

**HYGIENE AND SANITATION
(BLOODBORNE PATHOGENS)**

The board of education recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacteria or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid.

The superintendent is directed to prepare regulations establishing proper procedures for handling body fluids during normal housekeeping. Such procedures shall include methods for the handling and disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids.

The superintendent will also direct the identification of employees who could be reasonably anticipated as the result of their duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and place, under the supervision of a licensed physician or health care professional and according to the latest recommendations of the U.S. Public Health Service.

School district employees who have had an exposure incident to body fluids will participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if the employee consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccination following exposure. Information such as the employee's ability to receive the Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential.

**REFERENCE: 63 O.S. Sec. 1-502, et. seq.
29 CFR Part 1910.1030, OSHA**

CROSS-REFERENCE: Policy DI, Health, Personnel

**ROUTINE PROCEDURES FOR SANITATION AND HYGIENE
WHEN HANDLING BODY FLUIDS**Definitions:

1. Bloodborne Pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV) and human immunodeficiency virus (HIV).
2. Contaminated means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
3. Contaminated Laundry means laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.
4. Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parental contact with blood or other potentially infectious materials that results from the performance of an employee's duties.
5. Methods of Compliance - General-Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.
6. Occupational Exposure means reasonably anticipated skin, eye, mucous membrane, or parental contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Equipment Needed

Water	Disposable Bags	Baggies
Hand Soap	Dust Pans/Brush/Broom	Paper Towels
Towelettes	Disposable Gloves	Utility Gloves
Trash Cans & Plastic Liners		Mops & Buckets
Sanitary Napkin Container		

Disinfectant - Should use one or more of these:

- A. Sodium hypochlorite solution (household bleach)
One (1) part bleach to ten (10) parts water
Ex: 1-1/2 cups bleach to 1 gallon of water
Needs to be prepared each time used on inanimate objects.
- B. ViroGuard-Q - Distributed by Health Services
One (1) oz. of ViroGuard-Q to 128 oz. of water.
ViroGuard-Q is a germicidal product which is to be used on inanimate objects.
ViroGuard-Q has bactericidal efficacy and fungicidal efficacy, mildew stat efficacy, virucidal efficacy, and sanitizing efficacy.
- D. Hydrogen Peroxide 3% - to be used on skin surfaces.
- Isopropyl Alcohol - to be used on some skin surfaces and for rinsing hands.
- E. Sanitary absorbing agent (e.g., chlora-sorb).

Procedure

1. General
 - A. Wear disposable gloves before making contact with body fluids during care, treatment, and all cleaning procedures.
 - B. Discard gloves after each use.

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- C. Wash hands with germicidal soap after handling fluids and contaminated articles, whether or not gloves are worn.
 - D. Discard disposable items including tampons, used bandages, and dressings in plastic lined trash containers; close bags and discard daily.
 - E. Do not reuse plastic trash bags.
 - F. Use disposable items to handle body fluids whenever possible.
 - G. Use paper towels to pick up and discard any solid waste materials such as vomitus or feces.
 - H. Use general purpose utility gloves (i.e., rubber household gloves) for house-keeping chores involving potential blood contacts and for general cleaning. Utility gloves can be cleaned and reused by should be discarded if they are peeling, cracked or discolored, or if they have punctures, tears or other evidence of deterioration.
2. Handwashing
- A. Use germicidal soap and running water. Soap suspends easily removable soil and microorganisms, allowing them to be washed and rinsed away.
 - B. Rub hands together for approximately ten (10) seconds to work up a lather.
 - C. Scrub between fingers, knuckles, back of the hands and nails. Nails should be short and trimmed. Jewelry should not be worn.
 - D. Rinse hands under running water. Running water is necessary to carry away debris and dirt.
 - E. Use paper towels to thoroughly dry hands.
 - F. Use paper towel to turn water off, discard paper towel.
3. Washable Surfaces (bottles, dishes, toys, tables, desks, etc.)
- A. Use Viro-Guard-Q solution or use household bleach solution, mixed fresh. Scrub as needed.
 - B. Rinse with water.
 - C. Allow to air dry.
 - D. When bleach solution is used, handle carefully.
 - 1. Gloves should be worn since the solution is irritating to the skin.
 - 2. Avoid applying to metal, since it will corrode most metals.
 - E. Toys which are placed in children's mouths should be cleaned with water and detergent, disinfected, and rinsed before handling by another child.
 - F. All frequently touched toys should be cleaned and disinfected daily.
 - G. The use of soft, non-washable toys in classrooms should be discouraged.
4. Floors
- A. Use household bleach solution, mixed fresh, or multi-purpose disinfectant.
 - B. Use the two (2) bucket system: One bucket to wash the soiled surface and one bucket to rinse, as follows:
 - 1. In bucket #1, dip, wring, mop up vomitus, blood, etc.
 - 2. Dip, wring, and mop once more.
 - 3. Dip and wring out mop in bucket #1.
 - 4. Put mop into bucket #2 (rinse bucket) that has clean bleach solution.
 - 5. Mop or rinse area.

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6. Return mop to bucket #2 to wring out. This keeps the rinse bucket clean for second spill in the area.
7. After spills are cleaned, proceed with #3.
- C. Soak mop in the bleach solution after use.
- D. After cleanup is completed, discard contents of bucket #1. Bucket #2 is now bucket #1; mix fresh bleach solution for bucket #2.
- E. Water and disposable cleaning equipment should be placed in a toilet or plastic bag, as indicated.
- F. Rinse nondisposable cleaning equipment (dustpan, buckets) in disinfectant.
- G. Dispose of disinfectant solution down the drain pipe.
- H. Remove gloves, if worn, and discard in the appropriate receptacle.
- I. Wash hands as described above.
5. Non-Washable Surfaces (rugs and upholstery, etc.)
 - A. Apply sanitary absorbing agent, let dry, vacuum.
 - B. If necessary, use broom and dustpan to remove soiled materials.
 - C. Apply rug or upholstery shampoo as directed. Re-vacuum according to directions on shampoo.
 - D. Spray soiled area with ViroGuard-Q solution, air dry.
 - E. Clean dustpan and broom, if used. Rinse in ViroGuard-Q solution or household bleach solution.
 - F. Wash hands as described above.
6. Soiled Washable Materials (clothing, towels, uniforms, etc.)
 - A. Rinse items under running water, using gloved hands, if appropriate.
 - B. Place items in plastic bag and seal until items are washed. Plastic bags containing soiled, washable material must be clearly identified.
 - C. Wash hands as described above.
 - D. Wipe sink with paper towels, discard towels.
 - E. Machine wash soiled items separately.
 1. If material is bleachable, add 1/2 cup bleach to wash cycle. If it is not bleachable, add 1/2 cup nonchlorine bleach (Clorox II/Borateem) to wash cycle.
 2. Wash in hot water: 167 degrees for 25 minutes, using detergent with disinfecting agent.
 3. Discard plastic bag.
 4. After handling soiled items, wash hands as described above.

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7. To Clean Blood or Body Fluid Spills (blood from nose, mouth, and skin lesions)
 - A. Put on gloves.
 - B. Use disposable wipes, cotton balls, or gauze pads which have been immersed 3% peroxide.
 - C. Proceed to clean blood spills with the solution soaked materials.
 - D. Place soiled materials in a plastic bag for disposal.
 - E. Remove gloves, include with soiled materials and discard.
 - F. Wash hands as described above.
8. Toileting and Diapering
 - A. Toileting and toilet training equipment should be maintained in a sanitary condition.
 - B. Diaper changing surfaces should be nonporous and sanitized between uses for different children.
 - C. Soiled disposable diapers or soiled disposable wiping cloths should be disposed of in a secure plastic lined container.
 - D. Diapers should be able to contain urine and stool and minimize fecal contamination of the children, providers, and environmental surfaces and objects.
 - E. Diapers should have an absorbent inner lining attached to an outer covering made of waterproof material that prevents escape of feces and urine. Outer and inner lining must be changed as a unit and not reused.
 - F. Fecal contents may be placed in toilet, but diapers must not be rinsed. Preferably, dispose of diaper and contents as a total unit.
 - G. Diaper changing areas should never be located in food preparation areas and should never be used for temporary placement of foods.
9. Potty Chairs
 - A. Potty chairs must be emptied into a toilet after each use, cleaned in a utility sink, and disinfected after each use.
 - B. Gloves should be used if wiping a child. Leave gloves on until cleaning procedure is finished.
 - C. Staff should sanitize potty chairs, flush toilets, and diaper changing areas with the household bleach solution or ViroGuard-Q solution.
 - D. Wash hands as described above.
10. Sleeping Equipment
 - A. Each item should be used by only one child.
 - B. The sleeping equipment should be cleaned and sanitized prior to assignment to another child.
 - C. Crib mattresses should be cleaned and sanitized when soiled or wet.
 - D. Sleeping mats should be stored so that contact with the surface of another mat does not occur.
 - E. Bedding should be assigned to each child and cleaned when soiled or wet.

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11. General Information
 - A. CPR - Use disposable mouth piece and/or face shield (will be kept in clinic).
 - B. ViroGuard-Q will be requested from the school and kept in the clinic in a spray bottle, ready for use.
 - C. Prepare a "cleanup baggie" by placing in a baggie a towelette moistened with hydrogen peroxide. Keep cleanup baggie and gloves in your desk or pocket. Use for recess or duty, if not used pass it to the next person on the duty schedule.
 - D. P.E. teachers, coaches, and trainers need cleanup baggies ready for use in classes, at athletic events, and during team practice sessions.
 - E. All cleaning supplies must be labeled regardless of container.
12. Personal Hygiene Measures
 - A. Wash hands in soap and water immediately after evacuating bowels or bladder and always before handling food or eating.
 - B. Keep hands and unclean articles or utensils that have been used for bodily purposes by others away from the mouth, eyes, nose, ears, and wounds.
 - C. Avoid using common or unclean eating utensils, drinking cups, towels, combs, handkerchiefs or disposable tissues.
 - D. Avoid exposure to other persons' spray from the nose or mouth as in coughing, sneezing, laughing, or talking.
 - E. Wash hands thoroughly after handling another person's belongings.

**HAZARD COMMUNICATIONS STANDARD
(REGULATIONS)**

In order to comply with the Hazard Communication Standard, the following written program has been established for the Choctaw-Nicoma Park Public Schools:

All work units of the school district are included within this program. The written program will be available in the director of maintenance office for review by any interested employee. As an employer, the school district intends to provide and maintain conditions of work which are reasonably safe and healthful for all employees. The Choctaw-Nicoma Park Public Schools' Hazard Communication Standard Program is to assure that each employee receives the information and training needed to work safely. It is a tool for providing communication to personnel about hazards and how to deal with them.

The director of maintenance will be the Hazard Communication Standard Program Manager.

Container Labeling

The director of maintenance will verify that all containers received for use will be clearly labeled as to the contents, the appropriate hazard warnings are noted, and the name and address of the manufacturer are listed on each one.

The custodian in each section will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with the generic labels which have a block for identity and blocks for the hazard warnings.

The director of maintenance will review the school district labeling system every 12 months and update as required.

Material Safety Data Sheets (MSDS)

The director of maintenance will be responsible for obtaining and maintaining the data sheet system for the school district and will review incoming data sheets for new and significant health/safety information. New information will be passed on to the affected employees.

Copies of MSD's for all hazardous chemicals to which employees of the district may be exposed will be kept in the director of maintenance's office.

MSDS's will be available to all employees in their work areas for review during each work shift. If MSDS's are not available or new chemicals in use do not have MSDS's, the director of maintenance should be contacted immediately.

Employee Training and Information

The director of maintenance is responsible for the employee training program and will ensure that all elements specified below are carried out.

HAZARD COMMUNICATION STANDARD, REGULATIONS (Cont.)

Each new employee of the school district will attend a health and safety orientation and will receive information and training on the following:

1. An overview of the requirements contained in the Hazard Communication Standard.
2. Chemicals present in the workplace operations.
3. Location and availability of the written Hazard Communication Standard Program.
4. Physical and health effects of the hazardous chemicals.
5. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
6. How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.
7. Emergency procedures to follow if exposed to these chemicals.
8. How to read labels and review MSDS's to obtain appropriate hazard information.
9. Location of MSDS files and location of hazard chemical lists.

After attending the training class, each employee will sign a form to verify that the training was attended, written materials were received, and the policies on hazard communication are understood.

Prior to a new chemical hazard being introduced into any section of the district, each employee of that section will be given information as outlined above. The director of maintenance is responsible for ensuring that MSDS's on the new chemical(s) are available.

List of Hazardous Chemicals

The hazards associated with chemicals used by the school district will be identified from Material Safety Data Sheets obtained from the chemical supplier.

A Chemical Information List is available in the director of maintenance's office. Further information on each noted chemical can be obtained by reviewing Material Safety Data Sheets.

Hazardous Non-routine Tasks

Periodically, employees are required to perform hazardous nonroutine tasks. Prior to starting work on such projects, each affected employee will be given information by the director of maintenance about hazardous chemicals to which they may be exposed during such activity.

HAZARD COMMUNICATION STANDARD, REGULATIONS (Cont.)

This information will include:

1. Specific chemical hazards.
2. Protective/safety measures the employee can take; and
3. Measures the district has taken to lessen the hazards, including ventilation, respirators, presence of another employee, and emergency procedures.

Informing Contractors

It is the responsibility of the director of maintenance to provide contractors (with their employees) the following information:

1. Hazardous chemicals to which they may be exposed while on the job site, and
2. Precautions the employees may take to lessen the possibility of exposure by usage of protective measures.

The director of maintenance will be responsible for contacting each contractor before work is started in the school district to gather and disseminate any information concerning chemical hazards that the contractor is bringing to the school workplace.

It is the responsibility of the contractor to train his employees.

Fire Safety

The fire safety regulations call for keeping the Choctaw and Nicoma Park fire departments informed of hazards. A system for placards to mark areas for the fire department will be set up with the local fire chiefs.

Other Areas of Responsibility

Each principal, vocational instructor, mechanic and junior high school and high school science instructors will be familiar with the Hazard Communication Standard and with these regulations and will see that they are carried out in their respective work areas and areas of responsibility.

**GRADING
(REGULATION)**

In accordance with the policy of the board of education, the following grading system will be used for all subjects, including special education:

90-100	=	A
80-89	=	B
70-79	=	C
60-69	=	D
59 and Below	=	F

Advanced Placement Grading Scale

Beginning with the Class of 2013, all students who complete an Advanced Placement (AP) course will receive grades based on the 5.0 grading scale (weighted) when figuring a cumulative GPA.

5.0 Grading Scale: A=5.0, B=4.0, C=3.0, D=2.0, F=0

Concurrent College Course Grade Scale

Beginning with the Class of 2026, all students who complete a concurrent course will receive grades based on the 4.5 grade scale (weighted) when figuring a cumulative GPA.

4.5 Grading Scale: A=4.5, B=3.5, C=2.5, D=1.5, F=0

All 4.0 students will be designated as a Valedictorian (students with a C in an any course will not be a Valedictorian). The Valedictorian of Distinction will be designated as the person(s) with the highest GPA.

CHS will maintain two transcripts: a 4.0 transcript required by colleges/universities and a transcript with the weighted scale.

A grade mark of "I" is an incomplete and will be changed when the course is completed within the time limit set by the teacher.

**SEX DISCRIMINATION OR
SEX-BASED UAL HARASSMENT OF STUDENTS**

The policy of this school district forbids sex discrimination or sex-based harassment of students. The board of education has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations.

Definitions:

"Complainant" means:

- (1) A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or
- (2) A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations and who was participating or attempting to participate in the recipient's education program or activity at the time of the alleged sex discrimination.
- (3) The district's Title IX Coordinator.

"Complaint" means an oral or written request to the recipient that objectively can be understood as a request for the recipient to investigate and make a determination about alleged discrimination under Title IX or its regulations.

"Disciplinary sanctions" means consequences imposed on a respondent following a determination under Title IX that the respondent violated the recipient's prohibition on sex discrimination.

"Party" means a complainant or respondent.

"Relevant" means related to the allegations of sex discrimination under investigation as part of these grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

"Remedies" means measures provided, as appropriate, to a complainant or any other person the recipient identifies as having had their equal access to the recipient's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the recipient's education program or activity after a recipient determines that sex discrimination occurred.

"Respondent" means a person who is alleged to have violated the recipient's prohibition on sex discrimination. Retaliation means intimidation, threats, coercion, or discrimination against any person by the recipient, a student, or an employee or other person authorized by the recipient to provide aid, benefit, or service under the recipient's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

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"Sex-based harassment" is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

(1) "Quid pro quo harassment." An employee, agent, or other person authorized by the recipient to provide an aid, benefit, or service under the recipient's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

(2) "Hostile environment harassment". Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (i. e, creates a hostile environment).

Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- (i) The degree to which the conduct affected the complainant's ability to access the recipient's education program or activity;
- (ii) The type, frequency, and duration of the conduct;
- (iii) The parties' ages, roles within the recipient's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- (iv) The location of the conduct and the context in which the conduct occurred; and
- (v) Other sex-based harassment in the recipient's education program or activity; or

(3) "Specific offenses."

- (i) Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
- (ii) Dating violence meaning violence committed by a person:
 - (A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - (B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (1) The length of the relationship;
 - (2) The type of relationship; and
 - (3) The frequency of interaction between the persons involved in the relationship;

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(iii) Domestic violence meaning felony or misdemeanor crimes committed by a person who:

- (A) Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim;
- (B) Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- (C) Shares a child in common with the victim; or
- (D) Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or

(iv) Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- (A) Fear for the person's safety or the safety of others; or
- (B) Suffer substantial emotional distress.

"Supportive measures" means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

- (1) Restore or preserve that party's access to the recipient's education program or activity, including measures that are designed to protect the safety of the parties or the recipient's educational environment; or
- (2) Provide support during the recipient's grievance procedures or during an informal resolution process.

Complaints:

The following people have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that the school district investigate and make a determination about alleged discrimination under Title IX:

A "complainant," which includes:

- A student or employee of the district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or a person other than a student or employee of the district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in the school district's education program or activity;
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or

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- The district's Title IX Coordinator.

Note that a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 C.F.R. 106.44(f)(l)(v).

With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

- Any student or employee of the school district; or
- Any person other than a student or employee who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.

The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

Basic Requirements of Title IX Grievance Procedures:

The school district will treat complainants and respondents equitably.

The school district requires that any Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A decisionmaker may be the same person as the Title IX Coordinator or investigator.

The school district presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

The school district has established the following timeframes for the major stages of the grievance procedures: Initially, the Title IX coordinator will either begin an investigation, dismiss the complaint, provide supportive measures and take prompt and effective measures to stop any discrimination, or offer an informal process within five (5) business days of receipt of the allegations. The investigation (i.e. interviews, including those regarding credibility and evidence gathering) will be done in a timely manner not to exceed ten (10) business days. A determination shall be made by the Title IX coordinator no later than five (5) days after the parties have received a description of the evidence or the right to inspect the evidence. If during the course of the investigation a school holiday or additional allegations are found, this may increase the timeline by the length of the holiday or by a reasonable amount of time related to the additional allegations that have been brought to the Title IX coordinator's attention. Timeline can be customized but must be reasonable.

The school district and employees will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

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The school district will objectively evaluate all evidence that is relevant and not otherwise impermissible including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e. will not be accessed or considered, except by the school district to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the school district obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Notice of Allegations:

Upon initiation of the Title IX grievance procedures, the Title IX coordinator will notify the parties of the following:

The school district's Title IX grievance procedures and any informal resolution process;

Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);

Retaliation is prohibited; and

The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence. If the school district provides a description of the evidence: The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.

If, in the course of an investigation, the school district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the school district will notify the parties of the additional allegations.

Dismissal of a Complaint:

The school district may dismiss a complaint of sex discrimination if:

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- The school district is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the school district's] education program or activity and is not employed by the school district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the school district will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The school district will notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint. If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent that the dismissal may be appealed. Dismissals may be appealed on the following bases:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
- The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If the dismissal is appealed, the school district will:

- Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations
- Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and

**SEX DISCRIMINATION OR
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- Notify the parties of the result of the appeal and the rationale for the result.

When a complaint is dismissed, the school district will, at a minimum:

- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within [School district 's] education program or activity.

Investigation:

The school district will provide for adequate, reliable, and impartial investigation of complaints.

The burden is on the school district, not on the parties, to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

The school district will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.

The school district will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

The school district will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:

- The school district will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If the school district provides a description of the evidence: the school district will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.
- The school district will provide a reasonable opportunity to respond to the evidence or the accurate description of the evidence; and
- The school district will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Questioning the Parties and Witnesses:

The school district will provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination.

**SEX DISCRIMINATION OR
SEX-BASED UAL HARASSMENT OF STUDENTS**

Determination Whether Sex Discrimination Occurred:

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the school district will use the clear and convincing standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker will not determine that sex discrimination occurred.

Notify the parties in writing of the determination whether sex discrimination occurred under Title IX including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;

Not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination.

If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:

- Coordinate the provision and implementation of remedies to a complainant and other people the school district identifies as having had equal access to the school district's education program or activity limited or denied by sex discrimination;
- Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
- Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.
- Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
- Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

In lieu of resolving a complaint through the school district's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process, the school district does not offer informal resolution to resolve a complaint that includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student, or when such a process would conflict with Federal, State, or local law.

STUDENTS

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**SEX DISCRIMINATION OR
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Supportive Measures:

The school district will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to education program or activity or provide support during the Title IX grievance procedures or during the informal resolution process.

Disciplinary Sanctions and Remedies:

Following a determination that sex-based harassment occurred, the school district may impose disciplinary sanctions, which may include the authorized punishment options listed in district policy FO.

Recordkeeping

The school district will keep records related to reports of alleged sex discrimination or sexual harassment for a minimum of seven (7) years. Records maintained will include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures. Records will document in each instance that the school district's response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance.

REFERENCE: Title VII of the Civil Rights Act of 1964
42 U.S.C. §2000e-2
29 C.F.R. §1604.1, et seq.

U.S. Department of Education of Education, OCR, Title IX Regulations Addressing Sex Discrimination and Sexual Harassment.

Encumbrance Register

Options: Year: 25, Date Range: 7/1/2024 - 8/9/2024, PO Range: 424 - 529, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	424	07/01/2024	7430	EDUSKILLS LLC	STUDENT COUNT SFTWR&SRVCS	9,900.00
11	425	07/01/2024	10180	PRO-ED INC	ASSESSMENTS - SS	859.10
11	426	07/01/2024	12267	WALMART	OT/PT SUPPLIES - SS	300.00
11	427	07/01/2024	10542	LAKESHORE LEARNING MATERIALS	SNAP ON TRAY - SS	258.00
11	428	07/01/2024	6764	TEACHER SYNERGY LLC	BEHAVIORAL SUPPORTS - SS	8.00
11	429	07/01/2024	5767	NAFIS	PROF DEV REGISTRATION - SUPT	700.00
11	430	07/01/2024	10747	AMAZON.COM	TONER & SUPPLIES - SUPT	500.00
11	431	07/01/2024	13061	HOLIDAY INN	PROF DEV LODGING - NPMS	300.00
11	432	07/01/2024	13266	OK ACTE	PROF DEV REGISTRATION - NPMS	115.00
11	433	07/01/2024	10056	SAM'S WHOLESALE CLUB	STORAGE&SUPPLIES-NPMS FAC	1,000.00
11	434	07/01/2024	12267	WALMART	STORAGE&SUPPLIES-NPMS FAC	500.00
11	435	07/01/2024	7208	HIGHER PIXELS	PODCAST HOSTING - PUB INFO	450.00
11	436	07/01/2024	13235	PROJECT LEAD THE WAY INC	PARTICIPATION FEE - CHS STEM	2,200.00
11	437	07/01/2024	10747	AMAZON.COM	SIGNS - S&S	1,000.00
11	438	07/01/2024	3059	SAMUEL JESSE HOLLEMAN	BACKGROUND REIMBURSEMENT	58.25
11	439	07/01/2024	5951	KUTA SOFTWARE LLC	MATH SOFTWARE - C&I	665.00
11	440	07/01/2024	10747	AMAZON.COM	OFFICE SUPPLIES - PERS	577.30
11	441	07/01/2024	10279	TEACHWARE	ADOBE - CHS	660.00
11	442	07/01/2024	10487	OK STATE SCH BOARDS ASSN	PROF DEV REGISTRATION - SUPT	2,700.00
11	443	07/01/2024	10195	BELL PRINTING	ENVELOPES - CHS	150.00
11	444	07/01/2024	12043	THE COLLEGE BOARD	INSTITUTIONAL MEMBERSHIP	400.00
11	445	07/01/2024	10281	PITNEY BOWES	POSTAGE MACHINE - CHS	700.00
11	446	07/01/2024	13266	OK ACTE	PROF DEV REGISTRATION - CHS	325.00
11	447	07/01/2024	7441	PERRY WEATHER INC	WARNING SYSTEM - CHS ATH	5,200.00
11	448	07/01/2024	7350	TOP TIER TAC & SURVIVAL	UNIFORM ACCESSORIES - CNP PD	100.00
11	449	07/01/2024	3061	HANNA JEAN MASON	BACKGROUND REIMBURSEMENT	58.25
11	450	07/01/2024	10747	AMAZON.COM	BOOKS - C&I	500.00
11	451	07/01/2024	10444	QUILL CORPORATION	OFFICE SUPPLIES - AA	1,000.00
11	452	07/01/2024	6995	FROG STREET PRESS LLC	PROF DEV TRAINING - AA	3,500.00
11	453	07/01/2024	8638	OK TAX COMMISSION	TAGS & TITLES - TRANSP	200.00
11	454	07/01/2024	13034	JPMORGAN CHASE - SOUTHWEST	PRO DEV AIRFARE - FIN	459.95
11	455	07/01/2024	14166	JPMORGAN CHASE - MARRIOTT	PRO DEV LODGING -FIN	1,150.24
11	456	07/01/2024	7421	WINK EDUCATION CONSUL INC	PROF DEV TRAINING - T2	23,500.00
11	457	07/01/2024	2407	LESLIE BORK	PROF DEV PER DIEM - SS	348.00
11	458	07/01/2024	2165	CHERYL CARD	PROF DEV PER DIEM - SS	348.00
11	459	07/01/2024	7370	JORDAN HOTEL INVEST LLC	PROF DEV LODGING - SS	1,156.00
11	460	07/01/2024	7443	THOMAS MICHAEL KOVACIK II	PROF DEV REGISTRATION- T2	24,140.00
11	461	07/01/2024	7375	STROHMAN ENTERPRISE INC	GUN PARTS - CNP PD	3,575.99
11	462	07/01/2024	10195	BELL PRINTING	ENVELOPES - FINANCE	315.00
11	463	07/01/2024	5443	SCHOOL SAFE ID LLC	SOFTWARE - DIST	7,984.00
11	464	07/01/2024	5338	JPMORGAN CHASE - THRIFTY	PRO DEV RENTAL - FIN	300.00
11	465	07/01/2024	7446	BEG URETHANES INC	BED LINERS - CNP PD	1,350.00
11	466	07/01/2024	15695	PALEN MUSIC CENTER	MUISC & SUPPLIES - CMS BAND	800.00
11	467	07/01/2024	15695	PALEN MUSIC CENTER	XYLOPHONE - CMS BAND	800.00
11	468	07/01/2024	3064	TRICIA MICHELLE WILSON	BACKGROUND REIMBURSEMENT	58.25