themselves or others or if a student has committed or been the victim of a violent act or threat of a violent act;

2. Providing referral, emergency medical care or other assistance offered in good faith to a student or other youth; or

3. Communicating information in good faith concerning drug or alcohol abuse or potential safety threat by or to any student to the parents or legal guardians of the student, law enforcement officers or health care providers.

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