

Union Public Schools



**Board of Education
Policies**

2024-2025

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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. 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.
- 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).~~

A. Physically connecting to the Network

- a. Any hard wired connection for any outside agent, must be approved by the Technology department.**
- b. Outside agent's computer must meet minimum security thresholds.**
- c. Prior to connecting to any network location, outside agent must contact the Technology department and provide a scope of work and time frame expectation.**

B. Wirelessly connecting to the Network

- a. Principal or site administrator must make the request to the Technology department.**
- b. A user account will be created, with no email access, and the setup instructions will be emailed directly to the third party agent's personal email.**
- c. All accounts expire at the end of the current semester and a request must be made to the Technology department to reestablish access.**

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

G.H. 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

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Revised 12/14/98

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Revised 12/8/03

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Revised 12/11/23

Proposed Revision 11/11/24

The guidelines provided in this policy are designed to promote the efficient, ethical and legal utilization of network resources. Students' use of the district's system will be governed by a student code of conduct.

INTERNET ACCESS - TERMS AND CONDITION

- A. Acceptable Use - The use of the district system, whether by students, faculty or staff, must be in support of education and consistent with the educational objectives of the district. The use of any other organizations' network or computing resources must comply with the rules and regulations appropriate for that network. The transmission of any material in violation of any United States or state law or regulation and the transmission of any material inconsistent with the education objectives of the district is prohibited. This includes, but is not limited to, copyrighted material; threatening, indecent, lewd or obscene material; or material protected by trade secret. Use of the district system for personal commercial activities is not acceptable. Use for product advertisement or political lobbying is prohibited.
- B. Privilege of Use - The district system and its Internet access is a privilege afforded to students, staff and employees of the district. Inappropriate use may result in disciplinary action. Inappropriate use is any use prohibited by the terms of this policy or use determined by the district's system administrators to be inappropriate under particular facts and circumstances.
- C. Internet Filtering
1. The district implements various technologies that block and filter Internet access to content that is obscene, pornographic, or harmful to minors. The district defines "harmful to minors" as any electronic media that appeals to a prurient interest in nudity or sex or, taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.
 2. As no Internet filter can ensure all inappropriate sites are blocked, the district implements various technologies to block websites categorized as adult, pornographic, promoting illegal activities, hate, gambling, weapons, violence, and other categories determined to negatively impact the classroom.
 3. All Internet activity may be tracked, monitored, and recorded by the unique individual identifiers.
- D. Inappropriate Use - Each system user is expected to comply with all district policies governing Internet access and to abide by generally accepted rules of network etiquette. These general rules include, but are not limited to, the following:
1. Appropriate language - Do not use abusive language, including acronyms or abbreviations, in messages to others. Be polite and respect the feelings and ideas of others. Do not use obscene, indecent, lewd or profane language, vulgarities, rude, threatening, harassing, insulting, teasing, or disrespectful language.
 2. Safety - Do not reveal personal contact information about yourself or any other person. This information includes age, telephone numbers, and addresses. Users will promptly disclose to the teacher or district administrator any message they consider to be inappropriate or which makes them feel uncomfortable.
 3. Electronic Communication - Users should have no expectation of privacy when using District electronic communication tools. Messages relating to or in support of illegal activities **will may** be reported to the authorities. System users should not post any message which is intended to be private. Users should not upload, post, or share pictures or videos that would not be appropriate to share in the classroom.
 4. Network resources - System users should not use the network in a way that will disrupt the use of the network by other users. The network should be used for educational, professional and career development activities.
 5. Intellectual property - Do not plagiarize works obtained from the Internet. Users must respect the rights of copyright owners and comply with all limitations imposed upon use of copyrighted material.
 6. Unique Login credentials - Do not share login information with anyone.
 7. Downloading Software - Users must not download software from the Internet unless specifically authorized to do so by the IT Department.
 8. User Anonymity - Users must not misrepresent their own or another user's identity on the Internet or on any other district information system.
- E. Limitation of Liability -
- 1.** The district makes no warranties of any kind, whether express or implied, for the services provided and will not be responsible for any damages which users may suffer through use of the district system or the Internet, including, but not limited to, the loss of information or files or the interruption of service.
 - 2.** The district is not responsible for the accuracy or quality of information obtained through use of the district

system or the Internet.

3. The district is not responsible for any personal financial obligations which may be incurred through use of the district system.
 4. **The District desires to provide a stable network that can provide additional support for medical devices to be connected to the network for monitoring and administering of medical services in certain situations. However, network connectivity cannot be guaranteed and should not be relied upon for any life saving devices or situations.**
- F. Security - **Security on any computer system is a high priority, especially when the system involves multiple users:** Users are responsible for their individual account and should take precautions to prevent others from accessing that account. Under no conditions should a user provide his/her personal password to another person. If you identify a potential security problem on the district system or the Internet, you must notify the Executive Director of Technology immediately. You should not demonstrate the problem to others, nor should you intentionally attempt to identify potential security problems. In either instance, your actions may be misinterpreted as an illegal attempt to gain unauthorized access. Any attempt to gain unauthorized access may result in disciplinary action.
- G. Vandalism - Vandalism of district hardware, software or the system itself will result in disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy the property or data of the district, of another user or of any other network connected to the Internet or all or any portion of the district's computer network system or any other network or system connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses or any actions that disrupt, "crash" or "bomb" all or any portion of the district's computer system. All system users shall avoid the accidental spread of computer viruses by strict adherence to district policies governing the downloading of software. No system user may use the system to "hack" or attempt to gain unauthorized access to any other computer system, network or site or any unauthorized portion of the district's system.
- H. Inappropriate Material - Access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. However, system users must realize that rights go hand-in-hand with responsibilities and agree not to use the district system to access information or to distribute information or material which is:
1. Obscene, meaning (a) material which, taken as a whole, lacks serious literary, artistic, political or scientific value and, (b) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex.
 2. Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.
 3. Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.
 4. Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.
 5. Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, age, color, religion or religious affiliation, ethnic or national origin, gender, gender identity or preference, sex, sexual orientation, genetic information, veteran status, disability or handicapped condition or which advocates illegal conduct or violence or discrimination toward any particular group of people.
 6. Disruptive to school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.
- I. CIPA Compliance - As Internet safety is of utmost importance for all students, the district provides annual education to minors to demonstrate appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as cyberbullying awareness and response.
1. The district shall provide certification, pursuant to the requirements of the Children's Internet Protection Act, to document the district's adoption and enforcement of its Internet and Technology Safety Policy, including the operation and enforcement of technology protection measures for all district computers with Internet access.
 2. The district shall also obtain verification from any provider of digital or online library database resources that all the resources they provide to the district are in compliance with Oklahoma law and the district's Internet and Technology Safety Policy. If any provider of digital or online library resources

fails to timely verify compliance, the district shall consider the provider's act of noncompliance a breach of contract.

- J. Personal Hotspots - ~~Any portable internet device (MiFi, iPad, etc.) should be used for school use only.~~ Internet access may ~~or may not~~ be filtered **for employee use**. Extreme caution should be used when connecting to any personal hotspots. **Personal hotspots shall never be used as a means to bypass District security and policies.**
- K. ~~High Demand Internet Times – During high bandwidth times, internet activity may be restricted or shaped to allow traffic priority to school-related essential functions. Non-essential traffic may be limited during these high bandwidth times.~~
- ~~L.~~ **K.** Information Reliability - All information acquired from the Internet must be considered suspect until confirmed by separate information from another source. Users must not rely on the alleged identity of a correspondent through the Internet unless the identity of this person is confirmed.
- M. L.** Virtual conversations-
1. The use of any electronic communication medium including, but not limited to, email, direct messages, video chats, or group chats must be used for school appropriate use only. Any communication that could potentially cause a disruption to the typical school day could result in disciplinary action.
 2. There should be no expectation of privacy when using district equipment when communicating digitally.
 3. Appropriate digital citizenship must always be observed. All conversations and digital media must remain appropriate for a school environment.

HOME PAGE AND WEB SITES

- A. The Communications Department is responsible for the style, content and presentation of the district's Internet home pages and websites.
- B. Individual sites, staff and departments may have their own home pages/web pages. All must adhere to this policy and the guidelines set out by Teaching and Learning and the Communications Department which have the authority to review and edit content. (Board Policy #1102).

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Proposed Revision 11/11/24

- A. Applicability - This policy applies to all employees, contractors, consultants, temporaries and volunteers who use the internal network and/or the Internet with district computing or networking resources. All users are expected to be familiar with and fully comply with this policy. Violations of this policy can lead to disciplinary action up to an including termination.
- B. ~~Prior Management Approval~~ **Internet Access** - In order to receive Internet access privileges, an employee must have on file in the Human Resources Department a signed Internet Use Agreement.

RELIABILITY INFORMATION OBTAINED FROM THE INTERNET

- A. Information Reliability - All information acquired from the Internet must be considered suspect until confirmed by separate information from another source. Before using free Internet-supplied information for business decision-making purposes, employees should corroborate the information by consulting other sources.
- B. Software Downloading - Union Public Schools can automatically audit all software residing on any district-owned computer systems. Employees must not install software on the district-supplied computers without approval from the Executive Director of Technology or has been approved and posted to the "Approved Software List". When unapproved or unlicensed software is found, it will be removed from the district's computer system.
- C. Spoofing Users - Before employees use information obtained from the Internet or from e-mail, the identity of the individuals and organizations contacted should be confirmed. Identity confirmation is ideally performed through digital signatures or digital certificates, but in cases where these are not available, other means such as letters on official stationery, third-party references and telephone conversations may be used.
- D. Electronic Mail Attachments - Employees should not open electronic mail attachments unless they were expected from a trusted sender.

INTELLECTUAL PROPERTY RIGHTS

Copyrights - When at work or when district computing or networking resources are employed, copying of software in a manner that is not consistent with the vendor's license is strictly forbidden. The reproduction, forwarding or in any other way republishing or redistributing words, graphics or other copyrighted materials must be done only with the permission of the author or owner. Employees must assume that all materials on the Internet are copyrighted unless specific notice states otherwise. When information from the Internet is integrated into internal reports or used for other purposes, all material must include an appropriate citation and specifics about the source of the information.

ACCESS CONTROL

- ~~A. Inbound User Authentication - All users wishing to establish a real-time connection with the district's internal computers through the Internet must employ a solution approved by the Executive Director of Technology that can encrypt all traffic exchanged. The solution must authenticate and authorize remote users before permitting access to the district's internal network. Designated public systems do not need user authentication processes because anonymous interactions are expected.~~
- ~~B. Remote Machine Security - Employees whose computer does not have the required software patches or upgrades or whose systems are virus-infested must be disconnected from the district network until they have reestablished a secure computing environment. The computers used by all employees employing VPN technology must have all software updated and patched.~~
- ~~C. Restriction Of Third-Party Access - Inbound Internet access privileges will not be granted to third-party vendors, contractors, consultants, temporaries, outsourcing organization personnel or other third parties unless the relevant administrator determines that these individuals have a legitimate business need for such access and it has been approved by the IT Department. These privileges must be enabled only for specific individuals and only for the time period required to accomplish approved tasks.~~

PERSONAL USE

- A. Personal Use - Employees shall not abuse Internet access. Games, news groups, social media, and other non-business activities must be performed on personal, not district time. Minimal use of district computing resources for these personal purposes is permissible. No Union Public Schools business activity is to be preempted by the personal use, and the usage is not likely to cause either a hostile working environment or a poor behavioral example. Employees must not employ the Internet or other internal information systems in such a way that the productivity of other employees is eroded. **Examples of this include chain letters and broadcast charitable solicitations.** Union Public Schools computing resources must not be resold to other parties. Also, they shall not be used for running a personal commercial business during the employee's work day. No district computer shall be used for mining, acquiring, buying, selling, or trading in cryptocurrency.
- B. Offensive Web Sites - Union Public Schools is not responsible for the content that employees may encounter when they use the Internet. When and if users make a connection with websites containing objectionable content, they must promptly move to another site or terminate their session. Employees using Union Public Schools computers who discover they have connected with a website that contains sexually explicit, racist,

sexist, violent or other potentially offensive material must immediately disconnect from that site.

- C. The user is responsible for all media, internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve the use of the device.
- D. Blocking Sites and Content Types - The ability to connect with a specific website does not in itself imply that users of Union Public Schools systems are permitted to visit that site. The district may, at its discretion, restrict or block websites and the downloading of certain file types that are likely to cause network service degradation.

PRIVACY EXPECTATIONS

Users must have no expectation of privacy when using information systems provided by Union Public Schools. To manage systems and enforce security, the district may log, review and otherwise utilize any information stored on or passing through its systems. Union Public Schools may capture user activity such as websites visited. In order to make this clear to all computer users, the following message is displayed whenever employees log on to the Union network from a Union computer:

This is a Union Public Schools (I-009) owned computer system. This computer system, including all related equipment, networks and network devices (specifically Internet access), is provided only for authorized use. Union Public Schools' computer systems are monitored for all lawful purposes, including ensuring that their use is authorized, for management of the system, to facilitate protection against unauthorized access and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized Union Public Schools' entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored and become property of Union Public Schools. Use of this computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may lead to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or adverse action. Use of this system constitutes consent to monitoring for these purposes.

- A. No Default Protection - Employees using Union Public Schools information systems or the Internet must realize that their communications are not automatically protected from viewing by third parties. Unless encryption is used, employees should understand that any data including confidential or private information may be intercepted by third-party individuals or organizations.
- B. Management Review - At any time and without prior notice, Union Public Schools reserves the right to examine electronic mail messages, files on personal computers, web browser cache files, web browser bookmarks, logs of websites visited, computer system configurations and other information stored on or passing through Union Public Schools computers.
- C. Logging - Union Public Schools logs all websites visited, files downloaded, time spent on the Internet and related information. The Superintendent or designee may request, from the IT Department, reports of such information on any employee in their area. The IT Department may also archive network access activity to files and directories for certain Federal compliances. Such logging could include username, date of access, and whether or not the user modified data.
- D. Junk Electronic Mail - Users must not use district computer systems for the transmission of unsolicited bulk electronic mail advertisements or commercial messages without the permission of the Superintendent or designee. These prohibited messages include a wide variety of unsolicited promotions and solicitations such as chain letters, pyramid schemes and direct marketing pitches. When employees receive unwanted and unsolicited internal electronic mail of this type, they should refrain from responding directly to the sender.
- E. Public WiFi - When connecting to any public WiFi (Hotel, Conference, etc.) there shall be no expectations of privacy.

PHYSICAL SECURITY

- A. In accordance with Federal law, no desktop phone shall be moved unless by an authorized employee of the Technology department. All phones are programmed to report the actual room number in case of a 911 or emergency call.
- B. No employee shall ever use a software-based phone or app based phone to call for emergency help. If emergency help is needed, the employee must use their personal cell phone or land line to request emergency help.

REPORTING SECURITY PROBLEMS

- A. Notification Process - If sensitive Union Public Schools information is lost, disclosed to unauthorized parties or suspected of either, the IT Department must be notified immediately. If any unauthorized use of Union Public Schools information systems has taken place or is suspected of taking place, the IT Department must be notified immediately.

- B. False Security Reports - Employees in receipt of information about system vulnerabilities must forward it to the IT Department, who then will determine what, if any, action is appropriate. Employees must not personally redistribute system vulnerability information to other users.
- C. Testing Controls - Employees must not test or probe security mechanisms at either Union Public Schools or other Internet sites unless they have obtained written permission from the IT Department. The possession or the usage of tools for detecting information system vulnerabilities, or tools for compromising information security mechanisms, is prohibited without the advance permission of the IT Department.

MULTI-FACTOR AUTHENTICATION (MFA)

- A. Email Connectivity: All employees must authenticate through two different authentication processes prior to accessing email. All employees that wish to use Union Public Schools' email system will be required to:
 - a. Register a device or alternative contact to provide a secure method for the District or their services to contact the employee during the authentication (login) process, such as a cellphone that can receive texts, a District Specified app, or a landline phone;
 - b. When attempting to log into a Union Public School owned system protected by MFA, the system will "challenge" the employee by requesting a secret security code. This code will be provided through the secure method selected during registration or as a confirmation request in the MFA application.
- B. Remote Connectivity: All remote ~~network~~ network access will be required to use MFA to authenticate and validate all users prior to remotely connecting to the district infrastructure. Remote connections include, but not limited to, any inbound VPN connection, remote screen sharing utility, ssh connection, telnet, or remote desktop protocol.
- C. Administrative access to local computers/servers: Any user that requires local administrative rights to a computer or server, will be required to contact the Technology Department to determine what extent they will need to use MFA to gain access to the local sources where applicable and feasible as determined by the Executive Director of Technology.
- D. Infrastructure Administrative Access: Prior to any employee gaining administrative access to the district's directory services, firewalls, routers, switches, access points, servers, or backup environment, the employee must contact the Technology department to ensure their account has access and that their account had been set to force MFA where applicable and feasible as determined by the Executive Director of Technology.

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Proposed Revision 11/11/24

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~~ **should** never lend **a personally assigned 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 - 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.

Adopted 12/13/04

Revised 1/16/06

Revised 2/12/07

Revised 12/10/07

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 12/9/19

Revised 12/14/2020

Revised 12/12/22

Revised 12/11/23

Proposed Revision 11/11/24

~~Union Public Schools considers an employee's use of any electronic media for the purpose of communicating with a student, parent, colleague, or stakeholder to be an extension of the employee's workplace responsibilities. Accordingly, the Board of Education expects employees to use professional judgment and appropriate decorum when using any social media in this fashion. District administrators may require an employee to provide access to any websites used by him or her for communication with students or parents and to produce copies of any electronic communication with students or parents, including text messages, web page posts, etc.~~

Social Networking Websites

Many social networking websites are not accessible on the district network because they have been blocked. If employees, including teachers, would like to request that a website be made accessible to use for teaching and learning, that person shall submit a written request to the Executive Director of Instructional Technology for review, identifying the online tools to be used and the instructional purpose in using them.

All district employees shall conduct themselves in a professional manner regarding use of social networking websites, even when done in their personal time, using personal property. Employees may not submit or post confidential or protected information about the district, its students, alumni, or employees.

- A. Inappropriate contact with students or parents is prohibited;
- B. Employees may not post items on social networking websites with sexual content if they are identifying themselves as a district employee;
- C. Employees may not post items exhibiting or advocating illegal activity if they are identifying themselves as a district employee;
- D. Online social networking during work hours is restricted to work-related activity.

District employees should be aware that people classified as "followers" on social networking sites have the ability to download and share the employee's information and photographs with others. Employees are strongly encouraged to set and maintain social networking privacy settings at the most restrictive level.

Copyright and Fair Use Guidelines

Employees and students must respect copyright and fair use guidelines when posting material on social network sites, even those websites used and accessed for educational and classroom purposes.

Hyperlinking to outside sources is recommended. Do not plagiarize; give credit where credit is due to the sources of material. When hyperlinking to other sites and media, be sure that the hyperlinked content is appropriate and consistent with these guidelines. Be aware that photographs taken by professional photographers cannot be scanned and used on the Internet without the photographer's permission, even if they are photos purchased from the photographer.

Text and Instant Messaging

District employees are discouraged from sending any text or instant message to a student individually. When possible, all text and instant messages to students should be sent to the entire school, class, team, club, or organization. Employees may text or instant message an individual student when educationally necessary. Employees shall not send messages that are personal in nature and unrelated to the business of Union or that contain confidential information to persons not authorized to receive that information.

Penalties

Both employees and students face the possibility of disciplinary action, up to and including student suspension and termination of employment, for failing to abide by district policies when accessing and using social media.

District-Associated Sites and Use of Union Logos

The following applies to district-associated social media sites or use of Union logos on social media sites:

- A. The formation of any web page representing Union, conducting Union business, or using a district name/logo to associate itself with the district, must receive written permission from the Superintendent or designee, the Chief Communications Officer.
- B. Those sites not part of the district network but permitted to use a district name or logo must post the following disclaimer in a prominent position on each web page: "This is not an official site of Union Public Schools. Use of the district's name/logo is with written permission from Union Public Schools."
- C. District websites and social media pages should list a contact and contact information. These sites should represent and promote the district, programs, students, and employees in a professional, positive manner. Before posting, ask yourself if the picture or information you are posting would be embarrassing, slanderous, or threatening if printed on the front page of tomorrow's newspaper.

- D. The Superintendent or designee shall designate those staff persons who have management or administrator access to district-sponsored social media including, but not limited to, the ability to remove content from district-sponsored social media if determined to be inappropriate. Only content that is allowable on the district website is allowable on district-sponsored social media pages unless otherwise authorized by the Superintendent.
- E. District-associated social media pages on various platforms such as - PTA, booster, or activity sponsors' social media pages - should have more than one account administrator, and at least one of those should be employed by the district. It is required that, for purposes of Facebook, account administrators shall utilize the FAN PAGE option. A FAN PAGE option allows for more than one administrator and provides flexibility in controlling the information. Questions about how to set that option may be directed to the Union Communications Department.
- F. Communication should **shall not** be conducted publicly on the Wall in Facebook and on the equivalent public side of any social media. **Employees should not engage in individual conversations with students on social media.**
- G. Facebook “fans” can always comment on postings, and for this reason page administrators should monitor all postings. Only the page administrators should be able to post directly on the Facebook Wall or comment directly on photos.
- H. Information that violates Board of Education policies or local, state, and federal laws may not be posted.
- I. In the event of an inflammatory post—including, but not limited to, profanity or libelous posts—a screen shot should be taken and the post removed immediately. The page administrator should report the incident to the Union Communications Department and, if the page administrator is an employee, to his/her immediate supervisor.
- J. Links to district or district-associated web pages should be curriculum or school related and may not include sites that are primarily political, religious, or commercial for the sake of promoting a particular business, religion, or political view. Links also may not be made to inappropriate sites such as those that are discriminatory or sexually explicit.
“Union Public Schools views an employee’s use of electronic media for communication with students, parents, colleagues, or stakeholders as an extension of their professional responsibilities. Therefore, the Board of Education mandates that employees exercise professional discretion and appropriate decorum when using any form of social media. It is strictly prohibited for employees to engage in individual communication with students through social media or instant messaging. District administrators reserve the right to request access to any websites used by an employee for communication with students or parents, and may also require the production of copies of any electronic communication with students or parents, including but not limited to text messages and web page posts.”

Adopted 12/9/13

Revised 11/14/16

Revised 12/11/17

Revised 12/10/18

Revised 12/12/22

Proposed Revision 11/11/24

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. All emails are archived for seven years. After seven years, all messages that are not marked for permanent storage due to a court order are automatically purged from central archive. Any email that must be retained longer than seven years is the responsibility of employee to personally archive those messages.

Adopted 12/13/04

Revised 2/12/07

Revised 11/10/08

Revised 1/18/10

Revised 11/8/10

Revised 12/9/13

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Revised 12/14/15

Revised 12/11/17

Revised 12/14/2020

Revised 12/12/22

Revised 12/11/23

Proposed Revision 11/11/24

Union's Internet-based automated calling and messaging system is an essential part of how the district communicates with its families. System features include pre-recorded phone calls, emails, and text messages.

The purpose of the system is as follows: (1) to send messages on timely urgent matters such as emergencies, incidents, and weather-related closings; (2) to improve school-to-home communications through announcements and reminders, (3) to alert parents when students are absent, for safety and to improve attendance and reduce truancy, (4) to notify parents regarding academic ineligibility for sports and activities, and (5) to survey families on important matters.

The Superintendent's designee, the Chief Communications Officer, supervises use of the system by principals and other employees granted access to it. The Communications Department resolves scheduling conflicts, grants user permissions, and serves as the district's liaison with the automated message system provider.

Users must receive permission before sending a message to students and parents by submitting their script and proposed delivery date to the Communications Department at least three workdays ahead of its proposed delivery time. Exceptions may be made on a case-by-case basis.

Users are required to uphold professional standards in all communications. All messages to students should ideally be disseminated to the entire school, class, team, club or organization. Any necessary individual communication through this school-approved platform should take place only when it is educationally imperative.

Once the district has verified contact information and received permission to send pre-recorded automated calls/text messages to their cell phones, parents/guardians are responsible for notifying the Union Enrollment Center of any changes there may be in cell phone/text permissions, addresses, or phone numbers.

Adopted 5/12/08

Revised 11/10/08

Revised 11/8/10

Revised 12/12/11

Revised 12/10/12

Revised 12/14/15

Revised 12/11/17

Proposed Revision 11/11/24

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 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, 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~~ **an encumbrance is in place** ~~has been issued~~ to the ~~credit card or P-Card~~ supplier to cover the ~~credit card or P-Card~~ 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 p~~ 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 **and federal** 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 - \$10,000 5,000	Informal price quotes recommended
High-Dollar Micro-Purchases	\$5,000.01 - \$10,000	Adequate number of quotes

Small Dollar Purchases		
<ul style="list-style-type: none"> • <u>Non-federal</u> • <u>Federal</u> 	\$10,000.01 to \$100,000 <u>\$10,000.01 to \$250,000</u>	Adequate number of written quotes (Request for Quotation)
Competitive Sealed Bids ¹		
<ul style="list-style-type: none"> • <u>Non-federal</u> • <u>Federal</u> 	\$100,000.01 and up <u>\$250,000.01 and up</u>	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

¹The 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).

²The 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.

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

⁴Public 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 framework. 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.

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.

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Revised 12/8/97

Revised 12/14/98

Revised 12/13/99

Revised 1/8/01

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Revised 11/10/08

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Revised 11/8/10

Revised 12/12/11

Revised 12/10/12

Revised 12/9/13

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Revised 11/14/16

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Revised 12/11/17

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Revised 12/9/19

Revised 12/14/2020

Revised 11/8/21

Revised 12/12/22

Revised 12/11/23

Proposed Revision 11/11/24

PROFESSIONALISM IN CONDUCT, COMMUNICATIONS, 4020 AND STAFF/STUDENT INTERACTIONS

CONDUCT

All employees of the Union Public School District are expected to adhere to this policy and to at all times maintain professionalism such that an employee's behavior and action(s) are not harmful to the district or workplace and such that an employee's behavior and action(s) are not harmful to working relationships with coworkers, supervisors, administrators, students, patrons, vendors or others.

In order to maintain and preserve the appropriate environment necessary to achieve the educational mission of the school, any unprofessional, unethical or immoral behavior or action(s) harmful to the district or workplace, or any such behavior or action(s) harmful to working relationships with coworkers, supervisors, administrators, students, patrons, vendors or others may lead to disciplinary action under applicable disciplinary policies, up to and including termination of employment.

COMMUNICATIONS/SOCIAL NETWORKING

All district employees shall conduct themselves in a professional manner regarding use of social networking websites, even when done in their personal time, using personal property. Employees may not submit or post confidential or protected information about the district, its students, alumni, or employees.

- A. Inappropriate contact with students or parents via email, phone, or other devices is prohibited;
- B. Employees may not post items on social networking websites with sexual content if they are identifying themselves as district employees;
- C. Employees may not post items exhibiting or advocating illegal activity if they are identifying themselves as district employees;
- D. Online social networking during work hours is restricted to work-related activity.

COMMUNICATIONS/TEXT AND INSTANT MESSAGING

~~District employees must maintain strictly professional communications with students and are discouraged from sending any text or instant message to a student individually. When possible, all text and instant messages to students should be sent to the entire school, class, team, club, or organization. Employees may text or instant message an individual student when educationally necessary.~~ **District employees are required to uphold professional standards in all communications with students. The use of text or instant messaging through social media platforms for individual communication with students is strictly prohibited. All messages to students should ideally be disseminated to the entire school, class, team, club, or organization. Any necessary individual communication with students must be conducted through a school-approved platform and only when it is educationally appropriate. A list of school-approved platforms will be maintained by the Executive Director of Instructional Technology.** Employees shall not send messages to students (by text, instant message, email, or otherwise) that are personal in nature and unrelated to the business of the district or that contain confidential information to persons not authorized to receive that information.

For complete Social Media Guidelines and Requirements, refer to Board Policy #1610.

STAFF/STUDENT INTERACTIONS

Staff members who take a sincere professional interest in students are to be commended. The teacher and administrator who inspires, guides, and helps students can have a lasting influence on students throughout their lives. Students and staff members should interact with each other in a warm, open, and positive fashion. However, a certain distance must be maintained between students and staff in order to preserve the businesslike atmosphere necessary to achieve the educational mission of the school.

The Board of Education considers it obvious and universally accepted that teachers and administrators are role models. The district has a duty to take steps to prevent activities which adversely intrude into the educational process and which could lead to undesirable consequences.

District employees are strictly prohibited from dating students or otherwise indicating to students an interest in a romantic or sexual relationship or pursuing any such relationship with students by any means, and any suspected violation must be reported to the Executive Director of Human Resources. Under circumstances that violate this prohibition regarding dating/sexual relationship/romantic interest involving a student, whenever there is an indication of child abuse, the Department of Human Services will be notified, and whenever there is an indication of criminal activity, the appropriate law enforcement official(s) will be notified. (See Policy #5016 regarding reports to the Department of Human Services.)

PROFESSIONALISM IN CONDUCT, COMMUNICATIONS, 4020 AND STAFF/STUDENT INTERACTIONS

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Revised 12/11/17

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ALCOHOL AND DRUG TESTING FOR BUS/CDL DRIVERS 4028

This policy is intended to prevent accidents and injuries resulting from alcohol or controlled substance use by employees who are required to have a commercial driver's license to perform their duties. In particular, this policy is intended to comply with the district's obligations under The Omnibus Transportation Act of 1991 and the regulations issued by the United States Department of Transportation.

DEFINITIONS

Certain terms used in this policy have the following meaning unless the context plainly shows otherwise:

- A. Accident: Except as provided in section two of this definition, an occurrence involving a commercial motor vehicle operating on a public road in interstate or intrastate commerce which results in:
1. A fatality,
 2. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
 3. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

The term "Accident" does not include:

1. An occurrence involving only boarding and alighting from a stationary motor vehicle,
 2. An occurrence involving only the loading or unloading of cargo; or
 3. An occurrence on the course of operation of a passenger car or a multipurpose passenger vehicle by a motor carrier and is not transporting passengers for hire or hazardous materials of a type and quantity that require the motor vehicle to be marked or placarded in accordance with DOT regulations.
- B. Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol.
- C. Alcohol concentration: The number of grams of alcohol (e.g., 0.04) in 210 liters of expired deep lung air.
- D. "Alcohol confirmation test" means a subsequent test using an EBT (a breath testing device), following a screening test with a result of 0.02 or greater, that provides quantitative data about the alcohol concentration.
- E. "Alcohol screening device" ("ASD") means a breath or saliva device, other than an EBT, that is approved by the National Highway Traffic Safety Administration ("NHTSA") and appears on the Office of Drug & Alcohol Policy & Compliance's web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids" because it conforms to the model specifications from NHTSA.
- F. Alcohol use: The consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.
- G. BAT: A qualified breath alcohol technician.
- H. CDL: Commercial driver's license.
- I. Controlled substance: Amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, "designer" drugs, any substance classified by state or federal law as a "controlled substance" or a metabolite of any of the above substances.
- K. Driver:
1. A district employee who is required to have a CDL to perform the employee's duties.
 2. Employees of independent contractors who are required to have CDLs.
 3. Owner-operators.
 4. Leased drivers.
 5. Occasional drivers.
- L. EBT: means a device that is approved by NHTSA for the evidential testing of breath at the .02 and .04 alcohol concentrations, and appears on the Office of Drug & Alcohol Policy & Compliance's web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids" because it conforms to the model specifications available by NHTSA.
- M. Federal Act: The federal Omnibus Transportation Testing Act of 1991 and the regulations issued by the Department of Transportation pursuant to the Federal Act.
- N. Oklahoma Act: The Standards For Workplace Drug and Alcohol Testing Act, tit. 40, O.S. (1997 Supp.) 551 et seq. and the regulations issued by the Oklahoma State Board of Health pursuant to the Oklahoma Act.
- O. "Initial drug test" means the test used to differentiate a negative specimen from one that requires further testing

ALCOHOL AND DRUG TESTING FOR BUS/CDL DRIVERS (Cont.) 4028

for drugs or drug metabolites.

- P. "Initial validity test" means the first test used to determine if a specimen is adulterated, diluted, or substituted.
- Q. "Invalid drug test" means the result reported by an HHS-certified laboratory in accordance with the criteria established by HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.
- R. "Medical review officer" ("MRO") means a person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.
- S. Safety-sensitive function: Any of the following: time at a facility waiting to be dispatched, unless the driver has been relieved from duty; time inspecting equipment; driving time; all time other than driving time in or upon a vehicle; loading and unloading time; time obtaining assistance or remaining in attendance upon a disabled vehicle; and time spent providing a breath or urine sample, including travel time to and from a collection site.
- T. "Screening Test Technician" ("STC") means a person who instructs and assists employees in the alcohol testing process and operates an ASD.
- U. "Service Agent" means any person or entity, other than an employee of the employer, who provides services to employers and/or employees in connection with DOT drug and alcohol testing requirements.
- V. "Split Specimen" means a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.
- W. "Stand down" means the practice of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed a verified test.
- X. "Substance Abuse Professional" ("SAP") means a person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing and aftercare.
- Y. "Substituted specimen" means a specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.
- Z. "Verified test" means a drug test result or validity testing result from a United States Department of Health and Human Services certified laboratory that has undergone review and final determination by the MRO.

PROHIBITIONS

A driver will not be permitted to report to duty or to remain on duty requiring the performance of a safety-sensitive function if any of the following is present:

- A. Alcohol:
 - 1. The driver has an alcohol concentration of 0.02 or more as measured on a breath test.
 - 2. If the driver:
 - a. Has an alcohol concentration of 0.04 or more as measured on a breath test.
 - b. Possesses alcohol at work.
 - c. Uses alcohol at work.
 - d. Reports for duty within four hours after alcohol use.
 - e. Uses alcohol within eight hours after an accident.
 - f. Refuses to submit to a required alcohol test, the driver cannot return to a safety-sensitive function until:
 - (1) Evaluated.
 - (2) Treated, if required, by a substance-abuse professional.
 - (3) Retested with a result below 0.02.
 - 3. After testing from 0.02 to 0.039 concentration during a pre-employment, post-accident, random, reasonable suspicion, return-to-work or follow-up test, until:
 - a. The next scheduled duty period if at least 24 hours have elapsed, or
 - b. A retest shows the alcohol concentration has fallen below 0.02.

ALCOHOL AND DRUG TESTING FOR BUS/CDL DRIVERS (Cont.) 4028

4. The driver displays behavior or appearance characteristic of alcohol misuse.
5. The driver is under the influence of or is impaired by alcohol, as shown by behavioral speech and performance indicators of alcohol misuse.
6. The driver possesses alcohol while on duty.
7. The driver uses alcohol during duty performance.
8. The driver has used alcohol within the four hours previous to performing duties.
9. The driver has had an accident within the last eight hours and has not taken a breath test showing clearance from prohibited alcohol levels.
10. The driver has refused to take a breath test for alcohol use.

B. Controlled substances:

1. The driver uses any controlled substance, unless the use is pursuant to a physician's written certification stating that the use does not adversely affect the driver's ability to safely operate a motor vehicle.
2. A supervisor or administrative employee has actual knowledge that a driver has used a controlled substance.
3. The driver has a verified positive test for a controlled substance.
4. The driver displays behavior or appearance characteristic of controlled-substance use.

C. Medication:

1. The driver is taking any prescription or non-prescription medication containing alcohol, even if the driver has notified the driver's supervisor of the medication use.

PREEMPLOYMENT CONSENT

The School district shall request the driver's written consent to obtain the following information from DOT-regulated employers who have employed the driver during the two (2) years before the date of the driver's application to a position requiring safety-sensitive duties:

- i. Alcohol tests with a result of 0.04 or higher alcohol concentration;
- ii. Verified positive drug tests;
- iii. Refusals to be tested (including verified adulterated or substituted drug test results);
- iv. Other violations of DOT agency drug and alcohol testing regulations; and
- v. Documentation of the driver's successful completion of return-to-duty requirements (for those drivers who have violated a drug or alcohol regulation). If the previous employer does not have this documentation, the school district shall request that the driver produce it.

A driver may not perform safety-sensitive functions if s/he refuses to consent in writing to the release of the above information.

Drivers are responsible for furnishing the district with accurate information regarding their employment history, including accurate identification of all former DOT-regulated employers.

The school district shall maintain a written, confidential record of the information obtained or of the good faith efforts made to obtain the information. This record shall be maintained for three years from the date of the driver's first performance of safety-sensitive functions.

Prior to the driver's first performance of safety-sensitive functions, the school district shall ask the driver whether s/he has tested positive, or refused to test, on any pre-employment drug or alcohol test (1) administered by a DOT-regulated employer, (2) in connection with a position for which the driver applied, (3) involving the driver's failure to obtain safety-sensitive transportation work, and (4) over the period of two years preceding the date of the employee's application for employment with the school district. If the driver admits to a positive test or a refusal to test within the past two years, the school district shall not allow the driver to perform safety-sensitive functions until and unless the driver documents successful completion of the return-to-duty process.

CONSEQUENCES ASSOCIATED WITH PREEMPLOYMENT TESTING

The school district may decline to employ an applicant who fails drug testing, provides false information, or who fails to cooperate with the district in procuring testing and test results. To the extent the applicant has been offered employment or placed in an alternate position pending the receipt of test results, the offer may be withdrawn and alternate employment terminated in accordance with the district's policies and procedures applicable to employee termination.

ALCOHOL AND DRUG TESTING FOR BUS/CDL DRIVERS (Cont.) 4028

REQUIRED TESTING

The following testing is required of all drivers:

A. Pre-employment testing:

1. Alcohol: A driver must pass a test prior to performing a safety-sensitive function. The test will be made during the hiring process or immediately before the driver first performs a safety-sensitive function. A driver may not commence the driver's duties unless the test shows a concentration of less than 0.04. If the test shows a concentration of between 0.02 and 0.04, no safety-sensitive duties may be performed for at least 24 hours. A pre-employment alcohol test will not be required if:
 - a. The driver has undergone an alcohol test required by the Federal Act within the previous six weeks and tested under 0.04, and
 - b. The driver provides evidence that no prior employer of the driver has records of alcohol misuse within the previous six months.
2. Controlled substances: The driver must receive a confirmed negative controlled-substance test result from a medical officer, except that no testing is required if:
 - a. The driver has participated within the previous 30 days in a drug-testing program meeting the requirements of the Federal Act.
 - b. While participating in the program, either:
 - (1) Was tested for controlled substances within six months prior to the date of employment application.
 - (2) Participated in a random controlled-substance testing program for the 12 months prior to the date of the employment application, and
 - c. The driver provides evidence that no prior employer of the driver has records of a violation of controlled-substance use rules within the previous six months.

B. Post-accident testing:

As soon as practical after an accident, the following tests will be administered:

1. Alcohol:
 - a. Each surviving driver who was performing safety-sensitive functions with respect to the vehicle, if the accident involves loss of life, regardless of whether the driver was at fault.
 - b. Each driver who received a moving traffic violation arising from the accident.
 - c. The test is to be administered within two hours of the accident. If the test is not administered within that time, the driver's supervisor shall cease attempts to administer an alcohol test and shall prepare a written report as to why a test was not given.
 - d. Drivers shall remain readily available for testing. A driver leaving the scene of an accident without a valid reason prior to submission to the test may be deemed to have refused to submit to testing.
 - e. A breath or blood alcohol test conducted by a law enforcement agency will be considered to meet these requirements if the test meets the requirement of the Federal Act and the results are obtained by the district.
2. Controlled substances:
 - a. A test for controlled substances will be administered to those drivers for whom an alcohol test is required within 32 hours following an accident. If no test is made within that time period, then no test will be made and the driver's supervisor will prepare a written report stating the reasons for not administering a prompt test.
 - b. A urine test for controlled substances administered by a law enforcement agency will be considered to meet these requirements if the test meets the requirements of the Federal Act and the results are obtained by the district.

C. Random testing:

Random testing of drivers will be conducted throughout the year. Selection of the drivers to be tested will be made by a scientifically valid method, such as random-number table or a computer-based random-generator matched with drivers' social security numbers, payroll identification numbers or other comparable identifying numbers. Dates for administering unannounced testing shall be unpredictable and spread reasonably throughout a 12-month period. Drivers are to be tested while performing safety-sensitive functions, just before performing those functions, or just after ceasing those functions.

ALCOHOL AND DRUG TESTING FOR BUS/CDL DRIVERS (Cont.) 4028

1. Alcohol: The minimum annual percentage rate for random alcohol testing will be ten percent (10%) of the average number of driver positions, subject to adjustment of the percentage by the Federal Highway Administration.
2. Controlled substances: The minimum annual percentage rate for random testing for controlled substances will be 50 percent of the average number of driver positions.

D. Reasonable suspicion testing:

Alcohol and controlled-substance testing will be conducted when there is reasonable suspicion to believe that a driver has violated the prohibitions under Prohibitions of this policy. Reasonable suspicion shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. Reasonable suspicion for controlled-substance use may also include indications of the chronic and withdrawal effects of controlled substances.

1. Alcohol testing is authorized only if the observations are made during, just preceding or just after the period of the work day that the driver is performing a safety-sensitive function.
2. Persons designated to determine whether reasonable suspicion exists must receive at least 60 minutes of training on performance indicators of probable alcohol misuse.
3. The required observations shall be made by a supervisor who has received training in detecting the symptoms of alcohol/controlled-substance misuse. The supervisor who makes the determination that reasonable suspicion exists shall not conduct the alcohol test.
4. A written record must be made as to why an alcohol test was not made within two hours following a determination of reasonable suspicion of misuse. No test is to be made if eight hours passed after the determination.
5. A written record will be made of the observations leading to a controlled-substance reasonable-suspicion test. The record will be signed by the supervisor who made the observations. The record will be made within 24 hours of the observed behavior or before the test results are received, whichever is earlier.

E. Return-to-duty testing:

No one suspected of being under the influence of, or impaired by, alcohol will be permitted to perform a safety-sensitive function until:

1. An alcohol test shows a concentration of less than 0.02, or
2. Twenty-four hours have elapsed following a determination that there was reasonable suspicion to believe the driver has violated the rules in this policy against alcohol use.

A driver engaging in conduct prohibited under Prohibitions of this policy shall not return to a safety-sensitive function without first passing a breath test with a result of alcohol concentration of 0.02 or less.

F. Follow-up testing:

A driver who has been identified by a substance abuse professional as needing assistance in resolving problems with alcohol/controlled-substance misuse, and who has returned to duty involving the performance of a safety-sensitive function, will be subject to a minimum of six unannounced follow-up alcohol/controlled-substance tests over the following 12 months. The substance abuse professional can direct additional testing during this period or for an additional period up to a maximum of 60 months.

TEST PROCEDURES

Testing methodology will comply with the requirements of the Oklahoma Act, except that the requirements of the Federal Act stated in Test Procedures supersede the provisions of the Oklahoma Act. Alcohol testing must be conducted in a location that provides visual and aural privacy to the driver, sufficient to prevent unauthorized persons from seeing or hearing the test.

Alcohol Testing Procedures

1. Initial Alcohol Screening Tests

- i. Procedures for an Alcohol Screening Test Using an EBT or Non-Evidential Breath ASD
 - a. When the driver enters the testing location, the BAT or STT will require the driver to provide positive identification. If the driver requests, the BAT or STT will provide positive identification. The BAT or STT will explain the testing procedure. An individually-sealed mouthpiece is open in the view of the driver and attached to the EBT. The driver will then blow into the mouthpiece for at least six (6) seconds or until the device indicates that an adequate amount of breath has

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been obtained. The BAT or STT will show the driver the displayed test result. If the EBT does not provide a printed result, the BAT or STT will record the test number, date, technician's name, location and test result

- b. If the screening test result is less than 0.02, the BAT or STT will transmit the result in a confidential manner to the school district's DER, who is designated by the board of education or the school superintendent to receive and handle alcohol test results in a confidential manner.
 - c. If the breath test is 0.02 or higher, a confirmation test is required.
- ii. Procedures for an Alcohol Screening Test Using Saliva ASD
 - a. When the driver enters the testing location, the STT will require the driver to provide positive identification. If the driver requests, the STT will provide positive identification. The STT will check the expiration date on the device and show it to the driver. An individually wrapped package containing the device will be opened in the presence of the driver, and the driver will be instructed to insert the device into his or her mouth and use it in the manner described by the manufacturer. If the driver chooses not to use the device, the STT must insert the device into the driver's mouth and gather saliva.
 - b. If the screening test result is less than 0.02, the STT will transmit the result in a confidential manner to the school district's DER who is designated by the board of education or the school superintendent to receive and handle alcohol test results in a confidential manner.
 - c. If the test result is an alcohol concentration of 0.02 or higher, a confirmation test is required.
2. Alcohol Confirmation Tests
 - i. All confirmation tests must be conducted using an EBT. The confirmation test must occur no less than fifteen (15) minutes after the completion of the screening test and should occur no more than thirty (30) minutes after the completion of the screening test.
 - ii. Before a confirmation test is given, the BAT must conduct a "blank" test on the EBT to obtain a reading of 0.00. The remainder of the confirmation test is identical to the screening test for EBT's described in section 1.i.a. above.
 - iii. If the confirmation test result is lower than 0.02, nothing further is required of the driver.
 - iv. If the confirmation test result is 0.02 or higher, the driver must sign and date the ATF. The BAT will immediately transmit the result to the DER in a confidential manner.
 - v. Refusal to take a required test has the same consequences as if the driver had tested 0.04 or more. The following constitutes a refusal to take a test: (1) failure to appear for any test within a time required to appear; (2) failure to provide an adequate amount of saliva or breath for testing without a valid medical explanation; (3) failure to cooperate with any part of the testing process; (4) failure to sign the alcohol testing form or ATF certification; (5) failure to remain at the testing site until the testing process is complete, unless the test is a pre-employment test; (6) failure to undergo a medical examination or evaluation due to insufficient breath sampling; (7) leaving the scene of an accident before being tested, except when reasonably necessary to receive medical treatment.

Controlled Substances Testing Procedures

In accordance with the Federal Act, testing for controlled substances may be conducted either through urine or oral fluid specimen testing. All collections must be collected as split specimens.

1. Procedures for Collection of Urine Specimens **Under Direct Observation**
 - i. ~~All urine collections must be split specimen collections~~
 - ii. **i.** The school district must direct an immediate **urine** collection under direct observation with no advance notice to the driver, if:
 - a. the laboratory reported to the Medical Review Officer ("MRO") that a specimen is invalid and the MRO has reported that there is not an adequate medical explanation for the result; or
 - b. the MRO reported that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
 - c. the laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL, and the MRO reported the specimen as negative-dilute and that a second collection must take place under direct observation.

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- ~~iii.~~ **ii.** The school district must direct a collection under direct observation of a driver if the drug test is a return-to-duty test or a follow-up test.
- ~~iv.~~ **iii.** A driver must receive an explanation of the reasons for a directly observed collection.
- ~~v.~~ **iv.** If a driver declines to allow a directly observed collection, that driver will be considered to have refused to test.
2. Procedures for Testing **of Urine Specimens for Controlled Substances**
- i. Testing **of urine samples** for controlled substances shall be performed by a laboratory certified **for testing by a specimen of that kind** by the federal Department of Health and Human Services (“DHHS”) under the National Laboratory Certification Program.
- ii. Controlled substance testing may only be performed for the following five drugs or classes of drugs: (a) marijuana metabolites, (b) cocaine metabolites, (c) amphetamines, (d) opioid **metabolites**, and (e) phencyclidine (PCP).
- iii. If the driver requests a test of a split specimen, the first laboratory will ship the unopened split specimen to a second DHHS-approved laboratory for testing. If the test of the split specimen fails to confirm the presence of a controlled substance, the entire test is cancelled.
- iv. The driver must request a split specimen test verbally or in writing within 72 hours of being notified of a verified positive drug test or refusal to test because of adulteration or substitution.
- v. If a driver does not make a request within 72 hours, the driver may present information to the MRO documenting that serious injury, illness, lack of actual notice of the verified test result, inability to contact the MRO, or other circumstances unavoidably prevented the driver from making a timely request.
- vi. If a driver makes a timely request for a split specimen test, the school district must ensure that the MRO, first laboratory and second laboratory perform the split-specimen testing functions in a timely manner. If necessary, the school district must pay for the split specimen testing and seek reimbursement from the driver.
- vii. The MRO will report split specimen test results to the DER and driver.
- viii. The laboratory will report results directly to the MRO. The laboratory will not report the results to anyone else.
- ix.** **In the case of a urine test, if the MRO finds a negative test was dilute, the district will require the employee to submit to a retest. Such a retest will only be under direct observation if directed by the MRO.**
- ~~ix.~~ **x.** When the MRO receives a confirmed positive, adulterated, substituted, or invalid test result from the laboratory, the MRO will attempt to contact the driver to determine whether the driver wants to discuss the test result. If the MRO cannot reach the driver after reasonable efforts to do so, the MRO must contact the DER but cannot tell the DER that the driver has a confirmed positive, adulterated, substituted, or invalid test result. The DER must then attempt to contact the driver. If the DER makes contact with the driver, the DER should simply direct the driver to contact the MRO immediately and inform the driver of the consequences of failing to contact the MRO within the next 72 hours. If the DER is unable to reach the driver after making three (3) attempts, spaced reasonably, over a 24-hour period, then the DER may place the driver on temporary medically unqualified status or medical leave. Documentation must be kept by the DER of any actual and/or attempted contacts with the driver, including the dates and times of the contacts. If the DER is unable to contact the driver within the 24-hour period, the DER must leave a message for the driver by voice mail, e-mail or letter to contact the MRO and inform the MRO of the date and time of this message.
- ~~x.~~ **xi.** Confirmation testing for controlled substances will be performed in accordance with the Oklahoma Act, except when the Oklahoma Act conflicts with Federal law.
- xi** **xii.** The MRO may conduct additional testing of a specimen as authorized by the DOT if doing so is necessary to verify a test result.
- ~~xii.~~ **xiii** The MRO must verify a confirmed positive test result for marijuana, cocaine, amphetamines, semi-synthetic opioids (i.e. hydrocodone, hydromorphone, oxycodone, and oxymorphone) and/or PCP unless the driver presents a legitimate medical explanation for the presence of the drug(s) metabolite(s) in her or his system. In determining whether an employee’s legally valid prescription consistent with the Controlled Substance Act for a substance in the categories constitutes a legitimate medical explanation, the MRO must

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not question whether the prescribing physician should have prescribed the substance.

~~xiii.~~ **xiv.** The MRO must verify a confirmed positive test result for opiates in the following circumstances:

- a. The MRO must verify the test result positive if the laboratory confirms the presence of 6-acetylmorphine (6-AM in the specimen)
- b. In the absence of 6-AM, if the laboratory confirms the presence of either morphine or codeine at 15,000 ng/mL, or above, the MRO must verify the test result positive unless the employee presents a legitimate medical explanation for the presence of the drug(s) metabolite(s) in her or his system.
- c. For all other opiate positive results, the MRO must verify a confirmed positive test result for opiates only if they determine that there is clinical evidence, in addition to the urine test, of unauthorized use of any opium, opiate or opium derivate.

xv. As part of the verification decision, the MRO must conduct a medical interview that includes reviewing the driver's medical history and any other relevant biomedical factors presented by the driver, as well as directing the driver to undergo further medical evaluation.

xvi. DOT tests must be completely separate from non-DOT tests in all respects, and DOT tests must take priority over non-DOT tests. DOT tests must be completed before a non-DOT test is begun. The results of a DOT test shall not be disregarded or changed based on the results of a non-DOT test.

REFERRAL AND TREATMENT

Drivers testing for more than 0.04 alcohol concentration, possessing alcohol at work, using alcohol at work, working within four hours after alcohol use, using alcohol within eight hours after an accident, refusing to submit to required alcohol or controlled-substance tests or showing use of controlled substances shall be advised of the resources available to the driver in evaluating and resolving problems associated with alcohol/controlled-substance misuse, including the names, addresses and phone numbers of substance abuse professionals and counseling and treatment programs. These drivers will be evaluated by a substance abuse professional who shall determine what assistance, if any, the driver needs in resolving problems associated with alcohol/controlled-substance misuse. The driver will not be permitted to return to work until receiving a test result of less than 0.02 alcohol concentration if the conduct involved alcohol, or a controlled-substance test with a confirmed negative result if the conduct involved substance abuse. If the driver is identified as needing assistance in resolving problems associated with alcohol/controlled-substance misuse, the driver must be evaluated by a substance abuse professional to determine that the driver has properly followed the prescribed rehabilitation program, and the driver must be subject to unannounced follow-up alcohol and controlled-substance tests on return to duty as stated above. These requirements do not apply to drivers refusing to be tested or drivers having a pre-employment test of 0.04 or more.

MANAGEMENT INFORMATION SYSTEM

The district will prepare an annual calendar year summary of its alcohol testing program. The report will be submitted in accordance with the Federal Act by March 15 for the prior year. The report will contain the statistical data required by the Federal Act.

EDUCATIONAL MATERIALS

Each driver must receive educational materials that explain the alcohol misuse prevention requirements; the district's policies and procedures; the identity of a contact person knowledgeable about the materials; factual information on the effects of alcohol/controlled-substance misuse on personal life, health and safety; where help can be obtained, including the district's Employee Assistance Program; categories of employees subject to testing; what functions are covered by the policy; a description of prohibited conduct and the circumstances that trigger testing, testing procedures and safeguards; what constitutes a refusal to submit to testing and the consequences; signs and symbols of an alcohol/controlled-substance problem; consequences for drivers with an alcohol test level of 0.02 or more but less than 0.04; and the consequences of violating the rules. The staff will prepare appropriate educational materials.

MAINTENANCE OF RECORDS

The district shall maintain records of its alcohol/controlled-substance misuse prevention program. The period of retention for these records shall be:

A. Five years:

Records of driver alcohol/controlled-substance tests with confirmed positive results; documentation of refusal to take required tests; calibration tests for EBTs; and driver evaluation and referrals.

B. Two years:

Records relating to controlled-substance collection and training.

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C. One year

Records of negative controlled-substance test results.

Upon written request, a driver is entitled to obtain copies of any district records concerning the driver's use of alcohol/controlled substances, including test results.

DISCIPLINARY ACTION

Employees who violate the prohibitions in the Prohibitions section of this policy or have a confirmed alcohol breath test of 0.02 or more while performing safety-sensitive functions or who have a confirmed positive controlled-substance test will be subject to disciplinary action, including termination.

OTHER POLICIES

This policy does not supersede any other district policy pertaining to alcohol or controlled-substance use by district employees, except to the extent that this policy is specific to drivers performing safety-sensitive functions. To the extent permitted by federal law, this policy is to be interpreted consistent with the Oklahoma Act.

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Revised 12/14/98

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Revised 12/10/07

Revised 12/9/13

Revised 12/9/19

Proposed Revision 11/11/24

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 ~~fifteen~~ **ten** 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 \$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 \$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)~~ **two (2)** weeks 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)~~ **two (2)** weeks 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, 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,

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

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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 ~~fifteen~~ **ten** 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 \$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 \$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)~~ **two (2)** weeks 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)~~ **two (2)** weeks 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, 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 \$50 per day for 8-hour employees, 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 \$55 per day for 8-hour employees or, 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 (+)~~ **two (2)** weeks 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 (+)~~ **two (2)** weeks 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 ~~\$50-65~~ 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~~**75** 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 (+)~~ **two (2)** weeks 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 (+)~~ **two (2)** weeks 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.

Revised 1/8/01

Revised 12/8/03

Revised 12/13/04

Revised 12/10/07

Revised 11/10/08

Revised 1/18/10

Revised 11/8/10

Revised 12/10/12

Revised 12/9/13

Revised 12/8/14

Revised 11/14/16

Revised 12/9/19

Revised 12/11/23

Proposed Revision 11/11/24

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.

Revised 6/10/96

Revised 12/14/98

Revised 12/13/99

Revised 1/13/03

Revised 12/13/04

Revised 12/10/07

Revised 1/18/10

Revised 12/8/14

Revised 12/11/23

Proposed Revision 11/11/24

UCTA 4088

USPA 5.03

Teacher of the Year Stipend

The Teacher-of-the-Year stipend is designed as a policy that will be an incentive program for teachers. The implementation of a stipend to each Teacher of the Year is to improve the school system and be a reward for excellence in teaching. The Teacher of the Year is tied to the professional development program, a program to improve professionalism within the teaching ranks. The following is a clarification for the Teacher-of-the-Year stipend:

- A. When teachers are selected as Teacher of the Year, they will be awarded a \$500 stipend for personal use. Full-time teachers from the following are selected Teacher of the Year.
- each district elementary school;
 - 6th, 7th, 8th, UHSFA, Alt. Ed., ECEC;
 - 3 teachers from the HS.

Teachers who serve two or more buildings will designate one site as their “home school” and become eligible to be on the Teacher-of-the-Year ballot at that site only. Notification of stipend is to accompany notification to the Teacher of the Year.

- B. An additional \$500 may be added for professional development and/or classroom materials/equipment upon approval of the [Assistant Associate](#) Superintendent for Teaching and Learning.
1. Professional development is defined as the following:
 - Seminar, workshop, or college materials, books, fees, and tuition (the portion of college tuition that has not been covered by Higher Education Reimbursement.)
 2. All classroom materials/equipment purchased shall become the property of the district.
- C. The teacher selected as the overall district Teacher of the Year will be awarded an additional \$500 stipend for personal use.
- D. Reimbursement for eligible teachers will be in a timely fashion as per established financial procedures. All funds shall be expended by April 1 of the current fiscal year.

Support Employee of the Year Stipend

The Support Employee-of-the-Year stipend is intended as an incentive for support employees to achieve excellence in the workplace in support of the district’s mission.

When a support employee is selected as Support Employee of the Year through the established Support Employee Peer Recognition committee process (one employee will be selected per fiscal year), the Support Employee of the Year will be awarded a \$1,000 stipend for personal use.

Revised 6/10/96

Revised 12/8/97

Revised 12/8/03

Revised 2/12/07

Revised 12/10/12

Revised 12/9/13

Revised 12/8/14

Revised 12/14/15

Revised 12/13/21

Proposed Revision 11/11/24

Payroll:

As a condition of employment, all employees are required to enroll in direct deposit and remain enrolled in direct deposit for the tenure of employment.

All new hires will be required to enroll in direct deposit at the time of hire.

All employees will receive their direct deposit advice via Employee Self Service.

For those employees unable to obtain a bank account, employees shall contact the Payroll department for assistance.

Accounts Payable - Reimbursements:

All employees requiring reimbursement by the District (for travel-related expenses or personal purchases on behalf of the District) shall be required to be reimbursed by direct deposit.

Personal reimbursement payment advices shall be emailed to the employee at the time payment is processed by the Accounting Department.

The employee is responsible for reporting any banking changes immediately to both the Payroll Department and the Accounting Department. Banking information is not shared between the two systems.

Adopted 12/12/11

Revised 12/11/17

Revised 12/10/18

Revised 12/12/22

Proposed Revision 11/11/24

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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 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 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 an 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, 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.
- F. Students who self-medicate are prohibited from sharing or playing with their medication, or special equipment. 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.

Except as otherwise provided by an individual student's health plan, students may self-administer non-diabetes and non-anaphylaxis-related injectables only in the school office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the school's diabetes care and management policy. ~~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.

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. 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 hypoglycemic 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 subsequent 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 spacers 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.

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Revised 12/8/97

Revised 12/13/99

Revised 12/8/03

Revised 1/16/06

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Revised 12/11/17

Revised 12/13/21

Revised 12/12/22

Revised 12/11/23

Proposed Revision 11/11/24

For purposes of this policy, these terms have the following definitions:

“Diabetes medical management plan” means the document a student’s personal health care team develops that identifies the health services the student may need at school.

“Personal health care team” means the team responsible for managing a student’s diabetes and includes the principal or designee, the school nurse (if assigned to the school), the assistant, if any, the parent or guardian of the student, and to the extent practicable, the physician responsible for the student’s diabetes treatment.

“School nurse” means a certified school nurse, a registered nurse contracting with the district or a public health nurse.

“Volunteer diabetes care assistant” means a district employee who has volunteered to be a diabetes care assistant and successfully completed the training required by this policy and state law.

Any district employee aware of a student who has diabetes-related needs while at school or while participating in school activities will promptly advise the principal or designee. The parent of any student who will have diabetes-related needs at school or in school activities should promptly advise the school principal or designee.

A personal health care team will develop a written Diabetes Medical Management Plan (“Plan”) for each student who will seek care for diabetes while at school or while participating in a school activity. The Plan will identify the health services the student may need at school. Each member of the student’s personal health care team, including the parent, will sign the Plan. The personal health care team will review the Plan at least annually. The school nurse at the school in which the student is enrolled, if any, will assist the student with the management of his or her diabetes care as provided in the Plan. If the school does not have an assigned school nurse, the principal will make a reasonable effort to find one or more district employees willing to serve as a volunteer diabetes care assistant (“Assistant”) to assist the student with diabetes care as provided in the student’s Plan. The principal will make a reasonable effort to ensure that a school nurse or Assistant is available at the school to assist the student when needed. The district will not restrict the assignment of a student with diabetes to a particular school based on the presence of a school nurse or assistant.

District personnel will request that the parent provide written authorization for the school nurse or assistant to have access to the student’s physician at all times. The district will maintain the Plan and related documentation as student health records.

Before undertaking responsibilities as an assistant, a volunteer must first complete training provided by the school nurse or the State Department of Health in accordance with the Act. The training will include instruction in the following:

- Recognizing the symptoms of hypoglycemia and hyperglycemia;
- Understanding the proper action to take if the student’s blood glucose is outside the range indicated in the Plan;
- Understanding the details of the Plan;
- Performing finger sticks to check blood glucose levels, check urine ketone levels and record the results of those checks;
- Properly administering insulin and glucagon and recording the results of the administration;
- Recognizing complications that require the assistant to seek emergency assistance; and
- Understanding the recommended schedules and food intake for the student’s meals and snacks, the effect of physical activity on blood glucose and the proper action to be taken if the student’s schedule is disrupted.

To continue as an Assistant, the volunteer must annually demonstrate competency in the above training. The school nurse, principal or designee will maintain a copy of the training guidelines and the records associated with the training.

With parent permission, the district will provide each district employee responsible for supervising or transporting a student with diabetes a form with the following information:

- Student’s name;

- Telephone number of a contact person in case of an emergency involving the student; and
- Potential emergencies that may occur due to the diabetes and appropriate responses to such emergencies.

Any district employee provided the above information will be informed of applicable health privacy policies.

In accordance with his or her individual Plan and this policy, a student may attend to the management of his or her diabetes, which may include:

- Performing blood glucose level checks;
- Administering insulin through the student's insulin delivery system;
- Treating hypoglycemia and hyperglycemia;
- Unless changed in accordance with this policy, possessing on his or her person at any time, any supplies or specialized equipment necessary to monitor and care for his or her diabetes; and
- Otherwise attending to the management of his or her diabetes in the classroom, any area of the school or grounds, or at any school related activity.

The school administration will provide a private area where the student can attend to his or her diabetes-related needs.

If a student uses a device providing continuous glucose monitoring with electronic access to glucose numbers, a school nurse, diabetes care assistant, or other school staff may access electronically monitored glucose numbers for the student with written permission of the student's parent or guardian. To monitor glucose numbers, staff members with appropriate permissions may download the necessary electronic application(s) or software to access electronically monitored glucose numbers to a school electronic device, or their personal electronic device in the absence of a school-provided device.

A school nurse, diabetes care assistant, or other school staff shall not be responsible for and shall not be subject to disciplinary action for lack of any monitoring of electronic glucose numbers outside of school hours or school-sponsored activities.

Students who manage their diabetes and personally possess the necessary specialized equipment and supplies under this policy are prohibited from sharing or playing with their equipment or supplies. If a student engages in these activities, the parent will be contacted and a meeting of the personal health care team will be scheduled. The district is not responsible for safeguarding the specialized equipment or supplies of a student who personally possesses those items.

Students with diabetes are encouraged to wear Medic Alert bracelets or necklaces.

No district employee will be subject to any penalty or disciplinary action for refusing to serve as an assistant. No district employee will be subject to any disciplinary proceeding resulting from any action taken in compliance with this policy. Any employee acting in accordance with this policy and law will be immune from civil liability unless the employee's actions rise to the level of reckless or intentional conduct. A school nurse will not be held responsible or subject to disciplinary action for the actions of an assistant.

The District will provide in either digital or printed format type 1 diabetes informational materials to parents/guardians of students when a student is initially enrolled in the District and when the student enters 6th grade. The diabetes informational materials provided will conform to the type 1 diabetes informational materials to be developed by the Oklahoma State Department of Education.

Reference: OKLA. STAT. tit. 70, § 1210.196

Proposed Adoption 11/11/2024

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 absent from school shall be given an excused absence if the reason for such absence is to participate in scheduled 4-H activities or programs approved by the county 4-H educator. The number of excused absences allowed shall be subject to the district's attendance policy. Proof of a student's participation in an activity or program sponsored by 4-H shall be provided by a 4-H educator upon request from a school principal or attendance officer.**
 - 4.5.** 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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

Revised 1/18/10

Revised 11/8/10

Revised 3/21/11

Revised 12/12/11

Revised 8/13/12

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Revised 12/10/18

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Revised 12/13/21

Revised 5/9/22

Revised 12/11/23

Proposed Revision 11/11/24

OBSERVATION OF MINUTE OF SILENCE

The Oklahoma Legislature has directed that the board of education of each school district shall ensure that the public schools within the district shall observe approximately one minute of silence each day. This policy is adopted to comply with that directive.

The principal of each school building within the school district is hereby directed to designate approximately one minute of each day for the observation of a minute of silence. At the beginning of each semester, the principal or his or her designee will give teachers direction as to how the minute of silence is to be observed. The minute of silence shall be for the purpose of allowing each student and teacher, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students and teachers in the exercise of their individual choices. Teachers shall neither encourage students to use nor discourage students from using the minute of silence for any particular purpose, such as reflection, meditation, prayer, or other silent activity. All teachers shall be made aware that it is the student's decision as to how to utilize the minute of silence, provided that the student's choice does not interfere with, distract, or impede other students in the exercise of their individual choices.

The daily minute of silence will begin with an announcement over the public address system that there will be a pause for a minute of silence in which students and teachers may reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

Reports of violations must be submitted **in writing** by the complaining party to the principal of the school building where the violation occurred. The district will investigate all reports that a student or teacher has not been permitted to observe approximately one minute of silence each school day pursuant to this policy

Reference: 70 OKLA. STAT. §11-101.2
O.A.C. 210: 35-3-252

Adopted: 10/14/24

Proposed Revision: 11/11/24

Promotion is the expected culmination of a school year and affects the teacher, pupil, and parents. Therefore, serious consideration should be given to the following factors:

- A. Number of years retained.
- B. Chronological age.
- C. Scholastic achievement.
- D. Cognitive ability.
- E. Developmental and social maturity.

Whenever a teacher or teachers recommend that a student be retained at the present grade level or not be passed in a course, the parent/guardian of elementary students should be notified of the recommendation by the end of the third quarter. If dissatisfied with the recommendation, the parent/guardian may appeal the decision by complying with the district's appeal process. The decision of the Board of Education shall be final. The parent/guardian may prepare a written statement to be placed in the file and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the Board of Education.

Because enrollment in the primary multiage program may be for two or three years, parents/guardians and teachers are encouraged to communicate regularly about the child's progress. The district reserves the right to determine placement for students in any class/program exclusive of the provisions of an Individual Education Plan (IEP).

APPEALS PROCEDURE FOR RETENTION OF STUDENTS ~~(with the exception of third grade)~~

- A. An appeal may be requested by letter to the principal. This request should be made within ten calendar days after the parent/guardian is aware of the student's grade or promotion status.
- B. The principal or designee shall hold a conference with the teacher and the parent/guardian as soon as possible after receipt of the appeal. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
- C. At the conference, the principal will read Board Policy #5030 and ask the teacher to explain the rationale for the teacher's decision. The parent/guardian will be given the opportunity to respond and present evidence that supports the parent/guardian position.
- D. At the conclusion of the conference, the principal will state, in writing, whether he/she will uphold, rescind, or modify the teacher's decision. In all cases, the parent/guardian will be advised of the right to have the decision reviewed by the Superintendent or designee.
- E. If the parent/guardian desires a further appeal, he/she should request in writing an additional appeal to the Superintendent or designee within five calendar days.
- F. The Superintendent or designee shall hold a conference with the principal and the parent/guardian as soon as possible after receipt of the appeal. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
- G. At the conference, the Superintendent or designee will read Board Policy #5030 and ask the principal/designee to explain the rationale for the principal/designee's decision. The parent/guardian will be given the opportunity to respond and present evidence that supports the parent/guardian position.
- H. At the conclusion of the conference, the Superintendent or designee will state in writing whether he/she will uphold, rescind, or modify the principal's decision. In all cases, the parent/guardian will be advised of the right to have the decision reviewed by the Board of Education.
- I. The parent/guardian must notify the Board of Education in writing if further appeal is desired. The parent/guardian should specify whether they desire an open or closed hearing with the Board of Education.
- J. The Board of Education will conduct a hearing with all relevant parties present. The Board will advise in writing the parent/guardian, Superintendent, principal, and teacher of its decision. The decision of the Board of Education is final.

~~THIRD GRADE RETENTION/MID-YEAR PROMOTION FOR THIRD GRADE STUDENTS~~

~~Oklahoma State law, the Reading Sufficiency Act (RSA), provides specific requirements for third grade students to advance to fourth grade. In order to be promoted to fourth grade automatically, a student must:~~

- ~~• Demonstrate proficiency in reading at the third-grade level through a screening instrument approved by the State of Oklahoma, or~~
- ~~• Score advanced or proficient on the reading comprehension and vocabulary portion of the Oklahoma School Testing Program (OSTP).~~

~~If the student does not demonstrate proficiency in reading at the third-grade level or scores unsatisfactory or limited knowledge on the reading comprehension and vocabulary portion of the OSTP, then the student may be promoted if he/she qualifies through one of the "Good Cause Exemptions" or Probationary Promotion.~~

“Good Cause Exemptions”

- A. Limited-English-proficient students who have had less than two (2) years of instruction in an English language learner program; and are identified as LEP/ELL on a screening tool approved by OSDE;
- B. Students with individualized education program (IEP), and are assessed with the Oklahoma Alternate Assessment Program;
- C. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
- D. Students who demonstrate, through a teacher developed portfolio, that they can read on grade level. Portfolio shall include evidence of the student’s mastery of the state standards in reading equal to grade-level performance on the Oklahoma School Testing Program (OSTP);
- E. Students with disabilities who take the OSTP and who have an individualized education program that received intensive remediation in reading states they have made adequate progress toward their IEP goal;
- F. Students who have received intensive remediation in reading for two (2) or more years but still demonstrate a deficiency in reading and who were previously retained in pre-kindergarten, kindergarten, first grade, second grade, or third grade Transitional grades count;
- G. Students facing exceptional emergency circumstances which prevent the student from being assessed during the testing window. These requests for exemptions must be approved by the Office of Accountability and Assessment, granted an exemption for medical emergencies by the State Department of Education.

Probationary Promotion

A teacher shall request retention exemption if a third grade student scores at the unsatisfactory or limited knowledge on the reading comprehension and vocabulary portion of the OSTP and shall include documentation of alternate assessment or portfolio work and a copy of IEP as applicable. Student Reading Proficiency Team evaluates for “probationary promotion”.

The Student Reading Proficiency Team shall be composed of:

- A. Parent(s) and/or guardian(s) of the student,
- B. Current teacher responsible for reading instruction,
- C. Future teacher responsible for teaching reading, and;
- D. Certified reading specialist.

Principal and Superintendent must approve the recommendation of the SRPT. Student must be provided an Individualized Program of Reading Instruction until student meets grade level through an approved screening instrument.

Mid-Year Promotion

Students retained in third grade may only be promoted to fourth grade mid-year prior to November 1 and only upon demonstrating a level of proficiency required to score at the proficient level on the statewide third grade criterion-referenced test, or upon demonstrating proficiency in reading at the third-grade level through a State Board of Education approved screening instrument, and upon showing progress sufficient to master appropriate fourth-grade-level skills, as determined by the school. A mid-year promotion shall be made only upon agreement of the parent or guardian of the student and the school principal.

Revised 6/10/96
Revised 12/13/99
Revised 12/8/03
Revised 12/10/07
Revised 1/18/10
Revised 3/10/14
Revised 12/8/14
Revised 12/14/15
Revised 11/14/16
Revised 12/9/19
Revised 12/13/21

Proposed Revision 11/11/24

It is the policy of this school district to allow enrolled students of a federally recognized Indian tribe or the tribe of another country to wear tribal regalia during the district's official graduation ceremonies, whether held at a public or private location. Nothing contained in this policy shall limit or alter the authority of district personnel to regulate student behavior pursuant to the School Safety and Bullying Prevention Act and any existing student conduct and behavior policies of the district.

For the purposes of this policy, tribal regalia means traditional garments, jewelry, other adornments such as an eagle feather, an eagle plume, a beaded cap, a stole or similar objects of cultural and religious significance worn by members of a federally recognized Indian tribe or the tribe of another country.

Tribal regalia does not include any firearm or other weapon. Tribal regalia does not include any object that is otherwise prohibited by federal law, except in compliance with an appropriate federal permit. The District may adopt guidelines which specify the characteristics of any garment, jewelry, other adornment, or object that the district finds will endanger the safety of a student or others or interfere with graduation ceremonies if worn by a student.

Reference: OKLA. STAT. tit. 70, § 24-160

Proposed Adoption 11/11/24

All parties are scheduled and sponsored by the administration, teachers or parent group.

Pre-kindergarten through fifth grade may have two parties each year: Winter and Valentine's Day. Pre-kindergarten and kindergarten have the option of two additional parties, those being Fall Fun and Spring Fun.

~~Birthday parties are not allowed.~~ **Birthday parties, celebrations, treats, or goodie bags are not allowed to be brought to school to celebrate a child's birthday.**

School parties grades 6-12 must be held after school hours and approved in advance by the building principal.

Revised 6/10/96

Revised 12/14/98

Revised 12/13/99

Revised 12/8/03

Revised 1/18/10

Proposed Revision 11/11/24

The district will permit a student to attend a released time course for no more than three class periods per week or a maximum of one hundred twenty-five class periods per school year. A “released time course” means a period of time during which a student is excused from school to attend a course in religious or moral instruction taught by an independent entity off district property.

Attendance of a released time course, will be permitted, provided that:

1. The student’s parent or legal guardian provides to the district written consent prior to the student’s participation in the released time course;
2. No district funds other than de minimis administrative costs are expended and no district personnel, equipment, or resources are involved in providing the instruction;
3. The independent entity maintains attendance records and makes them available to the district and its board of education;
4. Any transportation provided to and from the place of instruction is the sole responsibility of the independent entity, the student, or the student’s parent or legal guardian;
5. The independent entity or the student’s parent or legal guardian indemnifies the district and holds it harmless with regard to any liability arising from conduct that does not occur on district property under the control or supervision of the district, and the independent entity maintains adequate insurance for that purpose;
6. The student assumes responsibility for any missed school work;
7. The district’s superintendent, the principal for the school site in which the student is enrolled, or their designees have reasonable discretion over the scheduling and timing of released time courses; provided, the student may not be excused to participate in a released time course during any class in which the subject matter being taught is subject to the assessment requirements of 70 O.S. § 1210.508 (Oklahoma State Board of Education Statewide System of Student Assessments.)

The district and its board of education shall not be liable for the student who participates in a released time course when the student is not under the control or supervision of the district.

A student who attends a released time course shall be considered in attendance in the district, and the time shall be calculated as part of the school day.

Released Time Course Credit

The district’s board of education shall award a student credit for work completed in a released time course when such is substantiated by a transcript from the independent entity providing the course. A student shall be awarded elective credit for the completion of each released time course. The number of credits to be awarded will be determined based on the criteria established below.

In determining whether elective credit may be awarded, the district’s board of education shall evaluate the course in a neutral and secular manner that does not involve any test for religious content or denominational affiliation. For purposes of this subsection, the secular criteria used by the board to evaluate a released time course may include:

1. The amount of classroom instruction time;

2. The course syllabus, which reflects the course requirements and any materials used in the course;

3. Methods of assessment used in the course;

4. The qualifications of the course instructor.

Reference: OKLA. STAT. tit. 70, § 11-101.3 (2024)

Proposed Adoption 11/11/2024

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