Union Public Schools

Board of Education Policies

2026-2027

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SECTION ONE: School District

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The Board of Education of Union Public Schools believes that student achievement programs and parent/teacher associations and organizations can advance the educational goals of the Board and ~~confer a~~ benefit ~~to~~ the students of the ~~d~~**D**istrict. ~~It is t~~**T**he purpose of this policy **is** to establish guidelines for ~~the~~ sanctioning ~~of~~ parent-organized and **parent-**operated student achievement programs and parent/teacher/student associations and organizations that raise money and collect revenue~~s~~ for the benefit of students. Only ~~those parent-organized and operated student achievement programs and parent/teacher/student associations and parent~~ organizations sanctioned in accordance with this policy will be exempt from the statutory controls over school activity funds ~~found~~ **pursuant** ~~in the~~ **to** Oklahoma ~~school~~ **Statute** ~~Code, OKLA. STAT. tit.~~ **Title** 70, § 5-129 and **5-129.1**.

~~SANCTIONING PROCEDURE~~

~~The district may sanction parent-organized and operated student achievement programs and parent/teacher associations and parent-organized and operated organizations that, according to the Board of Education's determination, advance the educational objectives of the district, are beneficial to students and meet the requirements of this policy.~~

A. **TERMS USED IN THIS POLICY**

1) "Board" - the Board of Education of Union Public Schools

2) "CFO" - the Chief Financial Officer of Union Public Schools or Designee

3) "District" - Union Public Schools

4) "Organization" - any parent-led and parent-operated student achievement program, parent/teacher association (PTA), parent-operated booster club, or other parent-led and parent-operated organization created to benefit students and advance the educational objectives of the District.

5) "Sanction" or "Sanctioning" - formal approval by the Board that allows the Organization to operate separately and independently of the District and to manage its own funds outside of the District's Student Activity Fund requirements.

B. **REQUIREMENTS FOR SANCTIONING**

~~In determining whether a parent-organized and operated student achievement program or a parent/teacher association or organization should be sanctioned by the district, the Board of Education may consider: (1) if the program, association or organization promotes activities that are an extension, expansion or application of the district curriculum; (2) if the program, association or organization assists student government or activities in carrying out special projects or responsibilities; (3) if the program, association or organization assists student clubs, organizations and other student groups in raising funds to promote activities approved by the Board of Education; and (4) supplemental information provided by the student achievement program or by a parent/teacher association or organization in support of its application. A parent-organized and operated booster club shall support a program, team, club or organization and not duplicate the mission of another previously sanctioned organization.~~

1. The Board may consider the following requirements during the approval process:

a) Whether the Organization promotes activities that are an extension, expansion, or application of the District curriculum;

b) Whether the Organization assists student government or activities in carrying out special projects or responsibilities;

c) Whether the Organization assists student clubs, other Organizations, or other student groups in raising funds to promote activities approved by the Board; and

d) Other supplemental information provided by the Organization in support of its application.

2. An Organization shall not duplicate the mission of another previously sanctioned organization.

C. **APPLICATION PROCESS** ~~An annual application by a parent-organized and operated student achievement program or by a parent/teacher association or parent-organized and operated organization to the Board of Education requesting sanctioning shall include the following:~~

1) **Sanctioning is granted by the Board on an annual basis.**~~a statement of nondiscrimination consistent with all state and federal laws;~~

2) **Organizations should be Sanctioned from July 1 through June 30 to coordinate with the school calendar and the District's fiscal year.** ~~the organization's most recent annual financial report, and financial and performance audits, if any, which have been performed by an independent accounting firm~~

~~or any other audit process;~~

3) **Applications for Sanctioning must be submitted annually to the CFO in final form by June 1 to be reviewed and presented to the Board at the regularly scheduled July Board meeting.** ~~a statement from t~~**the president and treasurer that they will follow proper bookkeeping practices to ensure the safeguarding of all assets and file all necessary IRS forms including 1099s and W-2s; and**

4) **The CFO's office will provide information regarding the application process and application requirements via either in-person training or on the District website.** ~~the dates they attended the required sanctioning workshop(s).~~

5) Specific documents to be submitted with the application will be determined by the CFO.

6) Documentation submitted to the CFO may be submitted electronically as a PDF, hand-delivered to the ESC or mailed to the CFO's office to the address shown on the application.

7) If the Organization submits the application documentation by June 1 and the CFO determines that additional time is needed to resolve issues with the application, the Organization will be placed on probation for one month while the issues are corrected. If approved by the CFO, the Sanctioning application will be submitted to the Board at the August board meeting.

~~The application to obtain or renew is due to the Chief Financial Officer (CFO) by each October 15 and whenever officers change, but no less frequently than annually. Notification must be provided to the CFO within 30 days of any change in organization officers or district sponsors with the exception of annual officer elections. Individuals shall be limited to serving as President, Treasurer or Fundraising Chair of one sanctioned organization per year. Married individuals (or individuals living in the same household) are prohibited from serving as club officers at the same time.~~

D. **APPROVAL PROCESS**

1) The ~~sanctioning~~ **CFO will review the** application ~~shall~~ **documents** ~~be submitted to the CFO or Superintendent or designee for preliminary review. After the program, association or parent organization's written statement has been reviewed by the Superintendent or designee, the CFO/Superintendent shall~~ **and** make a recommendation to the Board. ~~of Education. The Board shall review the application and shall sanction or decline to sanction the applicant. The decision of the Board of Education is final and non-appealable. The organization has the option of reapplying for sanctioning.~~

2) The Board will review the application and shall Sanction or decline to Sanction the Organization.

3) The Board's decision to Sanction or decline to Sanction the Organization is final and non-appealable.

4) The Board, at its discretion, may withdraw Sanctioning approval at any time it deems such action to be in the best interest of the District. The decision of the Board is final and non-appealable.

5) The Organization has the option of reapplying for Sanctioning the following year.

6) Sanctioning an Organization does not mean the Board or any District employee has determined that the Organization's financials, performance, or other records are accurate or should be relied upon by any person in any manner. Further, the Board and all District employees specifically disclaim all liability for any obligation, loss of funds, misfeasance, or malfeasance of any representative of an Organization Sanctioned under this policy.

E. OFFICERS

1) Organizations shall have, at minimum, a President and Treasurer.

2) If the President or Treasurer changes after the annual application described in Section C has been submitted, an updated Application must be submitted to the CFO within 30 days. No separate updated Application is required if the officer change will be reflected in the next annual application before the new officer takes office.

3) The President and Treasurer may serve in that role for only one Organization each year.

4) Individuals living in the same household are prohibited from serving as officers for the same Organization at the same time.

5) District employees may not serve as Treasurer at any time.

F. AUDITS

1) Annual independent audits of the Organization are not required unless requested.

2) ~~E. In order to maintain the status of a sanctioned program, association or organization in accordance with this policy, the~~ **The** Superintendent, ~~Chief Financial Officer~~ **CFO,** or ~~the~~ Board ~~of Education~~ may require ~~from~~ any ~~such~~ **Organization** ~~program, to association or organization that~~ **have** financial and**/or** performance audits **conducted** by an independent accounting firm ~~be performed~~ on an annual basis. ~~on the program, association or organization. If required by the Superintendent, CFO or the Board of Education, the audits or any other~~

~~requested information shall be submitted to the Superintendent within 90 days of the request. The submitted audits, other financial statements or other information shall be reviewed to determine if the program, association or organization is entitled to continue to be sanctioned in accordance with this policy and if its funds should continue to be exempt from the statutory controls over student activity funds found in the Oklahoma School Code, OKLA. STAT. tit. 70, § 5-129.~~

3) If an audit is requested, the results of the audit shall be submitted to the Superintendent or CFO within 90 calendar days of the request.

4) The Superintendent and CFO will review the audit to determine if the Organization is entitled to be Sanctioned.

5) If it is determined that the Organization is no longer entitled to be Sanctioned, a recommendation will be made to the Board to withdraw Sanctioning from the Organization.

6) If Sanctioning is withdrawn, the Organization may no longer operate as a Sanctioned Organization of the District. Any remaining funds shall be transferred to the District's activity fund subaccount associated with the activity that was represented by the Organization.

G. REVIEWS

1) ~~F.~~The Superintendent, CFO**,** or ~~the~~ Board ~~of Education may, at any time they deem warranted, request copies of any and all records maintained by the program, organization or association, including tax records. Copies of records must be promptly provided upon the request. If required, the audits or any other requested information shall be submitted within five (5) days to the Superintendent or CFO. The district reserves~~ **reserve** the right to review **any or** all financial records ~~and/~~or perform spot audits **of the Organization** throughout the year.

2) If records are requested, such information shall be submitted to the Superintendent or CFO within 5 business days of the request.

H. OPERATIONAL GUIDELINES

1) Organizations are separate legal entities that operate independently of the District. Internal questions or concerns regarding the management of the Organization's funds, if not otherwise addressed within this policy, should be managed by the Organization's officers pursuant to the Organization's bylaws and applicable state and federal laws.

~~G. The Board of Education may, at its discretion, withdraw sanctioning at any time it deems it in the best interest of the district. Any decision of the Board of Education to withdraw sanctioning is final and non-appealable.~~

~~H. The sanctioning of any program, association or organization under this policy by the Board of Education, is not intended to reflect any opinion by the Board or any employee of the district that the financial, performance or other records of the parent association or parent organization are accurate or should be relied on by any person in any manner. Further, the Board of Education and all employees of the district specifically disclaim any and all liability for any obligation, loss of funds, misfeasance or malfeasance of any representative of any program, association or organization sanctioned under this policy. Therefore, employees of the district may not serve as the treasurer of any parent booster club or PTA.~~

2) ~~I.~~ ~~Sanctioned organizations~~ **Organizations** may not use the ~~district~~ **District**'s ~~tax~~ **Tax** ID number **for any reason**.

~~J. Due to filing and reporting obligations imposed on the district by the IRS, sanctioned organizations shall not employ and/or pay district employees or hire independent contractors or outside employees without prior written approval by the Superintendent or Chief Financial Officer. District employees may not be paid for services by the parent-operated booster club or PTA. Any request for payments to be made for services rendered to a district employee must receive written approval in advance of any services being rendered so the funds can be given to the district and all payments for services paid by the district and not the booster club.~~

3)~~K. Sanctioned organizations~~ **Organizations** must issue all appropriate 1099s, W-2s**,** and**/or** ~~all~~ other annual tax forms as required by law and ~~should~~ **shall** submit copies of such ~~filed~~ tax forms to the ~~Chief Financial Officer~~ **CFO** no later than 30 days after **the** filing date ~~of~~ **for** ~~each~~ **the** ~~year~~ **appropriate form**.

~~L. Employees of the district shall not have direct access to booster club, PTA, or student club bank accounts and may not serve as a booster club or PTA treasurer.~~

4) ~~M.~~Sanctioned organizations are prohibited from holding credit card accounts in the name of the ~~organization~~ **Organization.**

~~N. Teacher-sponsored student clubs shall fall under the control of the Board of Education and do not qualify to become sanctioned organizations.~~

~~O. No raffles and/or raffle-type activities are permitted. Silent auctions are permitted.~~

5) ~~P.No district~~ **District** logos ~~shall~~ **may not** be used without prior written permission from the Superintendent or designee.

6) Concerns of suspected fraud or embezzlement should be presented to the CFO with credible evidence. Anonymous "tips" will not be pursued. The District will make reasonable efforts to protect the identity of anyone who reports a concern and will not unnecessarily disclose the reporting individual's identity to the Organization. Disclosure may occur when necessary to investigate the concern or as otherwise required by law.

7) If the Organization chooses to cease operations and dissolve, or if the Board removes Sanctioning approval, all funds in possession of the Organization shall be deposited into the District's Activity Fund subaccount associated with the activity that was represented by the Organization.

a) If the Organization is a site PTA, then the funds may be transferred to the district PTA Council to be held in trust

by the Council until such time that the site PTA is re-established and sanctioned. Should a site PTA not be reestablished after a period of two fiscal years, the funds will be transferred to the site's general activity fund at the beginning of the third fiscal year.

I. DISTRICT EMPLOYEES AND CLUBS

1) Organizations shall not employ and/or pay District employees or hire independent contractors or outside employees without prior written approval from the CFO.

2) District employees may not be paid directly for services by the Organization.

3) Requests to pay a District employee for services rendered must have prior written approval from the CFO.

a) If a request is approved, the Organization will transfer the appropriate funds to the District and all payments to the employee will be paid by the District, not the Organization.

4) District employees shall not have direct access to Organization bank accounts.

5) Teacher-sponsored student clubs fall under the control of the Board and do not qualify to become Sanctioned.

J. ~~Q.Fund Raising:~~ FUND-RAISING

1) Fundraising for the upcoming fiscal year cannot begin until the Organization has been Sanctioned by the Board.

2) Raffles are permitted in accordance with Policy #3081.

3) Silent auctions are permitted.

4) ~~A.~~**School** ~~Recognizing~~ **facilities may be used in accordance with Policy #1350.** ~~the importance of parent-teacher groups, district schools may assist with requests for facility use from school-supportive organizations;~~

~~B. All use of school facilities must be authorized and scheduled by the appropriate administrative personnel;~~

5) ~~C.~~ The ~~district~~ **District** discourages going door-to-door by elementary students, without adult supervision.

6) ~~D.~~ All funds raised by ~~parent-teacher~~ **the** ~~associations~~ **Organization** shall remain the property of the ~~parent-teacher~~ **Organization unless the funds are gifted to the District.** ~~association unless gifted to the district;~~

7) ~~E.~~ All property and non-consumable items given to ~~the~~ **a** ~~schools~~ **school** shall be presented to the Board **as a gift and shall remain the property** of **the District.** ~~Education as a gift and shall become and remain the property of the district;~~

8) ~~F.~~ Prior approval from the ~~principal~~ **Principal** ~~must~~ **or** ~~be~~ **other** ~~given~~ **appropriate administrator is required** for the purchase of equipment or ~~service~~ **services** for the schools.

Adopted 12/9/96
Revised 12/8/97
Revised 12/13/99
Revised 12/13/04
Revised 1/16/06
Revised 12/10/07
Revised 11/10/08
Revised 1/18/10
Revised 12/12/11
Revised 12/10/12
Revised 12/9/13
Revised 11/14/16
Revised 12/11/17
Revised 12/9/19
Revised 12/14/20
Revised 12/13/21
Revised 12/8/25
Proposed Revision 11/9/26

The district, as a tax supported institution, recognizes that the public has a right to be fully informed concerning its operations. The district strongly believes that informed citizens are vital to the successful functioning of the democratic process which the district desires to exemplify to its students.

In order to achieve these goals, the Board of Education hereby states that all records of the district, except those designated as confidential in this policy statement, shall be open to any person for inspection, copying and/or mechanical reproduction during regular business hours. All persons requesting the right to inspect non-confidential records of the district shall be accorded prompt access to those records.

The district hereby designates the following records as confidential and not open for public inspection:

A. Records which can be kept confidential under federal or state law.

B. Personnel records which relate to internal personnel investigations, including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation.

C. Personnel records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions or employment applications submitted by persons not hired.

D. Bid specifications for competitive bidding prior to publication, contents of sealed bids prior to bid opening, computer programs or software (but not the data thereon), and appraisals relating to the sale or acquisition of real estate prior to the award of a contract if disclosure would give an unfair advantage to competitors or bidders. Proposal submissions, evaluations, evaluation results, and proposal, bid, and quote tabulations and summaries will not be released until after the project has been awarded or closed out if the project is not awarded.

E. Except for the fact that a communication has been received and that it is or is not a complaint, personal communications received from a person exercising rights secured by the Oklahoma or United States Constitution. Any response to such personal communications shall be confidential only to the extent necessary to protect the identity of the person exercising the right.

F. Individual student records, except for:

   1. Statistical information not identified with a particular student, if such information is maintained in a composite form.

   2. Directory information as defined in the Act if, pursuant to the Family Educational Rights and Privacy Act, (a) that information has been designated by the district as directory information, and (b) parents have been notified of and have not exercised their non-release rights.

G. Teacher lesson plans, tests and other teaching materials.

H. Personal communications concerning individual students.

I. Prior to taking action, including making a recommendation or issuing a report, personal notes and personally created materials of district personnel, excluding departmental budget requests, prepared as an aid to memory or research leading to the adoption of a district policy or district project.

J. Any contract for use of a student athlete's name, image, or likeness disclosed to a postsecondary institution pursuant to the Student Name, Image and Likeness Rights Act.

All requests for information may be received between the hours of 8 a.m. and 5 p.m. Requests will not be considered when the offices are closed.

~~If inspection of documents designated as confidential is denied, the person requesting access to such documents shall have a right to appeal the denial to the Board of Education.~~

PROCEDURES

In compliance with the Oklahoma Open Records Act, the following administrative procedures are established:

Any request for information should be sent to the Chief Communications Officer at the Education Service Center. The person(s) requesting the information may be required to submit a formal request for such information on forms provided by the district. The formal request form must be completed in all respects.

If a records request does not describe the requested records with reasonable specificity, the district will require the requestor to clarify the request. To have reasonable specificity, a request shall:

a. specify a general time frame within which the requested records would have been created or transmitted,

b. seek identifiable records, rather than general information without any qualifiers or

other specifications, and

c. include search terms that are sufficiently specific to assist the public body in identifying the requested records.

If the district has engaged with the requestor to seek the information needed to fulfill the request and to identify the records sought by the requestor, including providing the requestor with general topics or a specific list of records related to the request, the request may be denied if it is still not reasonably specific.

The district shall charge reasonable fees to recover the costs associated with document copies and searches for documents as permitted by the Act. In that regard, search fees shall be charged in the following circumstances: (1) If the request is solely for a commercial purpose or (2) if the request would clearly cause an excessive or substantial disruption of the essential functions of the district, regardless of who the requesting party is, including but not limited to, news media, scholars, authors, and taxpayers. Search fees will be charged as follows:

A. Time of non-administrative personnel at $20 per hour.

B. Time of administrative personnel **(other than superintendent)** at $~~40~~ **50** per hour.

C. Time of superintendent at $100 per hour.

D. Time of legal counsel at $200 per hour.

Time will be calculated on quarter-hour increments. If a computer query or programming is required, it will be at the rate of $100 per hour.

The following copying costs may also be charged:

A. 8 1/2" x 11" copies at 25 cents per page.

B. 8 1/2" x 14" copies at 25 cents per page.

C. Computer printouts at 50 cents per page.

~~D. Dubs of audio tapes at $6.00 each.~~

~~E. Dubs of video tapes at $15.00 each.~~

~~F.~~~~D.~~ Material on disk or electronically provided at $10.00 each.

E. USB flash drive at $20 per device.

All fees will be collected in advance. **Any portion of an advance payment that exceeds the actual costs of responding to the request will be returned to the requestor.**

Revised 6/10/96
Revised 12/13/99
Revised 1/13/03
Revised 12/13/04
Revised 1/16/06
Revised 2/12/07
Revised 12/10/07
Revised 12/14/15
Revised 12/11/17
Revised 8//13/18
Revised 12/13/21
Revised 12/8/25
Proposed Revision 11/9/26

Purpose

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

Definitions

For purposes of this policy, the following apply to:

A. Education records - Any record or media in print, hand-written, or electronic form that is required by law or board policy to be kept by the school or District. These records include birth records, legal guardian contact information, grade, attendance, behavior, assessment scores, transcripts, special education records, and health records. These official records will be maintained or may be accessed in the Principal's Office.

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

C. Dates of attendance

D. ~~Directory information - Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.~~ **Directory information - Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The District's policy regarding the designation and disclosure of directory information is set forth in Board Policy 1102, Student Directory Information.**

E. Student Health and Immunization Records - Include, but may not be limited to, student immunization records and other health records furnished to the school and/or school nurse.

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

Annual Notice

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

The District will annually notify parents and eligible students of their rights under FERPA by district communication, school handbook, individual notice, or another method reasonably likely to inform them of those rights. The notice shall include the right to inspect and review education records; the right to request amendment of records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights; the right to consent to disclosures of personally identifiable information except to the extent FERPA authorizes disclosure without consent; and the right to file a complaint with the U.S. Department of Education.

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

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

Parents or guardians of students and eligible students may inspect and review the student's education records upon written request to the principal, principal's designee, or other appropriate District official. The request should identify the records to be inspected. The District will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Access will be provided within forty-five (45) days after receipt of the request. When circumstances effectively prevent a parent or eligible student from exercising the right to inspect and review the records, the District will provide copies or make other arrangements as required by FERPA. A parent or eligible student may provide written consent authorizing a representative to inspect and review the records.

Right to Request Amendment of Education Records

A parent or eligible student who believes information in the student's education records is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA may request that the District amend the record. The request must be in writing, identifying the portion of the record sought to be amended, and explain why the information is inaccurate, misleading, or otherwise in violation of the student's privacy rights.

The District will decide whether to amend the record as requested. If the District decides not to amend the record, it will inform the parent or eligible student of the decision and of the right to a hearing under FERPA. The hearing will comply with 34 C.F.R. §§ 99.21 and 99.22 and will be conducted by an individual who does not have a direct interest in the outcome. The parent or eligible student will receive reasonable advance notice and a full and fair opportunity to present relevant evidence and may, at their own expense, be assisted or represented by one or more individuals including an attorney.

If, after the hearing, the District determines that the information is inaccurate, misleading, or otherwise in violation of the student's privacy rights, the District will amend the record and notify the parent or eligible student in writing. If the District determines that the information will not be amended, the District will inform the parent or eligible student of the right to place a statement in the record commenting on the contested information or stating the reasons for disagreement. The statement will be maintained with the contested portion of the record for as long as the record is maintained and will be disclosed whenever the contested portion is disclosed.

Disclosure of Personally Identifiable Information

Except as permitted by FERPA or other applicable federal or Oklahoma law, the District will not disclose personally identifiable information from a student's education records without the prior written consent of the parent or eligible student. When written consent is required, it must be signed and dated and must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom disclosure may be made.

Exceptions to Prior Written Consent

The District may disclose personally identifiable information from education records without prior written consent only when a disclosure is authorized by FERPA or other applicable law and all conditions applicable to the exception are satisfied. Permitted disclosures may include disclosures to:

1. school officials with legitimate educational interests.

2. officials of another school, school system, or post-secondary institution where the student seeks or intends to enroll, or is already enrolled, when the disclosure is for purposes related to enrollment or transfer

3. authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, or state and local educational authorities, as permitted for audit, evaluation, or compliance and enforcement activities

4. appropriate parties in connection with financial aid for which the student has applied or received

5. organizations conducting studies for or on behalf of the District when FERPA requirements are satisfied;

6. accrediting organizations carrying out accrediting functions

7. parents of an eligible student who is a dependent for federal income tax purposes, when permitted by FERPA

8. persons or entities in compliance with a judicial order or lawfully issued subpoena, subject to applicable FERPA requirements

9. appropriate parties in connection with a health or safety emergency, as permitted by FERPA

10. state and local officials or authorities when disclosure is specially allowed by applicable law and FERPA

11. other parties or circumstances for which FERPA or other applicable law expressly permits disclosure without consent.

For purposes of the school-official exception, a school official may include a person employed by the District in an administrative supervisory, academic, instructional, support, or other authorized capacity; a member of the Board of Education; and a contractor, consultant, volunteer, or other party to whom the District has outsourced an institutional service or function, provided the conditions of FERPA are satisfied. A school official has a legitimate educational interest when access to an education record is necessary to fulfill the official's professional responsibilities or authorized duties for the District.

Information and Record Retention

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

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

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

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

Complaints

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

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

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Ave, SW
Washington, DC 20202-8520

~~Family Policy Compliance Office~~

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

Availability of Policy

Copies of this policy will be available for parent and eligible student review in the principal's office of each school building and in the Department of Special Services at the Education Service Center.

Adopted 12/12/11
Revision 12/14/2020
Revision - 12/11/2023
Proposed Revision 11/9/2026

USE OF SCHOOL FACILITIES 1350

The Board of Education recognizes that the primary function of the district is to provide every student with a high quality and comprehensive educational offering. For this reason, buildings are constructed and facilities provided. The district, therefore, has a prior claim to the use of school facilities. However, the Board of Education is interested in accommodating community and other organizations which seek to use facilities owned and operated by the district. The following Board policy states the requirements established by the Board of Education for such use. In the event of a conflict between any provision of this policy with federal or state laws, the federal or state laws shall prevail.

PERMITTED USES

Pursuant to this policy and subject to the absolute right of the Union Public School District to use the facility for its primary purpose at any time, district facilities may be used by organizations for educational, political, literary, cultural, religious, scientific, civic or recreational purposes. Granting permission to use a district facility does not imply the endorsement of the event or its purpose by Union Public Schools or Union Public Schools employees.

PROHIBITED USES

The following groups may not use district facilities:

A. Any group advocating the violent overthrow of the Oklahoma or United States Constitutions.

B. Any group which encourages or takes part in any illegal activities.

C. Any group whose activities may result in violence or damage to district property, or whose activities may endanger life or limb.

D. Any group whose activities may be disruptive to the normal educational functions of the district.

E. Any group whose activities are such that the district facilities are not reasonably able to accommodate them.

F. Any group whose activities are in violation of any other district policy.

G. Any group which has previously violated this policy while using district facilities or whose activities caused damage to district facilities or injury to persons during such previous use, including failure to pay assessed charges or clean up appropriately.

USE APPROVAL AUTHORITY AND PROCEDURES

The Superintendent or designee shall have the authority to approve a facility's use request by an organization (user) pursuant to this policy. The following procedure shall apply:

A. Use of school facilities is to be scheduled with the building principal, site administrator, and/or the Facilities Use Committee. All meetings or events will be subject to building principal and Facilities Use Committee approval.

B. A district Facilities Use Committee with representatives from athletics, fine arts, the UMAC and support services will meet regularly to develop a master facilities schedule. This committee will consider Facilities Use Requests and set use fees, rates, and charges for the occupancy or use of any of the district's facilities.

C. Users shall make written application on district Facilities Use Request forms at least 14 days prior to the date of the use requested. If the user's request is one involving multiple dates, approval may be given for the entire schedule. Should a conflict develop, the district reserves the right to cancel the permission granted, or to require a change to an alternate date, time, or place. Failure to fully and properly complete the application may result in denial of the use request.

D. Requests for cancellation of the use of school facilities must be given a minimum of 72 hours in advance of the meeting time. The Performing Arts Center and the UMAC must be given a two-week notice. Deposits are non-refundable unless the event is cancelled by the district or an exception is made by the Facilities Use Committee. Their decision is final.

E. User fees shall be determined by the district. A fee schedule will be maintained at the Union Multi-Purpose Activity Center with the Facilities Coordinator. All use fees shall be paid in a timely manner to avoid further associated collection costs.

LIABILITY INSURANCE

The Board of Education reserves the right to require public liability and property damage insurance in the amounts designated by the district for all users under this policy. Non-district groups that co-sponsor events with district groups may also be required to meet insurance requirements.

The Facilities Use Agreement shall specify the required coverage and documentation to be submitted and shall further include a provision to indemnify the district and its personnel against potential claims. Documentation of insurance must be submitted 10 days in advance of occupancy covered by the lease. Generally, the coverage shall be consistent with the provisions of the Oklahoma Political Subdivision Tort Claims Act.

USE OF BUILDING, EQUIPMENT, AND FACILITIES

Any user requesting the use of public address systems, video boards, spotlights, or other such district-owned equipment must so state on the application. Use of such equipment by any user is at the discretion of the Superintendent's designee and may require an additional fee.

In rare situations where a mutual exchange of facilities or equipment/supplies/services is possible between the district and the organization, rates may be modified or eliminated at the discretion of the Facilities Use Committee and/or the Superintendent.

Any user requesting use of ~~cafeteria kitchen facilities or~~ concession stands must so state in its application. ~~The cafeteria kitchen facilities may be operated only with an authorized district representative present. Use of the cafeteria kitchen is at the discretion of the Superintendent's designee and with the approval of the Director of Child Nutrition.~~ Use of concession stands must be in compliance with district contracts. **Use of District cafeteria kitchen facilities is not permitted unless approved by the Director of Child Nutrition.**

The user is to protect the building and facilities against unreasonable wear, illegal uses and vandalism. Users will be responsible for damages.

There will be no smoking or use of tobacco products or vapor products/e-cigarettes (as defined in Board Policy #1500) or alcohol in any district facility or on district grounds. There will be no marijuana allowed in any district facility or on district grounds as defined in Board Policy #1970.

Only district personnel or an authorized designee will be permitted to open, set up, clean up, and close a rented facility. Under no circumstances will keys be given to any user.

CLASSIFICATION OF ORGANIZATIONS FOR DISTRICT FACILITY USE

The Facilities Use Committee will classify user groups in the following manner, including but not limited to:

Class I Union Public Schools District-Sponsored Activities (No fees assessed)
- A. Athletic events
- B. Fine Arts events
- C. District-sponsored meeting/seminars
- D. District-sponsored programs
- E. Extended Day enrichment programs

Class II District Sanctioned Organizations Meetings/Banquets (No fees assessed provided use of facilities is during periods when building is normally staffed, no additional labor costs are incurred, and the event is not a fund raiser.)
- A. PTAs/PTSAs
- B. Booster Clubs
- C. Monitored student organization meetings
- D. Union Schools Education Foundation meetings

Class III District Sanctioned Organizations/District Personnel Profit-Making Events (Fees may be assessed based on costs to the district. Additional fees may be assessed if event is co-sponsored by a for-profit non-district group. Liability insurance may be required.)
- A. Booster Club sponsored fund raisers (Liability insurance required)
- B. PTA/PTSA sponsored fund raisers. Two major PTA/PTSA fund-raising events will be allowed annually at the home school site of the PTA/PTSA organization at no charge to the organization. Use of other district sites may require a fee based on costs to the district. (Liability insurance required)
- C. Fee-based instructional camps (Liability insurance required)

Class IV Civic and Service Use (No fees assessed providing use of facilities is before or after the regular school day, not interfering with school activities. The activity must end by 8:00 p.m. and require no special set-up or custodial services. If the event extends after 8:00 p.m., regular rental rates apply and liability insurance is required.)
- A. Boy Scout and Girl Scout meetings
- B. District-approved parent-/community-sponsored youth programs (community interest/sports/arts)
- C. Union Public School District Home Owners Associations

Class V Non-District Organizations (full facility use fees will be assessed. Liability insurance is required.)
- A. For-profit events
- B. Non-profit groups fund-raising events

C. Meetings or seminars
D. Private instruction/Recitals
E. Church services/Events
F. Competitions/Concerts/Private Events

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Revised 12/14/98
Revised 12/13/99
Revised 1/14/02
Revised 1/13/03
Revised 12/13/04
Revised 1/16/06
Revised 2/12/07
Revised 12/10/07
Revised 11/10/08
Revised 1/18/10
Revised 11/8/10
Revised 12/12/11
Revised 12/8/14
Revised 12/14/15
Revised 11/14/16
Revised 12/10/18
Proposed Revision 11/9/26

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

For purposes of clarification, the following terms are defined:

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

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

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

SCHOOL BUS MAINTENANCE POLICIES

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

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

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

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

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

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

SCHOOL BUS DRIVER POLICIES

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

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

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

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

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

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

G. All school bus/CDL drivers shall be evaluated annually for job performance purposes as prescribed by district personnel policies. In addition to standard employee evaluation criteria, school bus/CDL drivers shall also be evaluated for driving skills and student-management skills.

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

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

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

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

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

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

SCHOOL BUS ROUTING

A. Transportation may be provided for and shall be restricted to the students of the district who reside within the boundaries of the district. Students who reside outside the district **and qualify for transportation under the McKinney-Vento Homeless Assistance Act** but attend Union Public Schools ~~through a mutual agreement with a neighboring school district for a specific area,~~ may be provided transportation service.

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

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

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

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

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

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

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

AUXILIARY OR ACTIVITY TRANSPORTATION

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

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

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

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

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

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

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

STUDENT DISCIPLINE

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

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

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

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

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

SCHOOL BUS ACCIDENTS AND EMERGENCIES

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

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

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

TRANSPORTATION OF STUDENTS WITH DISABILITIES

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

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

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

TRANSPORTATION OF ADULTS AND NON-STUDENTS

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

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

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Revised 12/8/97

Revised 12/14/98
Revised 12/13/99
Revised 1/8/01
Revised 1/13/03
Revised 12/10/07
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Revised 12/12/11
Revised 12/9/13
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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. 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.

~~A.~~**B** 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.~~**C** 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.~~**D** 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 literacy, 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 unique individual identifiers.

~~D.~~**E** 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 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.~~**F** 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.~~**G** Security - 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~~ **Chief Technology Officer** 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.~~**H** 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.~~**I** 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.~~**J** 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~~**policies**. 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.~~**K.** Personal Hotspots - Internet access may 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.~~**L.** 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.

~~L.~~**M.** 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.

PERSONAL USE OF INFORMATION SYSTEMS

A. 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.

B. Testing Prohibition - Users must not test or attempt to compromise any information security mechanism unless specifically authorized to do so by Chief Technology Officer. Unless specifically approved, 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 nondistrict 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 by 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 or vandalism.

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.

~~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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Revised 12/8/97
Revised 12/14/98
Revised 12/13/99
Revised 1/8/01
Revised 1/14/02
Revised 1/13/03
Revised 12/8/03
Revised 12/13/04
Revised 2/12/07
Revised 12/10/07
Revised 11/10/08
Revised 1/18/10
Revised 12/12/11
Revised 8/13/12
Revised 12/9/13
Revised 12/8/14
Revised 12/14/15
Revised 11/14/16
Revised 12/11/17
Revised 12/10/18
Revised 12/9/19
Revised 12/14/20
Revised 12/12/22
Revised 12/9/24
Proposed Revisions 11/9/26

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. 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 obtained from the Internet must be considered suspect until confirmed by separate information from another source. Employees should cross-reference information with reputable sources and be cautious of phishing, misinformation, or unverified content.

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~~ **Chief Technology Officer** or has been approved and posted to the ~~"Approved Software List"~~**self-service portal.** When unapproved or unlicensed software is found, it will be removed from the district's computer system.

C. Phishing/Identity Verification - 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.

D. Electronic Mail Attachments - Employees should not open electronic mail attachments unless they were expected from a verified 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.

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 must not 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. 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 computer system and all related equipment, networks, and Internet access are the property of Union Public Schools (I-009) and are provided for authorized use only.

Use of this system constitutes consent to monitoring. Union Public Schools monitors its computer systems for lawful purposes, including verifying authorized use, managing system performance, protecting against unauthorized access, and ensuring operational security. Monitoring may include active security testing.

Information transmitted, received, or stored on this system may be examined, recorded, copied, or used for authorized purposes and may become the property of Union Public Schools. Unauthorized use may result in disciplinary action, criminal prosecution, or other legal or administrative consequences.

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 District 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 may request, from the ~~Executive Director of Technology~~ **Chief Technology Officer** any 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.

FACIAL RECOGNITION TECHNOLOGY

A. The District may utilize facial recognition technology in conjunction with its video security systems for legitimate educational, operational, safety, and security purposes. Authorized uses may include, but are not limited to, identifying or tracking the movement of individuals within District facilities, assisting with access control or authentication for entry into District buildings, supporting investigations of security incidents, locating persons of concern, and other authorized security or operational applications.

B. Use of facial recognition technology shall be limited to legitimate District purposes and shall be conducted in accordance with applicable laws, District policies, privacy requirements, and established security procedures. Access to facial recognition capabilities and associated data shall be restricted to authorized personnel based on their job responsibilities.

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 (logon) 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 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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Revised 2/12/07
Revised 12/10/07
Revised 12/12/11
Revised 12/9/13
Revised 12/14/15
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Revised 12/9/24
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COMPUTER SECURITY 1603

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

CONFIGURATION CONTROL

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

B. Changes To Operating System Configuration - On district-supplied computer hardware,users 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.

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, on a post-it note, word document, or digitally 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 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~~ **Chief Technology Officer**.

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~~ **Chief Technology Officer**.

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

PHYSICAL SECURITY

A. Lending District-Owned Technology To Others - Users should never lend a personally assigned district-owned computer to a non-district employee.

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.

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.

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

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

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PASSWORDS 1604

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

SCOPE

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

GENERAL

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

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

C. Passwords cannot contain username, employee ID, first name, nor the last name.

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

E. Passwords must contain at least three (3) of the following parameters:

   1. Passwords must contain at least one (1) uppercase letter (e.g., N)
   2. One (1) lowercase letter (e.g., t).
   3. Passwords must contain at least one (1) numerical character (e.g., 5).
   4. Password must contain at least one special character.

F. Passwords must be at least 1 day old prior to changing password without involvement from the Technology department.

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

PASSWORD CONSTRUCTION GUIDELINES

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

PASSWORD PROTECTION GUIDELINES

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

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

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

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

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

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

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

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

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

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

MOBILE DEVICE PIN/PASSWORD CONFIGURATION STANDARDS

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

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

ENFORCEMENT

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

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RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE IN INSTRUCTION 1609

Artificial intelligence (AI) is increasingly present in classrooms and educator workflows. Classroom teachers play an essential and irreplaceable role in a student's education, and AI tools are intended to supplement educator-led instruction, not supplant it. This policy establishes district standards for the use of AI in instruction, consistent with the Oklahoma Responsible Technology in Schools Act (70 O.S. § 11-120), to protect student data privacy, preserve educator discretion, and ensure transparency to students and families.

DEFINITIONS

A. "Artificial Intelligence" or "AI" - a system or application consistent with 15 U.S.C. § 9401(3).

B. "Classroom AI Tool" - an AI application used to support instruction, learning activities, assessment, or educator workflows.

C. "Educator-Directed Use" - use of an AI tool under the supervision and professional judgment of a teacher or school employee.

D. "Human-in-the-Loop" - an educator or authorized employee maintains oversight, review, and final decision-making authority over AI-generated outputs.

APPROVED TOOLS

A. The Executive Director of Instructional Technology shall maintain and publish a current list of AI tools approved for instructional use, including any grade-level or use-case limitations that apply to each tool. Only tools appearing on the published list may be used for instruction or by students.

B. AI features embedded within district-purchased instructional software, such as learning management, adaptive assessment, and intervention platforms, may be used as part of normal use of that platform, provided the platform carries a "District Purchased/MOU" or "District Preferred" status and a "Compliant" privacy status in the district's software inventory.

C. Elementary students (PK-5) shall not independently access generative AI tools. Any AI-generated content presented to elementary students must be mediated by the classroom teacher.

D. Staff seeking to use an AI tool not on the published approved list must submit the tool to the Executive Director of Instructional Technology for review prior to any classroom use.

EDUCATOR-DIRECTED USE

A. All classroom AI tools shall be deployed through educator-directed use. Responsibility for decisions informed by AI remains with district employees and shall not be delegated to an AI system or vendor.

B. Classroom and student-facing AI tools shall operate with a human-in-the-loop. Outputs generated by AI shall be reviewed by an educator or authorized employee before use in instruction, feedback, assessment, or decision-making.

C. AI shall not be used as the primary basis for student grading, discipline, placement, promotion, retention, or other high-stakes educational decisions.

DATA PRIVACY

A. AI tools used in the district must comply with FERPA and other applicable federal and state student data privacy laws.

B. Staff shall not enter personally identifiable student information into any AI tool that has not been approved under this policy.

C. The district shall take reasonable steps to minimize the amount of student data shared with any AI tool.

TOOL REVIEW AND APPROVAL

A. The Executive Director of Instructional Technology maintains the district's software and AI tool inventory, including each tool's approval status and privacy status, and publishes the approved AI tools list referenced above.

B. Staff requesting approval of a new AI tool must submit the tool name, vendor, and intended instructional use to the Executive Director of Instructional Technology for review prior to use.

C. AI tools marked "Pending" or "Unknown" in the district's inventory are not approved for instructional use.

FAMILY DISCLOSURE AND OPT-OUT

A. The district shall provide parents and legal guardians with a written disclosure, not less than annually, identifying the AI tools used in instruction, the vendors providing them, the categories of student data collected, the extent of data sharing, and the educational purpose of each tool.

B. A parent or legal guardian may opt their student out of participation in student-facing AI tools at any time by written notice to the student's school administrator. Students who opt out shall not be academically penalized or denied access to core instructional content.

RESPONSIBILITIES

A. The Executive Director of Instructional Technology shall maintain the AI tool inventory and published approved tools list, issue implementation guidance, and oversee the annual family disclosure.

B. Building principals shall ensure staff awareness of approved tools and monitor instructional AI use within their buildings.

C. Teachers and staff shall use only approved tools with students and shall route requests for new tools to the Executive Director of Instructional Technology.

CONSTRUCTION

Nothing in this policy requires a school or teacher to use AI or limits the Board's authority to make decisions regarding instructional methods or technology.

Proposed Adoption 11/9/26

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.~~

In accordance with 70 O.S. § 6-401, any district employee who sends an electronic or digital communication to an individual student (including email, text message, instant or direct message, social media message, or app-based message) shall include the student's parent or guardian in that communication, unless the communication is, (1) sent through a district-approved platform and (2) related to school or academic matters. Employees shall not message an individual student from a personal phone number or personal account unless the parent or guardian is included. When possible, messages should go to the whole class, team, club, or organization. In an emergency, an employee may communicate with a student without including the parent or guardian, but shall notify the parent or guardian as soon as practicable afterward and inform their supervisor.

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 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. **Social Media** ~~Facebook "fans" can always comment on postings, and for this reason~~ page administrators should **frequently** monitor all postings, **although they have the option of turning off comments or taking down a post should it prove inflammatory.** Only ~~the~~ page administrators should be able to **initiate** post**s** 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~~ **comments**—including, but not limited to, profanity or libelous ~~posts~~ **comments**—a screen shot should be taken and the ~~post~~ **comment** removed **or blocked** 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. **The Chief Communications Officer, at his or her discretion, can block followers who use profanity or post offensive content on Union-affiliated social media sites.**

~~J~~.**K.** 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.[22]

Adopted 12/9/13
Revised 11/14/16
Revised 12/11/17
Revised 12/10/18
Revised 12/12/22
Revised 12/9/24
Proposed Revision 11/9/26

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~~ **Chief Technology Officer** 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.

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. 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.

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 - Any email stored on the server/cloud will be purged after the email creation date exceeds seven years. .

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.

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
Revised 12/8/14
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Revised 12/11/17
Revised 12/14/2020
Revised 12/12/22
Revised 12/11/23
Revised 12/9/24
Revised 12/8/25
Proposed Revision 11/9/26

CONFLICT OF INTEREST - BOARD OF EDUCATION 2035

Members of the Board of Education of the Union Public School District shall perform their duties with integrity in all public and personal relationships to maintain the trust and confidence of the public served and shall abide by standards of conduct and ethics established by federal and state law. Additionally, members of the Board of Education will use district property solely for the benefit of the district~~; will accept or give only such gifts, privileges, or favors that clearly have no relation to the performance of their district responsibilities or influence on their decision; will disclose any actual or potential conflict of interest involving them or known to them; and will participate in deliberations and decision making only when free from actual conflict of interest~~.

No board member may participate in the selection, award, or administration of a contract supported by a federal award (federal grant) if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which 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. Board members may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except for situations where the financial interest is not substantial or the gift is an unsolicited item of nominal value. For clarification of non-substantial or nominal value, see Board Policy 3010, Prohibited Purchasing Practices Section A, Acceptance of Gratuities or Gifts.

Questions regarding interpretation of this policy will be answered by the Board of Education for members of the Board and the Superintendent.

Revised 6/10/96
Revised 1/14/02
Revised 12/10/07
Proposed Revision 11/9/26

SECTION THREE: Business

Purchasing and Procurement 3010

Recycling and Recycled Materials Procurement 3015

Financial Management Goals/Priority Objectives 3025

Annual Budget 3050

Ending Fund Balance 3060

Financial Accounting and Reporting 3075

Continuing Disclosure 3077

Activity Funds~~, Fund Raising, Crowdfunding, Grants, Donations~~ 3080

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Fundraising and Crowdfunding 3082

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Selection of Auditors 3100

Asset Management 3150

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Travel Expense Approval, Documentation and Reimbursement 3200

Contractor Criminal Compliance Assurance 3300

PURCHASING AND PROCUREMENT 3010

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

DEFINITIONS

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

B. Best Value - An acquisition based on clearly defined quantifiable evaluation criteria 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 avoid the interruption of critical school business and operations.

D. 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.

E. Purchase Order (PO) - The district's printed or electronic document issued to a supplier formalizing all the terms and conditions of a proposed transaction.

F. 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.

G. 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.

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

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

J. 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.

K. 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 an encumbrance is in place to the supplier or credit 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.

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 blanket purchase orders of $100,000 or more must be approved by the Board of Education as a business 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 Funds Procurement and Compliance Manual** ~~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 and Non-Federal Contracts:

Conflict of Interest - No employee, officer, agent, or board member of the district may participate in the selection, award, or administration of a contract supported by a federal award or non-federal funding if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, agent, board member or 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, the **District's Federal Funds Procurement and Compliance Manual,** ~~federal Uniform Guidance Procurement Plan and Procedures,~~ 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:

These procurement thresholds shall apply to the total amount of a requisition.

Sourcing Methods

Description	District's Threshold	Sourcing Requirements
Micro-Purchases • **Non-federal** • **Federal**	$0 - $10,000 **$0 - $15,000**	Informal price quotes recommended
Small Dollar**/Simplified Acquisition** Purchases • Non-federal • Federal	$10,000.01 to $100,000 ~~$10,000.01 to $250,000~~ **$15,000.01 to $350,000**	Adequate number of written quotes (Request for Quotation)
Competitive Sealed Bids[1] and Proposals[2] • Non-federal • Federal	$100,000.01 and up ~~$250,000.01 and up~~ **$350,000.01 and up**	Adequate number of sealed bids or proposals (IFB or RFP)
Non-Competitive Proposals[3]	$10,000.01 and up	Sole Source
Public Improvement/ Construction Projects[4]	$5,001 to $100,000.	Use Small Dollar Method
Public Improvement/ Construction Projects[4]	$100,000.01+	Competitive Sealed Bids

[1]The sealed bid method of procurement shall be used for all competitive bidding of construction and maintenance projects (public improvements), 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 unless otherwise referenced in the solicitation, and awarded in accordance with federal or state requirements, e.g., lowest responsive and responsible bidder (construction and federal programs) or lowest and best bid (school buses & non-federal).

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

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

[4] Public improvement and construction projects, including minor maintenance and minor repair work to District property, and the selection of construction management and consultants firms shall be sourced and selected in accordance with the State Constitution, 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. Use of an e-procurement solution may eliminate public bid openings if referenced in the formal solicitation.

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 and technical services.
- Equipment maintenance services
- Travel services
- Goods and services purchased for student activity fund raisers and goods purchased by and/or provided to staff and/or students from activity funds.
- 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.
- Software and software subscription renewals.
- Training classes.
- Equipment 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 **Federal Funds Procurement and Compliance Manual,** ~~federal 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 utilizing the State contract**, a competitively bid cooperative contract,** or 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 method 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,agents, or board member 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. Acceptance of Gift Cards for Credit or Refund:

Employees shall not accept gift cards, store cards, merchandise cards, or other cash-equivalent instruments in lieu of a credit or refund owed by a vendor to the District. Any credit or refund owed to the District shall be issued by check made payable to the District or through another refund method approved by the District's Accounting Office.

If an Employee is making a subsequent authorized District purchase from the same vendor, however, a credit or refund may be applied directly to that purchase, provided the credit or refund is clearly reflected on the vendor's invoice or other supporting documentation.

~~B.~~**C** E-Rate Provisions:

No employee **authorized to award contracts under the Schools and Libraries Division E-Rate Program ("E-Rate")** shall accept any gratuities or ~~thing(s)~~ **item(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~~ **E-Rate** or associated Oklahoma Universal Service Fund (OUSF) programs. Furthermore, the annual maximum receipt of ~~thing(s)~~ **item(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.~~**D** Violations of Purchasing Policy:

District employees violating this policy, exceeding their purchasing authority or incurring an expense without a pre-approved purchase order may be held personally and financially liable and subject to disciplinary action including, but not limited to, suspension, demotion, termination and legal action.

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

Revised 12/11/23
Revised 12/9/24
Revised 12/8/25
Proposed Revision 11/9/26

ACTIVITY FUNDS~~, FUND RAISING, CROWDFUNDING, GRANTS, DONATIONS~~ 3080

~~This policy identifies and establishes basic guidelines regarding Activity Funds, as well as identifies the differences between grants and crowdfunding, and establishes guidelines regarding crowdfunding, school-related fundraising, selling products, or door prizes using school-supported organizations' names, the school's name, or involving students and employees.~~

ACTIVITY FUNDS

~~Activity funds are revenues collected from student or other extracurricular activities that are conducted in the school district, and control of such funds is statutorily exercised by the Board of Education. These funds are non-appropriated funds (not received from state or federal government or through local tax receipts). School Activity Funds are managed and operated under the guidance of a district staff member for the benefit of students, and are governed by policies and guidelines set by the Oklahoma Department of Education, Oklahoma Statute Title 70 § 5-129 and the Union Public Schools Board of Education.~~ Activity funds are cash funds that receive revenue from a variety of sources as outlined in O.S. Title 70 § 5-129. The Board of Education authorizes the Superintendent and/or Chief Financial Officer or designees to establish School Activity Fund procedures and practices consistent with Board of Education policies and Oklahoma law.

~~School activity fund budgets must be approved by the Board of Education annually and when revised.~~**The Board of Education, at the beginning of each fiscal year and as needed during each fiscal year, shall approve all school activity fund subaccounts, all subaccount fund-raising activities, all purposes for which the monies collected in each subaccount can be expended, and all sponsors of each subaccount. The activity fund subaccount sponsor is responsible for the budget, tracking, and any reporting requirements related to the funds contained in the subaccount.**

Establishment of new activity fund sub-accounts for student organizations must be approved by the Superintendent or designee prior to Board of Education approval.

Funds may be transferred between subaccounts by the Activity Funds District Custodian after approval by the Chief Financial Officer and the Board of Education.

~~Provided~~ **In the event** any activity fund sub-account has fulfilled the function and purpose for which the account was established, any remaining balance may be transferred to another sub-account by the Activity Funds District custodian after approval by **the Chief Financial Officer and** the Board of Education.

Specific procedures for the School Activity Fund are detailed in the Union Public Schools Activity Fund Manual.

~~GRANTS~~

~~Grants are funds that are disbursed to a recipient or organization by a government department, foundation, or corporation to fund a specific project. To receive a grant, an application or proposal must be submitted to a potential funder and the recipient must meet certain qualifications. All grant applications must be received by the Director of Federal Programs or designee and approved by the Board of Education, if needed, prior to submission to the granting authority.~~

~~DONATIONS~~

~~Any single cash donation greater than $100 must be approved by the Chief Financial Officer, or designee, and ratified by the Board of Education. Cash donations received with no designated use or purpose may be deposited in either an approved activity fund or the Gifts fund. Cash donations received with a designated use or purpose, other than payroll-related, shall be deposited into the Gifts fund. Cash donations to be used for tutoring or other payroll-dispersed expenditures shall be deposited in either an approved activity fund or the general fund.~~

~~Refer to Policy #3150, Asset Management, for guidelines regarding donations of furniture and equipment, which also must be approved by the Chief Financial Officer, or designee, and ratified by the Board of Education. Donations of consumable items may be accepted by the site or department administrator at their discretion.~~

~~CROWDFUNDING~~

~~Crowdfunding donations (collaborative funding via the Internet) by any employee outside of any sanctioned organization must follow Board of Education guidelines. In particular, crowdfunding applications must be completed, submitted and approved by the appropriate administrator(s) prior to the project being posted on the crowdfunding website and the subsequent crowdfunding donations must be approved by the Board of Education. Crowdfunding shall be used for the solicitation of tangible property. While crowdfunding platforms allow for the solicitation of funds to be used for professional development or field trips, these activities may only be requested~~

when the funds are to be paid directly to the service provider, and not submitted directly to the District. All items purchased or donated through district-approved entities such as DonorsChoose.org become the property of the district and must be submitted to the Board of Education for approval and acceptance. See also Board Policy #3150 - Asset Management.

FUNDRAISING

POLICIES THAT AFFECT BOTH ELEMENTARY AND SECONDARY FUND-RAISING ACTIVITIES

A. Fund-raising activities shall be approved in advance by the principals so they will minimize time away from class, either during the activity or in training for participation in the activity.

B. A faculty member or faculty sponsor must assist with a fund-raising activity.

C. All funds received must be deposited in the school's activity fund, unless the Chief Financial Officer or designee has given prior approval to deposit into an alternate fund. When large fundraisers benefitting charitable organizations outside Union Public Schools are held at a site, checks may be addressed directly to the organization, i.e. United Way or Make a Wish. All checks for outside organizations must be delivered to the organization as soon as the fundraiser is completed.

D. No company or other outside organization representative shall be permitted to visit the schools during school hours for the purpose of selling to students or faculty.

E. Requests for school fund-raising activities must be approved by the Board of Education annually and when revised, in advance of the activity, in accordance with state law.

F. Food sold to students during the school day must comply with the nutritional standards of the Healthy, Hunger-Free Kids Act of 2010, and those fundraisers must be approved by the Child Nutrition Department prior to the activity.

G. All district purchasing policies must be followed.

H. Fund-raising activities which involve consignment merchandise for resale shall be encumbered at one-hundred percent (100%) of the estimated cost of the goods or services. However, if the consignment goods are non-perishable and returnable, then with prior Board of Education approval, a minimum ten percent (10%) of the estimated cost of the goods or services must be encumbered.

I. If an individual activity account does not have sufficient funds to encumber the cost of a proposed fund raiser, then the site principal may elect to provide temporary funding using the site general activity fund.

J Establishment of new activity fund projects for student organizations must be approved by the Superintendent or designee prior to Board of Education approval.

K, No fund-raising activity shall be approved that will in any way interrupt or take away from class time either as part of the activity or in training for the activity with the following exceptions:

1. Since physical education is an activity class which emphasizes physical fitness, certain athletic fundraising activities, such as a jog-a-thon, may be allowed during the time a student has allotted for physical education. The association must request this in writing, stating the type, date, purpose, and length of the activity. At no time will more than two days be allotted for each of these activities.

2. Students may only participate in the actual athletic-type fundraiser during the time they have allotted for physical education.

3. It is the desire and goal of the Board of Education to encourage all students to develop a deep appreciation for reading and good media skills. Furthermore, the Board of Education views book fairs as important vehicles in accomplishing these desires and goals. Therefore, book fairs may be allowed during the regular school hours as well as before and after school.

ELEMENTARY SCHOOL FUND-RAISING POLICY

A. The sale of student pictures and book fairs are fund-raising activities which are allowed with prior Board of Education approval.

B. No fund-raising activity shall be approved which, by its nature or by promised prizes or awards, would induce or require elementary students to go door-to-door without adult supervision (e.g., selling products or sponsorships).

SECONDARY SCHOOL FUND-RAISING POLICY

A. The sale of student pictures and book fairs are fund-raising activities allowed with prior Board of Education approval.

B. Fund raisers which are co-sponsored by a parent organization for the purpose of a trip to reward students for their successful participation in an organization or out-of-state competition must receive prior Board of Education approval.

C. All fund-raising activities at the secondary level must be approved by the sponsor and principal establishing that the fund raiser:

1. Meets the safety, moral, ecological, and economic standards reflected by the district and that it complies with federal, state, and local regulations.

2. Meets the criteria established by this policy.

Revised 1/8/01
Revised 1/14/02
Revised 12/8/03
Revised 12/13/04
Revised 12/10/07
Revised 12/8/14
Revised 12/10/18
Revised 12/9/19
Revised 12/14/2020
Revised 12/13/21
Revised 12/12/22
Revised 12/8/25
Proposed Revision 11/9/26

~~Union Public Schools does not allow raffles and/or raffle-related activities.~~

Union Public School (the "District") sites, departments, student organizations, employees acting within the scope of their District employment, and any other organization or group subject to District financial controls shall not conduct or sponsor a raffle.

A Sanctioned Organization ("Organization") is permitted to hold a raffle provided that the Organization complies with these policies:

1. An Organization shall complete and submit a Raffle Approval Request Form and receive approval from the CFO before advertising the raffle, distributing raffle tickets, soliciting contributions, or otherwise conducting the raffle. The Raffle Approval Request Form is available on the District's website.
2. An Organization may raise funds by issuing prenumbered raffle tickets in conjunction with voluntary contributions to the Organization.
    a. The Organization may not require a specific contribution or payment as a condition of receiving a raffle ticket.
    b. The Organization may suggest a contribution amount, provided that the contribution is clearly identified as voluntary and is not a condition of receiving a raffle ticket.
3. All prizes offered in a raffle must be appropriate for a public-school-affiliated organization and consistent with the educational mission, policies, and standards of the District. The CFO may prohibit any proposed prize that is deemed inappropriate or inconsistent with District policy.
    a. Prohibited raffle prizes include, but are not limited to, alcohol, tobacco or nicotine products, firearms or other weapons, controlled substances, sexually explicit materials, and any other item that would be inappropriate for use, possession, promotion, or distribution in a public-school setting.
4. Raffle tickets may not be distributed, offered, or promoted, and contributions associated with a raffle may not be solicited or collected, on District property during the school day.
    a. District employees shall not conduct raffle activities during their work time, and students shall not be used to distribute raffle tickets or solicit contributions during the school day.
    b. Raffle activities may be conducted on District property outside the school day in connection with school-sponsored activities or events, provided the raffle has been approved by the CFO and the activities do not interfere with District operations or violate any other District policy.
5. The raffle shall be conducted by members of the Organization, and no member or person or entity used by the Organization in connection with the raffle may be compensated for conducting the raffle.
6. The Organization shall not hire or contract with any person or entity to conduct the raffle, sell or solicit donations for raffle tickets, or otherwise solicit contributions on behalf of the Organization.
    a. Solely at its own expense, the Organization may use a third-party electronic raffle platform to host a raffle online including fulfilling ticket orders, processing payments and providing a random number generator for raffle entries, provided that the third party is not in any manner in charge of the raffle or conducting the raffle.
7. Raffle tickets must be preprinted with specific information as detailed on the Raffle Approval Request Form located on the District Finance website.
    a. Raffles may be designated "Must be Present to Win" or "Need Not be Present to Win" and the applicable designation must be clearly printed on the raffle ticket. If the raffle is designated "Need Not be Present to Win", the ticket must provide space to record the ticket holder's name and telephone number.
    b. The Organization must document in writing at least three attempts to contact the winner on three separate days before selecting an alternate winner.
8. The winning ticket shall be selected by lot under the supervision of at least two members of the Organization.
    a. The Organization shall document in writing the selection, including the date and time of the selection, the members present, and the winning ticket number.

b. A video recording of the selection is recommended.

9. 50/50 raffles are permitted at sporting events and only require prenumbered tickets with tearable stubs. The entire process from distributing 50/50 tickets to announcing the winner must be contained within the time frame of the event. All other provisions of this policy apply to a 50/50 raffle.

10. The Organization shall comply with all applicable federal and state tax requirements.

a. For any prize subject to federal tax reporting or withholding requirements, the Organization shall obtain the required taxpayer information from the winner before releasing the prize and shall timely prepare and file all required tax forms and remit any required withholding.

b. A copy of any tax reporting form required to be furnished to the prize winner shall be provided to the CFO within 30 days of filing or issuance.

11. Any Organization conducting a raffle does so as an independent organization and not as an agent of the District. The Organization is solely responsible for conducting the raffle in compliance with applicable federal and state law and this policy, and all raffle proceeds and expenses shall be accounted for through the Organization's financial records and not through a District activity fund.

12. THE APPROVAL OF A RAFFLE REQUEST FORM DOES NOT CONSTITUTE AN ENDORSEMENT BY THE DISTRICT OF THE RAFFLE OR A LEGAL OPINION AS TO ITS LEGALITY UNDER STATE OR FEDERAL LAW, ALL OF WHICH IS EXPRESSLY DISCLAIMED BY THE DISTRICT.

Adopted 2/12/07
Revised 12/10/07
Revised 11/10/08
Revised 12/10/12
Revised 12/9/13
Proposed Revision 11/9/26

FUNDRAISING AND CROWDFUNDING 3082

This policy establishes guidelines regarding school-related fundraising, selling products, or door prizes using school-supported organizations' names, the school's name, or involving students and employees. This policy also establishes guidelines for crowdfunding.

FUNDRAISING POLICIES THAT AFFECT BOTH ELEMENTARY AND SECONDARY FUND-RAISING ACTIVITIES

A. Fund-raising activities shall be approved in advance by the principals so they will minimize time away from class, either during the activity or in training for participation in the activity.

B. A faculty member or faculty sponsor must assist with a fund-raising activity.

C. All funds received must be deposited in the school's activity fund, unless the Chief Financial Officer or designee has given prior approval to deposit into an alternate fund. When large fundraisers benefitting charitable organizations outside Union Public Schools are held at a site, checks may be addressed directly to the organization, i.e. United Way or Make a Wish. All checks for outside organizations must be delivered to the organization as soon as the fundraiser is completed.

D. No company or other outside organization representative shall be permitted to visit the schools during school hours for the purpose of selling to students or faculty.

E. Requests for school fund-raising activities must be approved by the Board of Education annually and when revised, in advance of the activity, in accordance with state law.

F. Food sold to students during the school day must comply with the nutritional standards of the Healthy, Hunger-Free Kids Act of 2010, and those fundraisers must be approved by the Child Nutrition Department prior to the activity.

G. All district purchasing policies must be followed.

H. Fund-raising activities which involve consignment merchandise for resale shall be encumbered at one-hundred percent (100%) of the estimated cost of the goods or services. However, if the consignment goods are non-perishable and returnable, then with prior Board of Education approval, a minimum ten percent (10%) of the estimated cost of the goods or services must be encumbered.

I. If an individual activity account does not have sufficient funds to encumber the cost of a proposed fund raiser, then the site principal may elect to provide temporary funding using the site general activity fund.

J. Establishment of new activity fund projects for student organizations must be approved by the Superintendent or designee prior to Board of Education approval.

K. No fund-raising activity shall be approved that will in any way interrupt or take away from class time either as part of the activity or in training for the activity with the following exceptions:

1. Since physical education is an activity class which emphasizes physical fitness, certain athletic fundraising activities, such as a jog-a-thon, may be allowed during the time a student has allotted for physical education. The association must request this in writing, stating the type, date, purpose, and length of the activity. At no time will more than two days be allotted for each of these activities.

2. Students may only participate in the actual athletic-type fundraiser during the time they have allotted for physical education.

3. It is the desire and goal of the Board of Education to encourage all students to develop a deep appreciation for reading and good media skills. Furthermore, the Board of Education views book fairs as important vehicles in accomplishing these desires and goals. Therefore, book fairs may be allowed during the regular school hours as well as before and after school.

ELEMENTARY SCHOOL FUND-RAISING POLICY

A. The sale of student pictures and book fairs are fund-raising activities which are allowed with prior Board of Education approval.

B. No fund-raising activity shall be approved which, by its nature or by promised prizes or awards, would induce or require elementary students to go door-to-door without adult supervision (e.g., selling products or sponsorships).

SECONDARY SCHOOL FUND-RAISING POLICY

A. The sale of student pictures and book fairs are fund-raising activities allowed with prior Board of Education approval.

B. Fund raisers which are co-sponsored by a parent organization for the purpose of a trip to reward students for their successful participation in an organization or out-of-state competition must receive prior Board of Education approval.

C. All fund-raising activities at the secondary level must be approved by the sponsor and principal establishing that the fund raiser:

1. Meets the safety, moral, ecological, and economic standards reflected by the district and that it complies with federal, state, and local regulations.

2. Meets the criteria established by this policy.

CROWDFUNDING

Crowdfunding donations (collaborative funding via the Internet) by any employee outside of any sanctioned organization must follow Board of Education guidelines. In particular, crowdfunding applications must be completed, submitted and approved by the appropriate administrator(s) prior to the project being posted on the crowdfunding website and the subsequent crowdfunding donations must be approved by the Board of Education.

Crowdfunding shall be used for the solicitation of tangible property. While crowdfunding platforms allow for the solicitation of funds to be used for professional development or fieldtrips, these activities may only be requested when the funds are to be paid directly to theservice provider, and not submitted directly to the District.

All items purchased or donated through district-approved entities such as DonorsChoose.orgbecome the property of the district and must be submitted to the Board of Education forapproval and acceptance.

See also Board Policy #3150 - Asset Management.

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Revised 12/13/21
Revised 12/12/22
Revised 12/8/25
Proposed New Policy Number Revision 11/9/26

~~GRANTS~~

~~Grants are funds that are disbursed to a recipient or organization by a government department, foundation, or corporation to fund a specific project. To receive a grant, an application or proposal must be submitted to a potential funder and the recipient must meet certain qualifications. All grant applications must be received by the Director of Federal Programs or designee and approved by the Board of Education, if needed, prior to submission to the granting authority.~~

~~DONATIONS~~

~~Any single cash donation greater than $100 must be approved by the Chief Financial Officer, or designee, and ratified by the Board of Education. Cash donations received with no designated use or purpose may be deposited in either an approved activity fund or the Gifts fund. Cash donations received with a designated use or purpose, other than payroll-related, shall be deposited into the Gifts fund. Cash donations to be used for tutoring or other payroll-dispersed expenditures shall be deposited in either an approved activity fund or the general fund.~~

DEFINITIONS

For purposes of this policy, the District's classification of funds will be determined by the substance of the transaction and the applicable accounting requirements, rather than solely by terminology used by the contributor. The CFO or designee will make the final determination regarding the classification, fund placement, and accounting treatment of all Grants, Gifts, and Donations within the parameters of board policy and applicable state law.

Grants. Funds received by the District through a local, state, or federal governmental grant program. Grants may be awarded through an application, allocation or other governmental funding process and are generally subject to specific program requirements, allowable uses, and reporting requirements. Grant funds will ordinarily be deposited into Fund 11 (General Fund), Fund 21 (Building Fund) or Fund 22 (Child Nutrition fund), as appropriate, and accounted for under the applicable OCAS coding.

Gifts. Contributions received from philanthropic foundations, private individuals, or private organizations that, because of the nature of the contribution, donor restrictions, duration, or intended stewardship, the CFO or designee determines should be accounted for separately from the District's operating funds and programs. Such Gifts may include bequests, long-term philanthropic funds, and other philanthropic assets requiring separate administration. Gifts meeting this definition will ordinarily be deposited into Fund 81 (Gift Fund), unless the CFO or designee determines that another fund is required or more appropriate under applicable law or OCAS requirements. The designation of a contribution as a "gift" by the contributor or another person does not, by itself, require that the contribution be deposited into Fund 81. Expenditures will be subject to applicable donor restrictions, law, OCAS requirements, and Board-approved purposes. To the extent a Gift is unrestricted, its use will be determined by the Executive Cabinet.

Endowments. Resources that are legally restricted so that only earnings, not principal, may be used for purposes that support the school district's programs will be deposited into Fund 50 (Endowments).

Donations. Voluntary contributions received from a nongovernmental source that do not meet the definition of a Gift under this policy, regardless of whether the contributor describes the contribution as a gift, grant, donation, award, or similar term. A contribution will not constitute a Donation if the District is required to repay the contributor or provide substantial goods or services in return.

Donations accepted for the benefit of a particular school, department, program, activity, or other approved District purpose will ordinarily be deposited into Fund 60 (Activity Fund) and credited to a Board-approved subaccount identifying the benefiting program or activity and the intended use of the funds. The CFO or designee may direct that a Donation be deposited into Fund 11 (General Fund), Fund 21 (Building Fund), or another appropriate fund when required or appropriate because of the nature or intended use of the contribution, donor restrictions, applicable law, or OCAS requirements.

Once deposited into an Activity Fund subaccount, the sponsor assigned to the subaccount will determine the specific use of the funds, provided that all expenditures are consistent with any donor restrictions, the Board-approved purposes of the subaccount, and applicable District purchasing procedures. The sponsor will also be responsible for completing any reporting required by the donor.

Any single cash gift or donation greater than $500 must be approved by the CFO or designee, and ratified by the Board of Education. Cash (or check) donations received with no designated

purpose or destination will be deposited into the Gifts fund.
Refer to Policy 3150, Asset Management, for guidelines regarding donations of furniture and equipment, which must also be approved by the CFO or designee and ratified by the Board of Education. Donations of consumable items may be accepted by the site or department administrator at their discretion.

Proposed Adoption 11/9/26

TRAVEL EXPENSE APPROVAL, DOCUMENTATION, AND REIMBURSEMENT 3200

SUMMARY AND RESPONSIBILITIES

The Board of Education believes that professional growth is integral to achieving the district's goals and mission. Employees and Board members are encouraged to participate in meetings, conferences, seminars, and workshops that promote professional growth or are essential to conducting district business. Employees may be authorized by administrative approval or by Board of Education approval to participate in professional growth or district business activities requiring travel. Authorization shall be based on the availability of funds, staffing requirements for the work area, the relationship of the activity to the employee's role in the district, and the employee's role within the organization sponsoring the activity.

District employees, members of the Board of Education, prospective employees for sponsored visits to the district, District guests, and volunteers who provide approved services on behalf of the district in lieu of district employees shall be reimbursed for their reasonable and necessary expenses while on authorized travel status on district business, subject to furnishing proper documentation of expenses for which reimbursement is requested. Travel approval may be contingent upon an employee's ability to fund travel expenses prior to reimbursement.

An individual traveling on district business is responsible to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess costs for materials and supplies, circuitous routes, luxury accommodations or auto rentals, and services not necessary or justified in the performance of district business are to be avoided as standard practice.

Those performing authorized travel are responsible for the preparation and submission of the district's travel claim form and accompanying documentation within thirty (30) days of the completion of the travel. Regardless of who prepares the forms, the claimant will always retain responsibility for reporting travel expenses in an accurate and ethical manner, demonstrating compliance with all applicable Board policies related to travel.

This travel policy shall govern all official Union Public Schools travel, including travel funded under state or federal grants, contracts, or other authorized outside sources. Any exceptions to this policy shall be submitted to the Superintendent or Chief Financial Officer for consideration. All official district travel shall be properly authorized, reported, and reimbursed in accordance with Board policy, the laws of the State of Oklahoma, and other applicable federal or IRS regulations.

TRAVEL APPROVAL

Only persons designated by the Superintendent may approve travel and, after the travel is completed, approve claims for recommended payment by the district.

A. All out-of-state travel must be approved by the Superintendent in advance of travel or requests for expenditures. A request form approved by the employee's supervisor must be submitted to the Superintendent in advance. The out-of-state travel authorization number assigned by the Superintendent must be included on the travel reimbursement claim form and all attached requisitions. Items to be included at a minimum are:
    1. Employee name and position.
    2. Date of projected travel.
    3. Business purpose of travel and benefit to district.
    4. Projected expenditures for transportation, lodging, meals, incidental expenses, registration costs, rental vehicle, other.
    5. Funding source.

B. With prior Superintendent approval or prior Board of Education approval, employees may accept vendor-provided travel, lodging, and registration provided said travel is for the purpose of attending professional development conferences, workshops, presentations, or training.

C. Site/Department Approval
    1. All forms related to travel must initially be approved by the site/department administrator with appropriate decision-making authority.
    2. This authorized approver is responsible for verifying:
        a. the purpose of the travel is valid and directly related to the district's educational mission or business goals;
        b. the total cost of the trip is within the approved OCAS project budget;
        c. expenses are charged to the proper OCAS codes.

D. Central Administrative Approval
    1. After site/department approval, the forms must be approved by the Associate Superintendent, the appropriate Assistant Superintendent, the Chief Financial Officer, Senior Executive Director, or Executive Director of Elementary or Secondary Education.

2. This administrator is responsible for ensuring compliance with Board policy and will verify that information on the form and in the accompanying documentation is reasonable, complete, and accurate.

E. Claimants may neither authorize their own travel nor approve the reimbursement of their own travel expenses.

F. Teachers on official school business that require expenses may be reimbursed if:

1. Prior authorization has been requested and approved on a Professional Leave Request.

2. The Professional Leave Request is submitted to the Executive Director of Human Resources or Superintendent by the immediate supervisor of the employee making the request.

G. Activity accounts may be used for travel expenses incurred for school activities, professional meetings, etc., once budget authorization has been approved by the Board of Education and the out-of-state travel request approved by the Superintendent. Employees may not use student-raised activity fund revenue to pay for adult travel.

NON-EMPLOYEE TRAVEL

There may be times when individuals not employed pursuant to employment contracts with the district perform approved services on behalf of the district that are similar to duties performed by employees, and may be reimbursed for their reasonable and necessary expenses while on authorized travel status on district business, subject to furnishing proper documentation of expenses for which reimbursement is requested.

A. Volunteers

1. Volunteers may be authorized to perform duties for which travel reimbursement is to be paid. Reimbursement claims will be honored only if written authorization to receive reimbursement for performance of the services is issued by the Superintendent prior to the rendering of the volunteer services. For example, if a parent is authorized by the Superintendent to transport participating students to a school event in lieu of the district providing such transportation, a pre-approval form for reimbursement must be signed by the designated approving official for mileage reimbursement to be made after the trip. Separate written authorization is not needed for services that written documentation shows is to be furnished on a repeated performance basis during the school year. For example, a written Individualized Education Plan (IEP) providing that the parent shall transport a student with disabilities to school in lieu of district transportation and that the parent will be reimbursed for such mileage provides sufficient written authorization for reimbursement during the time period that provision is part of the IEP.

2. Volunteers must be performing substantial and necessary employment-like work for the benefit of the district which has been pre-approved by the Superintendent. Reimbursement for expenses incurred by a volunteer must be authorized in writing by the Superintendent prior to the start of volunteer services. The above-referenced individuals are referred to as “claimants” or “travelers” in this policy.

B. Prospective Employees -- Prospective employee travel costs for sponsored visits to the district for which the individual was assured that reasonable and necessary travel expenses would be paid are subject to the provisions of the district’s travel policy.

C. Students

1. Travel expenses for students may be paid from general, activity, and/or gift fund.

2. All out-of-state student travel must be approved by the Board of Education in advance of the travel.

3. Student travel is subject to the provisions of Board Policies #5200 and #5250 in addition to the documentation and reimbursement procedures outlined in Board Policy #3200.

4. When a student group travels out of district for an event that may require meals to be provided prior to returning to the district, the group sponsor/coach may be reimbursed out of an activity fund for the actual expense of meals purchased for the student group and him/herself. An overnight stay is not required for this reimbursement.

D. District Guests

1. The Superintendent may invite individuals to attend and/or participate in special District-sponsored events as District guests. Upon written approval from the Superintendent or designee, guest travel expenses shall be reimbursed by the District pursuant to this Board policy. District guests are referred to as “claimants” or “travelers” in this policy.

2. District guest travel is subject to the documentation and reimbursement procedures outlined in this Board policy.

TRAVEL REIMBURSEMENT

The Oklahoma School Code authorizes a school district to reimburse Board of Education members, employees, and other preauthorized individuals for necessary travel expenses. These procedures apply to the documentation and reimbursement of travel expenses of district employees, members of the Board of Education, prospective employees, District guests, students, and volunteers.

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

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

A. Transportation Reimbursements:

1. It is in the District's best interest that employees work with the District's preferred vendor for booking air fare for business-related travel. The District is bill**ed** directly, eliminating the need for the employee to pay for air fare up front. When an employee must book airfare directly, reimbursement to the employee will occur after completion of the trip.
2. Air fare shall be reimbursed on actual cost basis and supported by documentation verifying proof of payment. Air travel shall be at coach rate. Air travel cost may also include baggage fees, seat fees, or other fees associated with air travel.
3. ~~Personal a~~**A**utomobile reimbursement costs shall not exceed the cost of flying ~~coach~~ **economy unless extenuating circumstances arise and are approved in advance by the Superintendent, the Chief Financial Officer or designee**. Reimbursement will be made only for ~~the most~~ **a** direct route in travel and shall be supported by **the following**:
   (a) Date of travel.
   (b) Business purpose of travel.
   (c) Miles traveled.
   (d) **Valid receipts if by commercial conveyance.** ~~Allowance of IRS prevailing rate per mile by the shortest, most direct travel route from the authorized point of departure is allowed for each individual if performed by conveyance other than that owned by the district. Employee will be reimbursed for mileage to and from the employee's principal work site. No reimbursement will be made for travel to and from hotel to conference/meeting location. Reimbursement may be made for travel expenses incurred both within and without the district, but no reimbursement will be allowed for travel between the regular work site and the residence of an employee or between the site of a regular Board meeting and the residence of a Board of Education member. Travel by commercial conveyance will be reimbursed at actual cost when supported by valid receipts.~~
   (e) **See Policy 4018, Mileage, for additional details.** ~~Comparative cost calculations when choosing travel via personal automobile rather than air travel. The amount reimbursed for mileage shall be the lesser of the cost of a coach airline ticket or mileage at the established IRS rate for the most direct route.~~
3. District-owned vehicles -- Valid itemized receipts or documentation for necessary gas, oil, turnpike charges, parking, and repairs are required if purchased from personal funds for travel in district-owned conveyance.
4. Ground transportation shall be reimbursed on actual cost basis and supported by documentation. Non-business use of ground transportation shall not be reimbursed.
5. Parking fees and turnpike tolls shall be reimbursed on actual cost basis and supported by itemized documentation.
6. Rental car shall be reimbursed on actual cost basis and supported by itemized documentation.

B. Lodging Reimbursement:

1. Reimbursement shall be based on the actual cost incurred and supported by itemized documentation.
2. Every effort shall be made to stay at a conference-associated hotel. Hotel information from the conference/event sponsor shall be attached to the request for expenditure. If a conference-associated hotel is not available, ~~every effort shall be made to locate a hotel offering the Federal GSA CONUS daily lodging rate~~ **every effort shall be made to obtain lodging at a rate not exceeding 150% of the applicable Federal GSA lodging rate for the travel location. If lodging is not reasonably available within this rate limitation, the employee must obtain approval from the Superintendent, Chief Financial Officer or designee prior to making the lodging reservation**..

3. The maximum amount to be reimbursed shall not exceed the actual cost of a single room rate, or double room rate if two district employees occupy the same room.
4. Itemized receipts listing the guest's name, the amounts charged, and showing printed name and address of service business must accompany all requests for reimbursement. Lodging receipts should indicate a zero balance or a charge to a credit card.
5. All lodging shall be secured at a reasonable rate for the activity and/or event scheduled. Lodging at a short-term residential rental property (such as Airbnb, vrbo, etc.) is not approved by the District and is not reimbursable for employee or student travel.

C. Meal Reimbursements:

1. ~~Per IRS regulations,~~ meal reimbursements ~~can~~ **will** only be paid if travel includes an overnight stay. Meals shall be reimbursed on a per diem basis.
2. Per diem reimbursement for meal allowance shall be based on the Federal GSA CONUS rates at the time of travel. Meal ticket receipts are not required for per diem allowances.
3. When submitting REQs for conference travel, detailed registration information including an agenda is needed to determine maximum allowable per diem for meals. If a detailed agenda is not available prior to registration, the daily agenda must be included with the personal reimbursement request. ~~CONUS~~ **Federal** GSA rates vary by location and include separate amounts for breakfast, lunch and dinner. If any meals are provided by the conference/event, the corresponding meal allowance shall not be included in the requested reimbursement. For example, if lunch is included in the conference registration fee, the lunch portion of the per diem shall be deducted from the daily per diem to determine the reimbursable amount. **For purpose of District reimbursement, a continental breakfast will not be deducted from an employee's per diem allowance.**
4. ~~No purchase of alcohol will be reimbursed.~~ **Exceptions to the required deduction for meals provided by a conference or event may be approved by the Director of Accounting when an employee is unable to consume the provided meal because of dietary restrictions, medical requirements, religious requirements, or similar circumstances.**

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

1. Meals for others (must indicate business relationship along with all other requirements for meal reimbursement). The purchase of business-related meals for others must be approved in advance by the Superintendent, Chief Financial Officer, Associate Superintendent, Assistant Superintendent, Senior Executive Director, or Executive Director.
2. Miscellaneous supplies, including workshop/conference materials.
3. Registration fees.

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

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

F. Other Special Circumstances

1. If prepayment of the initial cost of district-required travel is requested, the employee may, upon approval by the Chief Financial Officer or the Director of Accounting, submit appropriate documentation to be reimbursed for airfare, registration fees, and/or hotel deposits prior to the date of travel, as long as the expenses are within statutory guidelines. Additional documentation may be required upon completion of the travel including boarding passes, registration confirmations and/or lodging receipts. The employee may be required to reimburse the district the amount of the prepaid expense if the employee fails to complete the travel. Any costs associated with a change in travel itinerary will be reimbursed to the traveler if the change is essential to conducting district business.

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

REPORTING TRAVEL EXPENSES

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

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

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

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

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

D. The Chief Financial Officer, Director of Accounting, or designee is responsible for the final audit of the reimbursement claim for accuracy, completeness, validity, and compliance before processing the claim through the Accounting Department for payment.
   1. Errors in calculation or procedure shall be corrected and the claimant provided with a corrected copy or notified of the change in dollar amount on the travel reimbursement claim form.
   2. Issues involving an interpretation of law, policy, or procedure shall be corrected or returned to the authorizing administrator or claimant.
   3. Issues unresolved by the authorizing administrator and the Chief Financial Officer shall be forwarded to the Superintendent for a final decision.

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

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

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

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

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

J. A claimant may be reimbursed only for expenses the claimant personally incurred and is entitled to claim as reasonable and necessary travel expenses. If charges for multiple individuals or non-reimbursable items appear

on a receipt, the claimant shall clearly identify the items for which they are seeking reimbursement. The claimant is responsible for the accuracy of the travel claim form.

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

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

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

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

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

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

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

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

1. annotated with a statement to cross reference to another claim by number where the omitted expense item was claimed;
2. must show that payment of the omitted expenses was made by another source; or
3. must state that no reimbursement is being claimed for omitted expenses. For example, if meals are claimed, there needs to be a notation that lodging or transportation is being claimed or not claimed. If lodging is claimed, there must be a notation regarding whether meals and/or transportation are claimed or not claimed. The notation may be a simple "no charge" or "zero expenses."

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

O. For non-Federally funded travel only, if a receipt for an expense item is lost or it is impossible or impractical to furnish one, a letter of full explanation of the lack of receipt documentation and an itemized list of what, where, and when the items were purchased must be submitted and attached to the travel claim form. A signed and dated statement or affidavit of lost or unavailable receipt by the claimant may be used to document lost or unavailable receipts. The affidavit must include the name of the claimant, the inclusive dates of travel, an itemized list

of expenses for which the required receipts are missing, and a full explanation of how receipts were lost or destroyed. The reviewing authority may take the time needed to investigate any such request for reimbursement before taking action.

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Proposed Revision 11/9/26

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MILEAGE REIMBURSEMENT 4018

~~Reimbursement for district business mileage in the greater metropolitan area shall be calculated at the prevailing IRS rate. Travel to the first local work site of the day and travel home from the local work site are not reimbursable. Any assignment requiring mileage reimbursement must have prior authorization of the respective director/principal whose budget is affected. Claims should be compiled and submitted monthly. Employees receiving an "on call" stipend, which is intended to compensate employees for mileage within the greater metropolitan area, have been fully compensated for local mileage and will not be further reimbursed for local mileage under this policy. Approved mileage for authorized business travel outside of the greater metropolitan area will be paid as per IRS guidelines and as per Board of Education Travel Policy #3200.~~

1. Reimbursement for district business mileage in the greater metropolitan area shall be calculated at the prevailing IRS rate. Travel to the first local work site of the day and travel home from the local work site are not reimbursable.

2. Reimbursement for district business mileage outside of the greater metropolitan area (business travel) will be paid at the prevailing IRS rate and as per Board of Education Travel Policy #3200.

3. All assignments requiring mileage reimbursement must have prior authorization of the respective director/principal whose budget is affected.

4. Employees receiving an "on call" stipend, which is intended to compensate employees for mileage within the greater metropolitan area, have been fully compensated for local mileage and will not be further reimbursed for local mileage under this policy.

5. Claims for mileage reimbursement must be submitted to the Accounting Department by the 10th day of the following month from which the mileage expense was incurred. Claims submitted late will be considered for approval by the Director of Accounting or the CFO.

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

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 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~~ **related to school and academic communications**. 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. **In an emergency, an employee may communicate with a student without including the parent or guardian, but shall notify the parent or guardian as soon as practicable afterward and inform their supervisor. An employee reported to have violated the parent-inclusion requirement shall be placed on administrative leave while the district investigates, and the Board of Education shall be notified. If no misconduct is found, the employee shall be reinstated and the incident noted in the employee's personnel file. If misconduct is found, the employee shall be disciplined under applicable Board policy, up to and including termination, and the incident reported to law enforcement pursuant to 70 O.S. § 1210.163.**

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, AND STAFF/STUDENT INTERACTIONS 4020

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Revised 12/14/98
Revised 12/13/04
Revised 12/10/07
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CONFLICT OF INTEREST - EMPLOYEES 4057

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

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

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

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

D. Permit commercial exploitation of any professional position.

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

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

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

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

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

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

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

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Revised 12/11/17
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SICK LEAVE BANK AND INDIVIDUAL SICK LEAVE DONATION PROGRAM 4079

A Sick Leave Bank consisting of sick leave days donated by employees of the district shall be established. The guidelines for administering this bank shall be established and carried out by the Sick Leave Bank Committee.

The Sick Leave Bank Committee shall maintain records and submit a report by the end of each fiscal year to the Chief Financial Officer which provides an accounting of the number of days donated, number of days authorized for use and remaining available balance of the bank. The report shall also list the names of the bank members.

PURPOSE

To provide a bank of sick leave days from which qualifying members of the sick leave bank may request donations for extraordinary or severe illness, injury, impairment or physical or mental condition or pregnancy or recovery from childbirth that has caused or will cause the employee to exhaust all accumulated sick leave earned pursuant to the School Laws of Oklahoma.

MEMBERSHIP

All full-time and part-time district employees (certified, support, support associate and administrative) may become members of the sick leave bank upon employment, provided they contribute days to the bank. Members may not access sick bank days until the employee has been a member of the sick bank for one (1) year.

A. The committee will notify all new full-time and part-time employees of this benefit.

B. Employees are responsible for initiating the sign-up process and may enroll in the sick leave bank within sixty (60) days of employment date or at an annual insurance open enrollment signup period.

C. Full-time employees shall contribute one (1) day of sick leave upon becoming members of the sick leave bank. Part-time employees must contribute the pro rata number of hours of sick leave equivalent to one day of sick leave upon becoming members of the sick leave bank. Employees (full-time and part-time) may not contribute more than ten (10) days per year to the bank.

D. The minimum number of days in the bank shall be one hundred (100). Should the number of days drop below this minimum, each member shall be required to contribute another day in order to remain a member of the bank. Any member of the sick leave bank who has no sick leave days accumulated when these days are assessed may remain a member of the sick leave bank for the remainder of the current school year and shall contribute two (2) days at the beginning of the next school year.

E. Days contributed or assessed become the property of the sick leave bank and no longer count toward the individual member's accumulated or current sick leave. Days contributed shall remain in the sick leave bank until exhausted.

F. Only qualifying members of the sick leave bank may receive donations under this policy.

OPERATION

A. The operation and administration of the sick leave bank shall be by the Executive Director of Human Resources (or the Director of Human Resources), the UCTA President (or delegate), the USPA President (or delegate), Benefits Supervisor/Manager or Specialist and a registered nurse. Such individuals shall constitute the Sick Leave Bank Committee. The Executive Director of Human Resources (or the Director of Human Resources) shall be the Chairman of the Sick Leave Bank Committee.

B. Eligibility for donation and number of sick leave days shall be decided by a majority vote of the Sick Leave Bank Committee. In the case of a tie vote, the Chairman of the committee shall make the final decision.

C. **At the initial start of sick leave bank usage,** ~~S~~sick leave bank days cannot be used until all paid sick leave, vacation**, floating holidays,** and personal leave days (support employees) and all sick leave, personal leave and sub-deduct days (teachers) have been exhausted by the employee. Employees may not be reimbursed for sub-deduct costs under this policy.

D. Application must be made in writing to the Sick Leave Bank Committee through the Executive Director of Human Resources. Employees who are eligible to be members of UCTA or USPA should send a copy of the application to the appropriate union president. An employee may be eligible to receive donations if the Committee determines the employee meets the criteria described in this policy and the employee has followed district policies regarding the use of sick leave.

E. In order for the Sick Leave Bank Committee to evaluate whether an application for donation for sick leave bank days qualifies under this policy, the employee must sign a release stating that members of the Sick Leave Bank Committee will be authorized to receive information regarding the nature and extent of the applicant's condition or the condition of the household member for which leave is requested. Applications for sick leave donation from the bank will not be considered until a release has been received from the employee. The Sick Leave Bank Committee members will be required to sign an agreement to keep all such information confidential.

F. The employee will be required to submit a medical certificate from a physician verifying the severe or

extraordinary nature and expected duration of the condition and may be required to produce additional certifications to verify the continued severe or extraordinary nature of the condition and expected duration. "Severe or extraordinary" may include severe conditions resulting in non-elective surgery, as well as life-threatening conditions, but does not include ongoing or sudden conditions that are not severe, extraordinary or life-threatening and does not include routine or non-life-threatening chronic conditions.

G. Sick leave received by the bank will be paid at the daily rate of the receiving district employee. The sick leave received by a district employee from the bank will be designated as donated sick leave and will be maintained separately from all other sick leave.

H. Sick leave received by an employee pursuant to an application for donation from the bank can only be used for the condition verified by the physician pursuant to that particular application and any unused days will be returned to the bank.

I. Pursuant to State law, members who have not abided by district policies regarding the use of sick leave are prohibited from utilizing sick bank days.

J. Use of Days:

1. The maximum number of days granted per application shall be limited to the equivalent of the employee's thirty (30) work days donated from the bank per school year.
2. In case of extreme or unusual circumstances, the employee may appeal to the Sick Leave Bank Committee for consideration to extend beyond the thirty- (30-) day per school year limit.
3. During his/her employment with the district, the employee shall be limited to the equivalent of the employee's ninety (90) work days donated from the bank.
4. A qualifying employee who has exhausted his/her availability of donated leave under the Sick Leave Bank policy may utilize sick days donated by individual employees as per the Individual Sick Leave Donation Program below.
~~5. Donations from the bank will not be permitted for employees who have been released for any portion of the work day.~~
6~~5~~. As of the effective date an employee is approved for payment under the long-term disability policy provided by the district, the employee will cease to qualify to utilize sick bank days.

All donated sick leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick leave for purposes of this program.

This policy shall be reevaluated and/or revised annually by the Sick Leave Bank Committee.

INDIVIDUAL SICK LEAVE DONATION PROGRAM

This program provides a method for full-time and part-time employees who have been employed with the district for three consecutive years to receive donations for extraordinary or severe illness, injury, impairment or physical or mental condition or pregnancy or recovery from childbirth that has caused or will cause the employee to exhaust all accumulated sick leave earned pursuant to the School Laws of Oklahoma. Requests for donations under this program must be submitted to the Sick Bank Committee for review to determine if employee qualifies for donation under this policy. A USPA/UCTA representative will, if request for donation is approved, distribute information to facilitate donations under this policy.

In order for an employee to donate sick leave to another employee under this program, the donating employee must meet the following conditions:

A. The donating employee must be a full-time or part-time employee and may not donate more than ten (10) sick leave days in any one school year.

B. The donating employee may not donate:

1. Sick leave brought in from other districts.
2. Sick leave accrued in excess of 120 days.

C. The donating employee may not donate sick leave under this program if such donation would cause his/her available sick leave balance to drop below 80 hours (10 days).

D. The donating employee must submit a signed, dated form to Human Resources, after designating the number of days he/she agrees to donate and the naming individual to receive the donation. The donating employee will further agree, by signing the form, that he/she will donate any days not used by the individual to the sick leave bank. Any days donated to the sick leave bank become the property of the bank and will remain in the bank until exhausted. If the donating employee does not agree to donate the days unused by the individual to the sick leave bank, sick days cannot be donated to the individual.

E. The donating employee may only donate sick leave to employees qualifying under this policy. An employee may receive donations after the Sick Leave Bank Committee determines that the employee meets the criteria described in this policy and the employee has followed district policies regarding the use of sick leave.

In order to qualify to receive donations of sick leave from an individual, an employee must meet the following conditions:

A. The receiving employee must be a full-time or part-time employee and must have been employed with the district for three (3) full years (determined by the employee's start date).

B. The receiving employee must also be ineligible for the sick leave bank due to non-membership or because he/she has exhausted his/her ability to receive sick leave donations under the Sick Leave Bank policy.

C. The receiving employee must have exhausted his/her sick leave, vacation and personal leave days (support employees) and sick leave, personal leave and sub-deduct days (teachers). Employees may not be reimbursed for sub-deduct costs under this policy.

D. The receiving employee must have submitted to the Executive Director of Human Resources a certificate from a physician verifying the severe or extraordinary nature and expected duration of the condition.

E. In order for the Sick Leave Bank Committee to evaluate whether an application for donation for sick leave bank days qualifies under this policy, the employee must sign a release stating that members of the Sick Leave Bank Committee will be authorized to receive information regarding the nature and extent of the applicant's condition or the condition of the household member for which leave is requested, and may be required to provide additional certifications to verify the continued severe or extraordinary nature of the condition and expected duration. Applications for sick leave donation from the bank will not be considered until a release has been received from the employee. The Sick Leave Bank Committee members will be required to sign an agreement to keep all such information confidential.

F. The employee will be required to submit a medical certificate from a physician verifying the severe or extraordinary nature and expected duration of the condition and may be required to produce additional certifications to verify the continued severe or extraordinary nature of the condition and expected duration. "Severe or extraordinary" may include severe conditions resulting in non-elective surgery, as well as life-threatening conditions, but does not include ongoing or sudden conditions that are not severe, extraordinary or life-threatening and does not include routine or non-life-threatening chronic conditions.

G. The receiving employee may only utilize the donated days for which he/she qualifies by virtue of the employee's condition or the condition of a household member for which the donation was specifically made. Days not utilized by the receiving employee will not be retained by the employee for future use.

H. During his/her employment with the district, the employee shall be limited to the equivalent of the employee's ninety (90) workdays of sick leave donations from individual(s) under this program.

I. Sick leave received by the employee pursuant to this program will be paid at the daily rate of the receiving district employee. The sick leave received by a district employee from the donating individual will be designated as donated sick leave and will be maintained separately from all other sick leave.

~~J. Donations under this program will not be permitted for employees who have been released to work for any portion of the workday.~~

~~K~~**J.** As of the effective date an employee is approved for payment(s) under the long-term disability policy provided by the district, the employee will cease to qualify to utilize donated sick days.

~~L~~**K**. Pursuant to State law, members who have not abided by district policies regarding the use of sick leave are prohibited from utilizing sick bank days.

~~M~~**L**. The Superintendent may, under conditions he/she considers extreme, waive certain criteria for qualifying to receive donations or other provisions of the Individual Sick Leave Donation Program.

All donated sick leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick leave for purposes of this program. The Human Resources Department will not solicit donations from employees under this program.

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UCTA 4079
USPA 5.11

SICK LEAVE 4080

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

Accumulated sick leave may be used by employees for absence from their regular duties as a result of personal accidental injury, illness, pregnancy, or accidental injury or illness in the immediate family. The immediate family includes spouse, parent, parent-in-law, child (including foster children or children of guardianship), legal dependent, or persons who currently reside in the employee's household. Accumulated sick leave may also be used for the serious illness of a sibling, grandparent, or grandchild.

CERTIFIED EMPLOYEES

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

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

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

Upon retirement, severance or termination, certified employees who have been continuously employed in the Union School District for the last ten 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 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 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. 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 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 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 $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 $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 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 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.

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UCTA 4080, 4091
USPA 5.02, 5.12

LEAVE FOR JURY SERVICE OR CIVIL DUTY 4084

All employees shall be granted leave at full salary for jury service or as a witness subpoenaed in a criminal, civil, or juvenile proceeding in a recognized tribal, municipal, county, state or federal court of law and shall be entitled to keep any compensation received for serving as a juror or witness. Employee must provide the district with verification from the courts indicating exact dates served within fifteen (15) days of the jury/legal service.

Leave is not available for employees who are plaintiff or defendant in the matter.

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UCTA 4084
USPA 5.08

EARLY RETIREMENT INCENTIVE PROGRAM- ADMINISTRATIVE PERSONNEL 4093

An early retirement incentive program is to serve the needs of the district as they may be related to productivity, salary expenditures, staff reductions and affirmative action opportunities. The decision to implement this policy will be made by the Board of Education. If this policy is not implemented by the Board of Education in any year, administrators have the option to retire under the early retirement incentive program made available to either UCTA or USPA employees if either are approved by the Board of Education.

While it is recognized that many long-term employees may be deserving of severance benefits, it is not possible to single out such individuals. Benefits that may come to an eligible employee are, in fact, incidental to the overall purpose of the program.

The provisions of this Early Retirement Incentive (ERI) program which are herein outlined are therefore purposely restrictive and intended to favor the needs of the district rather than the prospective retiree. Therefore, this policy will be implemented only for those years in which the Board of Education determines that the district's economic status would benefit from the program.

CONDITIONS FOR PARTICIPATION

A. Applicants between the ages of 54 and 68 must be active employees with a minimum of 15 years creditable service under the Teachers Retirement System (TRS), with the last ten years of consecutive service as an employee of the Union Public Schools.

B. The request to participate in the program must be received by the Human Resources Department not later than the first Monday in December. It is the employee's responsibility to confirm request was received by Human Resources by the first Monday in December. Contingent upon any necessary Board approval prior to the end of the fiscal year, the Superintendent may waive the provisions of this section if it is determined to be in the best interest of the district.

C. The participant will be required to sign an ERI agreement outlining the terms and conditions of the ERI program. After signing the ERI agreement, the participant will have seven days in which to revoke the ERI agreement by submitting his/her intent to revoke, in writing, to the Human Resources Department (no later than seven days after signing the agreement). Once the seven days (after signing the agreement) have passed, the agreement to participate in the early retirement program is not revocable unless approved by the Superintendent for extenuating circumstances.

D. Early retirement benefits are not retroactive, and this program's benefits will be subject to Board of Education approval for those employees who qualify and apply prior to the deadline. All applications submitted after the deadline will be considered on an individual basis.

E. When deemed in the best interest of continued operations of the district, the Superintendent may extend/delay a participant's ERI start date and retirement date into the next fiscal year.

F. In the event of death prior to the end of the maximum benefit period, all benefits will immediately cease, except payment of life insurance if such policy exists.

G. All benefits will permanently and immediately cease if the retiree accepts employment in Oklahoma as an administrator or teacher in a public, private, or charter school serving any or all of grades pre-K through 12.

H. In the event a participant becomes employed in a position that does not violate Section G above, where health insurance is provided as a benefit, the Union Public Schools' health care program will become the secondary carrier of health care benefits. Failure to notify the Union Public Schools' benefits office of health insurance provided by other employers will result in the revocation of all health care benefits provided by this program.

I. In order to receive benefits under this policy, the participant must retire under TRS. All of these qualifications must be met by June 30 of the fiscal year in which the Administrator is requesting participation in the ERI program.

MINIMUM BENEFITS

A. Insurance:

   1. District group health coverage for the retiree, up to the cost of the single PPO premium.
   2. District group dental coverage for the retiree.
   3. District group vision (exam only) coverage for the retiree.

4. District group life insurance for the retiree.
5. The retiree shall have the option to continue dependent health, dental and vision insurance coverage that exists at the time of retirement. The cost of dependent coverage shall be the responsibility of the retiree.
6. The benefit package and premium for retiree and dependent coverage are subject to change annually but will reflect coverage that is available to all eligible employees of the school district.
7. Continuation of voluntary life insurance for the retiree and/or dependents will be offered as allowed by district insurance vendors.
8. At the point in time when an ERI participant/member qualifies for Medicare A and/or B, even if the member is still on ERI, district insurance will pay claims as secondary payer to Medicare Part A and Part B. Even if the member fails to enroll in Medicare Part A and Part B when he/she is eligible, the district's plan will pay only the portion of the claims it would owe as the secondary insurer.

   Failure to sign up with the Social Security Administration for Medicare Part B when a member is eligible may result in a significant, lifetime Part B premium penalty imposed by Medicare regulations.

   Although it is the responsibility of the member to investigate through the Social Security Administration the appropriate timing/forms/processes for signing up for the sections of Medicare available to the member, the district makes information available to any member who contacts the Human Resources Department for a referral to an appropriate Medicare advisor. As a general guideline, advice should be sought 60 to 90 days prior to turning age 65.

B. Monthly payments:

   During the benefit period, a monthly payment of the greater of $600 or 13% of the last year's base salary divided monthly will be made to the individual. All benefits terminate at the end of five years, upon the death of the retiree (see F above), or upon employment that violates Section G above, whichever comes first.

C. Other information:

   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.~~ **Personal leave not used shall be cancelled on June 30 and an equivalent amount of sick leave time added to the employee's sick leave accrual.**

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Revised 12/8/97
Revised 3/9/98
Revised 12/13/99
Revised 1/13/03
Revised 4/12/04
Revised 12/13/04
Revised 1/16/06
Revised 2/12/07
Revised 12/10/07
Revised 2/8/10
Revised 12/12/11
Revised 12/10/12
Revised 12/8/14
Revised 12/14/15
Revised 9/12/16
Revised 12/10/18
Revised 12/14/2020
Proposed Revision 11/9/26

EMPLOYMENT OF RETIRED TRS MEMBERS 4121

A person receiving post-retirement benefits from the Teachers' Retirement System of Oklahoma is not eligible to be employed by the district, in any capacity, for six (6) months between the retiree's last day of pre-retirement public education employment and any post-retirement employment by the district.

Employment under any conditions during this time, volunteer services for the purpose of obtaining a paid position at a later date, or payment at a later time for services performed during this time period may cause the forfeiture of all retirement benefits by the employee received during the period.

Teachers collecting retirement benefits may only be employed pursuant to a temporary contract.

Reference: OKLA. STAT. tit. 70 § 17-116.10; OKLA. STAT. tit. 70 § 6-101.23(F)(2).

PROPOSED ADOPTION 11/9/26

SECTION FIVE: Students

Non-discrimination 5000

Prohibition on Race and Sex Discrimination in Curriculum and Instruction 5001

Protection of Pupil Rights Amendment 5002

Homeless Students 5003

School Age and Child Find 5005

Wellness 5007

Medications 5008

Sports-Related Concussion Management 5009

Immunizations 5010

Student Diabetes Care and Management 5011

Communicable Diseases 5013

Contagious Conditions/Head Lice 5015

~~Department of Human Services, Law Enforcement, or Mental Health Provider Interviews on School Premises~~**Abuse, Neglect, Exploitation, and Trafficking** 5016

Supervision and Dismissal of Students 5020

Lost/Damaged Textbooks, Library Materials, and Computers/Electronic Devices 5022

Attendance 5025

Observation of Minute of Silence 5026

Voluntary Prayer 5027

Promotion, Placement, and Retention of Students 5030

Graduation Requirements and GPA Calculation 5031

Weighted Grade and Class Ranking Procedures 5032

Title III - English Learner Program 5033

Strong Readers Act 5034

Progress Reports 5035

Including Students with Disabilities in State and Districtwide Assessments 5037

Drugs, Drug Paraphernalia, and Alcohol 5039

~~Gang Involvement ..... 5041~~

Tobacco/Tobacco Products Use 5045

Discrimination/Harassment 5046

Formal Grievance Procedure for Filing, Processing, and Resolving Alleged Discrimination Complaints 5047

Complaint Procedures for Federal Programs 5048

Student Behavior 5050

Student Locker Search 5051

Cellular Phones/Wireless Telecommunications Devices 5052

Student Search and Seizure 5053

SECTION FIVE: Students (Continued)

Anti-Violence 5054

Possession of Dangerous Weapons 5055

Student Bullying Prevention and Intervention 5056

Student Dress and Performing Groups Attire 5060

Graduation Attire 5061

Sexual Harassment 5065

Discipline Procedures for Students with Disabilities 5070

Eligibility for Participation in Activities/Athletics 5200

Field Trips 5250

Class Parties 5300

Parking and Driving Regulations 5400

Student Residency 5450

Student Transfer 5500

Students Entering From Another School District 5501

Distribution of Flyers, Brochures, Posters/Signs, and Promotional Materials by Secondary Students 5502

Gifted/Talented Education 5503

Extended School Year/Special Education Services 5504

Credit by Exam (CBE) and Proficiency-Based Promotion 5505

Admission of Part-time Students 5506

Credit/Placement for Non-Accredited Programs 5507

Internet-Based Instruction 5508

Title I Parent and Family Engagement 5509

Foreign Exchange Students 5510

Distance Learning 5511

Released Time Course 5512

Suicide ~~/~~ **&** Crisis **Prevention & Mental Health Providers** ~~Intervention Plan~~ 5520

Materials Selection 5550

For purposes of this policy, the following definitions apply:

A. Instructional material - Instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

B. Invasive physical examination - Any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion or injection into the body, but does not include a hearing **or**, vision ~~or scoliosis~~ screening.

C. Parent - Includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). All rights provided to parents under this policy transfer to the student when the student turns 18 years old or is an emancipated minor at any age.

D. Personal information - Individually identifiable information including (a) a student or parent's first and last name; (b) a home or other physical address (including street name and the name of the city or town); (c) a telephone number; or (d) a Social Security identification number.

E. Survey includes an evaluation.

INSPECTION OF INSTRUCTIONAL MATERIALS

All instructional materials, shall be available for inspection by the parents of students in the school district. However, teacher lesson plans and tests are confidential records under the Oklahoma Open Records Act. After request by a parent, review of instructional materials shall be at a time mutually convenient to the teacher involved and the parent. Any complaint by a parent regarding the parent's inability to inspect any instructional material shall initially be addressed to the principal of the school where the parent's child attends. If the parent is dissatisfied with the principal's decision, then the parent may request review by the Superintendent or designee who shall have final authority over the matter.

Establishing a curriculum and determining to include or remove particular materials within the curriculum are the legal responsibilities of the Board of Education subject to statutory and state board of education guidelines. Nothing in this policy is intended to grant or require prior parental approval or control of materials or parental control, approval or review of teaching techniques or methods.

SURVEYS

No student shall be required to submit to a survey, analysis, written examination or evaluation that reveals information concerning:

A. Political affiliations or beliefs of the student or the student's family;

B. Religious practices, affiliations or beliefs of the student or the student's parent;

C. Sexual behavior or attitudes;

D. Illegal, anti-social, self-incriminating or demeaning behavior;

E. Mental or psychological problems of the student or the student's family;

F. Critical appraisals of other individuals with whom the student has a close family relationship;

G. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; and

H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

without the parent's prior consent.

Parents may inspect, upon request, a survey created by a third party before the survey is administered or distributed to students. Review of such surveys shall be at a time mutually convenient to the principal involved and the parent. Any complaint by a parent regarding the parent's inability to inspect any such survey shall be addressed to the Superintendent or designee who shall have final authority over the matter.

The district will take appropriate steps in compliance with the Family Educational Rights and Privacy Act (FERPA) to protect student privacy in the event of the administration or distribution of a student survey containing one or more of the items mentioned above.

PSYCHIATRIC OR PSYCHOLOGICAL EXAMINATIONS

Without the prior written consent of the parent or guardian, no student who is an unemancipated minor shall be required, as part of any applicable program, to submit to psychiatric or psychological examination, testing or treatment.

NOTIFICATION

The school district will notify parents annually of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

A. Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information or providing that information to others for that purpose. These activities do not include information for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions, such as:
   1. College or other postsecondary education recruitment and/or military recruitment;
   2. Book clubs, magazines and programs providing access to low-cost literary products;
   3. Curriculum and instructional materials used by elementary and secondary schools;
   4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic clinical, aptitude or achievement information about students and the subsequent analysis and public release of the aggregate data from such tests and assessments;
   5. The sale by students of products or services to raise funds for school-related or education-related activities; and
   6. Student recognition programs.

B. The administration of any survey containing one or more items described above in the Surveys section of this policy; and

C. Any non-emergency, invasive physical examination or screening that is (a) required as a condition of attendance; (b) administered by and scheduled by the school in advance; and (c) not necessary to protect the immediate health and safety of the student or other students. This provision does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screening that is permitted without parental notification.

INSPECTION OF DATA COLLECTION INSTRUMENTS

The district will take appropriate steps in compliance with the Family Educational Rights and Privacy Act to protect student privacy in the event of such collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information or providing that information to others for that purpose. Parents and eligible students may inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to students. Review of such instruments shall be at a time mutually convenient to the principal involved and the parent. Any complaint by a parent regarding the parent's inability to inspect any such survey shall be addressed to the Superintendent or designee who shall have final authority over the matter.

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Revised 12/13/04
Revised 1/16/06
Revised 12/12/22
Proposed Revision 11/9/26

SCHOOL AGE AND CHILD FIND 5005

All children who reside within the district boundaries and are between the ages of five years on or before September 1 and 21 years on or before September 1, shall be entitled to attend school free of charge in the Union Public School District.

Children who have reached the age of four years on or before September 1 of the school year may be admitted to the district's pre-kindergarten program as space is available and the program is offered.

Children who have reached the age of five years on or before September 1 of the school year may be admitted to kindergarten classes. Except as otherwise provided by law, children shall not be enrolled in the first grade unless they will have reached the age of six years on or before September 1 of the school year. Children who are under five years of age will not be admitted to any Union kindergarten unless said child previously attended a kindergarten class as an underage child in a school approved/accredited by a State Board of Education or a Department of Defense School for military dependents.

~~Union Public Schools will ensure that all children with disabilities within the boundaries of the Union Public School District, including children with disabilities who are homeless or wards of the State, and children with disabilities attending private schools or who are home-schooled, as well as children who are highly mobile, including migrant children, regardless of the severity of their disability, even though they are advancing from grade to grade and who are in need of special education and related services are identified, located, and evaluated.~~

Union Public Schools will ensure that all children with disabilities ages three (3) through twenty-one (21) for whom the District has Child Find responsibility are identified, located, and evaluated, regardless of the severity of their disability and including children who are advancing from grade to grade. This includes, but is not limited to, children enrolled in Head Start, children attending private schools, children who are home-schooled or homebound, children who are homeless or wards of the State, and children who are highly mobile, including migrant children, who may be in need of special education and related services.

Procedural Safeguards

Upon referral of a student for an initial evaluation for special education and related services, the District will provide the parent or guardian with a copy of the procedural safeguards available under the Individuals with Disabilities Education Act (IDEA).

Confidentiality

All personally identifiable student information obtained, maintained, or disclosed in connection with Child Find, referral, evaluation, eligibility, or the provision of special education and related services will be handled confidentially in accordance with the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and other applicable federal and state law.

Union Public Schools will identify, locate and evaluate all children within their boundary lines who are in need of special education and related services through public awareness activities:

a) Union Public School District shall inform the general public and parents within its boundaries of responsibility of special education services for students ages 3 through 21 years and how to access those services, including information regarding early intervention services for children ages birth through 2 years;

b) Public Awareness Activities, included but not limited to:

i) Child Find posters in all school building sites and on the UPS website;

ii) Preschool Brochures that include information are placed in every school and provided to parents included on the UPS website.

iii) Annual meeting with all private school administrators whose building site is located within the Union School district boundary lines.

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

Revised 12/13/99
Revised 1/8/01
Revised 1/13/03
Revised 12/13/04
Revised 1/18/10
Revised 11/8/10
Revised 12/13/21
Proposed Revision 11/9/26

Union Public Schools recognizes the relationship between academic achievement and student health and wellness. Union Public Schools is committed to providing a school environment that encourages nutritious eating habits, wellness, and appropriate physical activity as a means of promoting academic success, engaging students, and encouraging lifelong health.

HEALTH AND NUTRITION EDUCATION

The aim of Union Public Schools' pre-kindergarten through twelfth grade health and wellness education is to empower students to develop healthy behaviors, skills, and attitudes by providing a variety of fitness and health awareness opportunities, while establishing school and community partnerships that encourage healthy lifelong choices. **As mandated, schools' health education curriculum will align to the Oklahoma Academic Standards and the Health Education Act requirements.** The health and wellness educational environment will include the following components: Health Education; Physical Education; Health Services; Nutrition Services; Counseling, Psychological, and Social Services; Healthy and Safe School Environment; Health Promotion for Staff; and Family and Community Involvement.

SCHOOL PRACTICES

Nutrition education occurs in the classroom, as well as in the larger school community. The district utilizes multiple channels (e.g., classroom, cafeteria, and parental communication) to promote healthy nutritional and physical behaviors. In support of the aim of the Union Public Schools' wellness curriculum, the following guidelines, or recommendations, will be considered by the district:

- Allow students adequate time to consume meals;
- Utilize district personnel to provide training and support to staff to meet nutrition standards for preparing healthy meals, engaging staff in wellness activities, creating partnerships in providing excellent food to our students; and utilizing smarter lunch room tools and strategies to increase intake of healthy food choices, decrease waste, and improve participation. All school nutrition program managers, staff, and directors will meet or exceed hiring and annual continuing education/training requirements in the USDA Professional Standards for Child Nutrition Professionals;
- District employees, students, or sanctioned school organizations will be required to adhere to district guidelines for fundraisers and encouraged to offer health-promoting activities such as non-food items, physical activity/ related options, or healthy food and beverage options which follow USDA Nutrition Standards (see Regulation-Nutritional Guidelines, Nutrition Standards for All Foods Sold in Schools), unless exempted under state guidelines. Any fundraiser which does not meet the Smart Snack rules can only be conducted if the following criteria are met:
  - Each school site shall designate a Smart Snacks in School Exempt Fundraiser contact person who shall be responsible for maintaining up-to-date documentation regarding all food related fundraisers held at the school site;
  - A limit of thirty (30) exempt fundraisers per semester may be held at the High School. All other schools have a limit of fifteen (15) exempt fundraisers per semester. (Vending machines, snack shops, and student stores are all considered fundraisers;
  - Exempt fundraisers are prohibited from taking place while meals are being served to students under the NSLP (National School Lunch Program) or the SBP (School Breakfast Program) and while after-school snacks are being served to students under ASSP (After-School Snack Program);
  - The maximum duration of any individual exempt fundraiser shall be fourteen (14) days;
  - For each individual exempt fundraiser, documentation must be kept on file at the school site showing (1) the school organization, activity, class, or other group that benefits from the fundraiser, and (2) the date(s) the fundraiser is conducted, with the duration not to exceed fourteen (14) days.
- Only healthy food and beverage options that meet the USDA Smart Snack Nutrition Standards and nutrition guidelines for all foods and beverages provided, but not sold, to students during the school day, such as classroom parties, classroom snacks brought by parents, or other foods given as incentives, will follow the standards and nutrition guidelines, with two exemptions allowed from these standards per year.
- Teachers will be encouraged to provide ~~only~~ non-food items as rewards for academic performance or student behavior~~;~~. **Food and/or beverages will not be used to punish academic performance or student behavior.**
- Promote marketing that emphasizes only foods and beverages that meet Smart Snacks in School nutrition standards;
- Support the health and well-being of every employee along with programs and agencies that promote healthy lifestyles;

- **As required under the National School Lunch Program by providing** ~~Provide~~ nutrition education to families and the community through parental communication, educational workshops, screening services, and health-related exhibitions/fairs. Child Nutrition will offer hands-on nutrition education classes and activities for K-12 students.

SCHOOL MEAL SERVICE THROUGH THE USDA NATIONAL LUNCH AND BREAKFAST PROGRAM

The district Child Nutrition Program will **use registered dietitians or other certified nutrition professionals to plan and oversee the service of** ~~serve~~ reimbursable meals that meet the USDA's (United States Department of Agriculture) current meal pattern requirements as well as follow the principles of the Dietary Guidelines for Americans. Meal programs include lunch, breakfast, fresh fruits and vegetables grants, summer food program, breakfast in the classroom (in Title I schools) and after-school snack programs. **The District will make available applications for reimbursable meal programs to families at the beginning of the school year, as well as have applications available on the District website. The District will also inform families of the availability and location of free Summer Food Service Program meals for students when school is not in session.** All meals will:

- Be posted on the district website or individual school websites, and will include nutrient content **upon request;**
- Offer whole grains, fruits, and vegetables per USDA standards;
- Be accessible to all students, encouraging students to start each day with a healthy breakfast;
- Be appealing and attractive to students and staff of various ages and diverse backgrounds;
- Be served in clean and pleasant settings;
- Be designed to feature fresh fruits and vegetables from local sources to the greatest extent possible, and to pursue partnerships with local/regional farms to facilitate a Farm-to-School program;
- Include the provision of safe, unflavored, ~~cool~~ drinking water throughout the school day at no cost to students ~~and only allow low-fat or non-fat varieties of milk and 100% juice with no added caloric sweeteners~~; and
- Include foods high in **fiber and** whole grains with ample fruits and vegetables, as well as foods that are free of added trans-fat, low in added fats, sugars, and sodium, have age-appropriate caloric levels, and are served in appropriate portion sizes consistent with USDA standards.

PHYSICAL EDUCATION

The district recognizes the importance of physical activity and physical education in promoting health and academic achievement and student engagement. Physical activity is an important part of a student's comprehensive, well-rounded education program that will positively impact lifelong health and well-being. The district supports quality physical activity throughout the school day.

- Time spent participating in physical activities, per state law, will meet the requirements for accreditation by the Oklahoma State Board of Education. ~~Students in all grades will be offered a range of physical activity choices, which may include competitive and non-competitive options.~~
- The District will offer all students (K-12) short physical activity breaks throughout the day to let them stretch, move around, and break up their time spent sitting. These physical activity breaks may take place during and/or between classroom times;
- Students participating in physical education will be moderately to vigorously active for the majority of class time;
- The district provides proper and safe equipment and facilities to support physical education classes and other school-sponsored physical activities;
- Schools may choose to have a walk- or bike-to-school initiative, when appropriate. Parents will be encouraged to organize adult-supervised groups to facilitate safe walking and biking.
- Training for teachers on integrating physical activity into the curriculum may be provided as part of the professional development opportunities in the district.

MONITORING, POLICY REVIEW, AND EVALUATION

An assessment of the district's Wellness Policy will be completed at least once every three (3) years to help review policy compliance, assess progress, and determine areas of improvement. As part of that review, the district

Wellness Policy Council, which includes teachers, administrators, students, parents, Child Nutrition personnel, and community members (such as medical professionals), will review nutrition and physical activity policies; review nutrition and physical education policies and program elements; and review environmental provisions that support healthy eating and physical activity. During the triennial assessment the District will assess how its policy compares with the latest national recommendations on school health, and will update the policy accordingly. Results from these assessments, as well as input from stakeholders, will be utilized to plan for future improvements. Results and information about the Wellness Policy and its implementation will be posted on the district web page to inform the public, and will also be communicated using other venues such as PTA meetings, Board of Education meetings, and Healthy and Fit School Advisory Committee meetings.

Oversight for the district Wellness Policy will be maintained by the Director of Child Nutrition and the District Wellness Policy Council.

HEALTHY AND FIT SCHOOL ADVISORY COMMITTEE

Each school shall establish a Healthy and Fit School Advisory Committee to be composed of at least six members. The Advisory Committee may be composed of teachers, administrators, parents of students, health care professionals and business community representatives who have the authority and responsibility to ensure each school site complies with this policy.

The Healthy and Fit School Advisory Committee may be combined with the Safe School Committee as determined by the site principal.

Adopted 7/13/06
Revised 3/9/15
Revised 1/18/16
Revised 11/14/16
Revised 12/10/18

Proposed Revision 11/9/26

DEPARTMENT OF HUMAN SERVICES, LAW ENFORCEMENT, MENTAL HEALTH PROVIDER INTERVIEWS ON SCHOOL PREMISES — 5016

In accordance with Oklahoma law, all district employees are mandated reporters and shall report to the Department of Human Services any suspected cases of abuse, neglect, or exploitation involving students. The Board of Education fully supports that requirement and has established this policy to facilitate such reporting.

The following reporting procedures are to be implemented by all Union Public School personnel:

Notification to the Department of Human Services of child abuse should be made by telephone, in writing, or in person. The following provisions are stipulated:

A. Any report must be made in good faith.

B. No privilege or contract shall relieve any person from the requirement of reporting.

C. No employer, supervisor, or administrator shall impede or inhibit the reporting obligations.

D. No employer, supervisor, or administrator shall retaliate against a person who, in good faith, provides child abuse reports or information, or who testifies in a proceeding regarding child abuse.

Requirements:

A. DHS may conduct an interview and examination of the child at any reasonable time and at any place including, but not limited to, the child's school. School personnel will obtain documentation of the name and identification of DHS personnel conducting the interview. If requested by a DHS representative, an administrator may be present during an interview.

B. Any DHS records must be kept in a confidential file in the principal's office and transmitted in the same manner as special education records and are subject to FERPA policy.

C. Access to such records may be made available by the principal to a person designated to assist in the treatment of, or with services provided to, the child.

D. These records must be destroyed when the child reaches eighteen years of age.

E. Whenever a child transfers from one school district to another, the building principal must forward to the receiving school all reports of sexual abuse and severe physical abuse received from DHS.

F. The building principal must also notify DHS of the child's new school and address, if known.

G. All DHS reports should be reported to the Director of Security by the principal and the Director of Security will inform Law Enforcement.

State statutes on child abuse reporting require all of the following to report promptly to the county office of the Department of Human Services in the county in which the suspected injury occurred:

A. Physician or surgeon, including doctors of medicine and dentistry, licensed osteopathic physician, residents and interns, examining, attending, or treating a child under the age of eighteen;

B. Registered nurse examining, attending, or treating such a child in absence of a physician or surgeon;

C. Teacher of any child under the age of eighteen;

D. Other person having reason to believe that a child under the age of eighteen years has had physical injury or injuries inflicted upon him/her by other than accidental means where the injury appears to have been caused as a result of physical abuse, sexual abuse, or neglect.

It is a misdemeanor for any person to knowingly and willfully fail to promptly report any incident of suspected abuse. The person who has direct information about the abuse, or the person in whom the child has confided, is responsible for filing the report within 48 hours. The report must contain the following information:

A. Child's name, birth date, school, grade.

B. List of sibling(s).

C. Name of adult(s) with whom child resides.

D. Parent/guardian's name, address, phone number, place of employment, and work phone number.

E. Nature and extent of child's injury, including any evidence of previous injuries.

F. Description of circumstances.

G. Documentation of the school nurse's examination of the injuries.

H. Documentation of the name of the DHS personnel contacted, date, and time of contact.

I. Documentation of the name and badge number of the police officer, if the child requires transportation to shelter or a physician.

~~J. Signatures of school personnel filing report.~~

~~The Child Abuse Reporting form is available at each site.~~

~~Any person participating in good faith and exercising due care in the making of a report, or any person allowing access to a child by a person authorized to investigate a report concerning the child, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report.~~

~~Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation, may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.~~

~~LAW ENFORCEMENT~~

~~Should it become necessary for a properly identified member of a law enforcement agency to talk to a student and/or school personnel during the school day, the following procedures should be observed to assist law enforcement officers and to protect the rights of pupils and parents:~~

~~A. All properly identified law enforcement personnel will coordinate all business through the principal's office or the security director's office.~~

~~B. If requested by a law enforcement officer an administrator or designee may be present during an interview.~~

~~C. School personnel will obtain documentation of the name and badge number of law enforcement officers at the time of the interview.~~

~~MENTAL HEALTH PROVIDERS~~

~~A. Except with prior permission of the Superintendent, third party mental health providers may not conduct student interviews or provide therapy to a student during school hours or on school property unless specified on a student's Individual Education Plan (IEP) program.~~

Introduction

Under Oklahoma law, district employees have varying legal obligations to report abuse and neglect. The purpose of this policy is to provide directives and guidelines to assist district employees in fulfilling their legal responsibility.

Definitions

1. "Abuse and neglect" shall include, but is not limited to, the following:

a. "Abuse" is defined as:

i. harm or threatened harm to a child's health, safety, or welfare by a person responsible for the child's health safety or welfare, including but not limited to nonaccidental physical or mental injury, sexual abuse, or sexual exploitation. (OKLA. STAT. tit. 10A, § 1-1-105);

ii. willful or malicious harm or threatened harm or failure to protect from harm or threatened harm to the health, safety, or welfare of a child under eighteen (18) years of age by a person responsible for a child's health, safety, or welfare, or the act of willfully or maliciously injuring, torturing or maiming a child under eighteen (18) years of age by any person. (OKLA. STAT. tit. 21, § 843.5); or

iii. the intentional infliction of physical pain, injury, or mental anguish or the deprivation of food, clothing, shelter, or medical care to an incapacitated person, partially incapacitated person, or a minor by a guardian or other person responsible for providing these services. (OKLA. STAT. tit. 30, § 1-111).

b. "Neglect" is defined as any of the following:

i. the failure or omission to provide any of the following:

1. adequate nurturance and affection, food, clothing, shelter, sanitation, hygiene, or appropriate education,

2. medical, dental, or behavioral health care,

3. supervision or appropriate caretakers, or

4. special care made necessary by the physical or mental condition of the child,

ii. the failure or omission to protect a child from exposure to any of the following:

1. the use, possession, sale, or manufacture of illegal drugs,

2. illegal activities, or

3. sexual acts or materials that are not age-appropriate;

iii. abandonment (OKLA. STAT. tit. 10A, § 1-1-105); or

iv. the failure to provide protection, adequate shelter or clothing; or the harming or threatening with harm through action or inaction by either another individual or through the person's own action or inaction because of a lack of awareness, incompetence, or incapacity, which has resulted or may result in physical or mental injury. (OKLA. STAT. tit. 30, § 1-111).

c. "Sexual abuse" is defined as behavior that includes but is not limited to rape, incest and lewd or indecent acts or proposals, made to a child, as defined by law, by a person responsible for the health, safety, or welfare of the child. (OKLA. STAT. tit. 10A, § 1-1-105).

d. "Sexual exploitation" is defined as behavior that includes but is not limited to allowing, permitting, encouraging, or forcing a child to engage in prostitution, as defined by law, by any person eighteen (18) years of age or older or by a person responsible for the health, safety, or welfare of a child, or allowing, permitting, encouraging or engaging in the lewd, obscene or pornographic photographing, filming or depicting of a child in those acts by a person responsible for the health, safety, and welfare of the child (OKLA. STAT. tit. 10A, § 1-1-105).

e. "Contributing to the delinquency of a minor" is defined as behavior that knowingly or willfully causes, aids, abets or encourages a minor to be, to remain, or to become a delinquent child or a runaway child. (OKLA. STAT. tit. 21, § 856).

f. "Incest" is defined as marrying, committing adultery or fornicating with a person within the degrees of consanguinity within which marriages are by the laws of the state declared incestuous and void. (OKLA. STAT. tit. 21, § 885).

g. "Forcible sodomy" is defined as sodomy committed:

i. By a person over eighteen (18) years of age upon a person under sixteen (16) years of age;

ii. Upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime;

iii. With any person by means of force, violence, or threats of force or violence accompanied by apparent power of execution regardless of the age of the victim or the person committing the crime;

iv. By a state, county, municipal or political subdivision employee or a contractor or an employee of a contractor of the state, a county, a municipality or political subdivision of this state upon a person who is under the legal custody, supervision or authority of a state agency, a county, a municipality or a political subdivision of this state, or the subcontractor or employee of a subcontractor of the contractor of the state or federal government, a county, a municipality or a political subdivision of this state;

v. Upon a person who is at least sixteen (16) years of age but less than twenty (20) years of age and is a student of any public or private secondary school, junior high or high school, or public vocational school, with a person who is eighteen (18) years of age or older and is employed by the same school system;

vi. Upon a person who is at the time unconscious of the nature of the act, and this fact should be known to the accused; or

vii. Upon a person where the person is intoxicated by a narcotic or anesthetic agent administered by or with the privity of the accused as a means of forcing the person to submit (OKLA. STAT. tit. 21, § 888).

h. "Maliciously, forcibly or fraudulently taking or enticing a child away" is defined as maliciously, forcibly or fraudulently taking or enticing away any child under the age of sixteen (16) years, with intent to detain or conceal such child from its parent, guardian or other person having the lawful charge of such child or to transport such child from the jurisdiction of this state or the United States without the consent of the person having lawful charge of such child. (OKLA. STAT. tit. 21, § 891).

i. "Soliciting or aiding a minor child to perform or showing, exhibiting, loaning or distributing obscene material or child sexual abuse material" is defined as:

i. Willfully and knowingly solicits or aids a minor child to perform any of the following actions:

1. Lewdly exposing his or her person or genitals in any public place, or in any place where there are present other persons to be offended or annoyed thereby;

2. Procuring, counseling, or assisting any person to expose such person, or to make any other exhibition of such person to public view or to the view of any number of persons, for the purpose of sexual stimulation of the viewer;

3. Writing, composing, stereotyping, printing, photographing, designing, copying, drawing, engraving, painting, molding, cutting, or otherwise preparing, publishing, selling, distributing, keeping for sale, knowingly downloading on a computer, or exhibiting any obscene material or child sexual abuse material; or

4. Making, preparing, cutting, selling, giving, loaning, distributing, keeping for sale, or exhibiting any disc record, metal, plastic, or wax, wire or tape recording, or any type of obscene material or child sexual abuse material; or

ii. Shows, exhibits, loans, or distributes to a minor child any obscene material or child sexual abuse material for the purpose of inducing said minor to participate in:

1. Lewdly exposing his or her person or genitals in any public place, or in any place where there are present other persons to be offended or annoyed thereby;

2. Procuring, counseling, or assisting any person to expose such person, or to make any other exhibition of such person to public view or to the view of any number of persons, for the purpose of sexual stimulation of the viewer;

3. Writing, composing, stereotyping, printing, photographing, designing, copying, drawing, engraving, painting, molding, cutting, or otherwise preparing, publishing, selling, distributing, keeping for sale, knowingly downloading on a computer, or exhibiting any obscene material or child sexual abuse material; or

4. Making, preparing, cutting, selling, giving, loaning, distributing, keeping for sale, or exhibiting any disc record, metal, plastic, or wax, wire or tape recording, or any type of obscene material or child sexual abuse material (OKLA. STAT. tit. 21, § 1021).

j. "Procuring or causing the participation of any minor child in any child sexual abuse material or knowingly possessing, procuring or manufacturing child sexual abuse material" is defined as procuring or causing the participation of any minor under the age of eighteen (18) years in any child sexual abuse material or who knowingly possesses, procures, or manufactures, or causes to be sold or distributed any child sexual abuse material. (OKLA. STAT. tit. 21, § 1021.2).

k. "Permitting or consenting to the participation of a minor child in any child sexual abuse material" is defined as a parent, guardian or individual having custody of a minor under the age of eighteen (18) years who knowingly permits or consents to the participation of a minor in any child sexual abuse material. (OKLA. STAT. tit. 21, § 1021.3).

l. "Facilitating, encouraging, offering or soliciting sexual conduct with a minor" is defined as facilitating, encouraging, offering or soliciting sexual conduct with a minor, or other individual the person believes to be a minor, by use of any technology, or engaging in any communication for sexual or prurient interest with any minor, or other individual the person believes to be a minor, by use of any technology. (OKLA. STAT. tit. 21, § 1040.13a).

m. "Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act" is defined as:

i. Offering, or offering to secure, a child under eighteen (18) years of age for the purpose of child sex trafficking, or for any other lewd or indecent act, or procure or offer to procure a child for, or a place for a child as an inmate in, a house of prostitution or other place where prostitution is practiced;

ii. Receiving or offering or agreeing to receive any child under eighteen (18) years of age into any house, place, building, other structure, vehicle, trailer, or other conveyance for the purpose of child sex trafficking, lewdness, or assignation, or to permit any person to remain there for such purpose; or

iii. Directing, taking, or transporting, or offering or agreeing to take or transport, or aid or assist in transporting, any child under eighteen (18) years of age to any house, place, building, other structure, vehicle, trailer, or other conveyance, or to any other person with knowledge or having reasonable cause to believe that the purpose of such directing, taking, or transporting is child sex trafficking, lewdness, or assignation. (OKLA. STAT. tit. 21, § 1087).

n. "Causing, inducing, persuading or encouraging a minor child to engage or continue to engage in prostitution" is defined as:

i. By promise, threats, violence, or by any device or scheme, including but not limited to the use of any prohibited controlled dangerous substance causing, inducing, persuading, or encouraging a child under eighteen (18) years of age to engage or continue to engage in child sex trafficking or to become or remain an inmate of a house of prostitution or other place where prostitution is practiced;

ii. Keeping, holding, detaining, restraining, or compelling against his or her will, any child under eighteen (18) years of age to engage in the practice of child sex trafficking or in a house of child sex trafficking or other place where prostitution is practiced or allowed; or

iii. Directly or indirectly keeping, holding, detaining, restraining, or compelling or attempting to keep, hold, detain, restrain, or compel a child under eighteen (18) years of age to engage in the practice of child sex trafficking or in a house of prostitution or any place where prostitution is practiced or allowed for the purpose of compelling such child to directly or indirectly pay, liquidate, or cancel any debt, dues, or obligations incurred, or said to have been incurred by such child. (OKLA. STAT. tit. 21, § 1088).

o. "Rape" is defined as sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:

i. Where the victim is under eighteen (18) years of age;

ii. Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;

iii. Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;

iv. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;

v. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;

vi. Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;

vii. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim, or the subcontractor or employee of a subcontractor of the contractor of the state or federal government, a county, a municipality or a political subdivision that exercises authority over the victim;

viii. Where the victim is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of a school system, including employed and contracted school resource officers and security guards; or

ix. Where the victim is nineteen (19) years of age or younger and is in the legal custody of a state agency, federal agency or tribal court and engages in sexual intercourse with a foster parent or foster parent applicant. (OKLA. STAT. tit. 21, § 1111).

q. "Rape by instrumentation" is defined as an act within or without the bonds of matrimony in which any inanimate object or any part of the human body, not amounting to sexual intercourse is used in the carnal knowledge of another person without his or her consent and penetration of the anus or vagina occurs to that person. Provided further that one of the following circumstances exists:

i. where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in conduct prohibited by this section of law with a person who is eighteen (18) years of age or older and is an employee of the same school system, or

ii. where the victim is under the legal custody or supervision of a state or federal agency, county, municipal or a political subdivision and engages in conduct prohibited by this section of law with a federal, state, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim, consent shall not be an element of the crime; or

iii. where the victim is nineteen (19) years of age or younger and in the legal custody of a state agency, federal agency or tribal court and engages in conduct prohibited by this section of law with a foster parent or foster parent applicant;

iv. where the victim is a student at a secondary school, is concurrently enrolled at an institution of higher education, and engages in acts as defined above with a perpetrator who is an employee of the institution of higher education of which the student is enrolled (OKLA. STAT. tit. 21, § 1111.1).

r. "Making any oral, written or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16)" is defined as making any oral, written or electronically or computer-generated lewd or indecent proposal to any child under sixteen (16) years of age, or other individual the person believes to be a child under sixteen (16) years of age, for the child to have unlawful sexual relations or sexual intercourse with any person. (OKLA. STAT. tit. 21, § 1123).

s. "Exploitation" is defined as an unjust or improper use of the resources of an incapacitated person, a partially incapacitated person, or a minor for the profit or advantage, pecuniary or otherwise, of a person other than an incapacitated person, a partially incapacitated person, or a minor through the use of undue influence, coercion, harassment, duress, deception, false representation or false pretenses (OKLA. STAT. tit. 30, § 1-111).

t. "Child trafficking" as defined below.

u. "Sexual battery" is considered child abuse and neglect when committed upon a person who is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or in the legal custody or supervision of any public or private elementary or secondary school, or technology center school, by a person who is eighteen (18) years of age or older and is an employee of a private school or public school system.

2. "Child trafficking" includes, but is not limited to behavior that consists of the acceptance, solicitation, offer, payment or transfer of any compensation, in money, property or other thing of value, at any time, by any person in connection with the acquisition or transfer of the legal or physical custody or adoption of a minor child, except as ordered by the court or except as otherwise provided by Section 7505-3.2 of Title 10 of the Oklahoma Statutes. (OKLA. STAT. tit. 21, § 866).

3. A "person responsible for a child's health, safety or welfare" includes a parent, a legal guardian, a custodian, a foster parent, a person 18 years of age or older with whom the child's parent cohabitates or any other adult residing in the home of the child, an agent or employee of a public or private residential home, institution or facility, or an owner, operator or employee of a child care facility as defined by OKLA. STAT. tit. 10 § 402.

4. "Parent" refers to parents, guardians or others who have legal responsibilities for specific children.

5. "Local law enforcement" means a law enforcement agency independent of the school district or a full-time school district police department fully commissioned by the State of Oklahoma. Local law enforcement shall not include a school resource officer unless the officer is directly supervised by a law enforcement agency independent of the school district and immediately submits a written report to the independent law enforcement agency describing the circumstances and any action taken.

Reporting Suspected Abuse, Neglect Exploitation or Trafficking

Any district employee having reason to believe that any student is a victim of abuse, neglect or exploitation shall immediately report this matter to:

(1) Oklahoma Department of Human Services ("DHS") through the hotline designated for this purpose (1-800-522-3511 or STO.Hotline.Referral@okdhs.org), AND

(2) local law enforcement.

Additionally, any district employee must report suspected child trafficking to:

(1) Oklahoma Bureau of Narcotics and Dangerous Drugs Control ("OBNDDC") at 1-855-617-2288,

(2) DHS through the hotline designated for this purpose (1-800-522-3511 or STO.Hotline.Referral@okdhs.org), AND

(3) local law enforcement.

In addition to the reporting requirements above, the superintendent or any school administrator who receives an allegation or disclosure that a school employee is involved in the abuse or neglect of a student, or who otherwise has reason to believe that such abuse has occurred by a school employee, shall report the matter within twenty-four (24) hours to law enforcement. Further, this special reporting obligation is not affected by the resignation, retirement, termination, transfer, or other separation from employment of the employee who is the subject of the report or investigation.

The following requirements are mandated by Oklahoma Statutes tit. 70, § 1210.163 and govern the reporting and investigation of allegations that a school employee abused or neglected a student.

(1) All disclosures or allegations of an employee involved in the abuse or neglect of a student shall be reported to law enforcement prior to any formal investigation by the school or school board, or questioning of the employee subject of the accusation.

(2) No school investigator, administrator or official shall conduct formal interviews of the employee subject of the accusation or engage in disciplinary proceedings of the employee until law enforcement has been notified and has had the opportunity to interview the involved parties unless law enforcement determines that an immediate school response is necessary to protect student safety. For purposes of this policy, paid administrative leave shall not be considered disciplinary action.

District employees shall also comply with the requirements of Okla. Stat. tit. 70, § 1210.164 and the district's policy "Reporting and Investigation of Matters Involving Student Victims of Sexual Abuse, Sexual Assault, and Sexual Misconduct" when a student is alleged or believed to be the victim of sexual abuse, sexual assault, or sexual misconduct.

Further, when allegations involve conduct that may constitute sex-based harassment or other sex-related misconduct under Title IX of the Education Amendments of 1972, the district must still comply with all applicable Title IX requirements regarding reporting, investigation and prompt response. The district's obligations under Title IX are independent of any investigation or other action by law enforcement, and referral of a matter to law enforcement does not relieve the district of its obligations under Title IX. If a requirement of state law conflicts with an applicable requirement of Title IX, the District shall comply with the applicable federal requirement. In the event of any perceived conflict or uncertainty between the requirements of state law and Title IX, district personnel shall promptly consult with the superintendent or legal counsel for guidance.

After a report is made to DHS or OBNDDC via the hotline, or to law enforcement, the reporting party (the employee making the report) shall prepare a written report which contains the confirmation number of the report (if applicable), the date and time of the telephone contact, the name of the person to whom the district employee made the oral report, the names and addresses of the student, the parents, and any other responsible persons, the student's age, the nature and extent of injuries, any previous incidents, and any other helpful information. A copy of this report will be furnished to the principal or, if the reporter believes the principal is not an appropriate individual, to the superintendent.

Local law enforcement shall keep confidential and redact any information identifying the reporting district employee unless otherwise ordered by the court. A district employee with knowledge of a report made to DHS and/or local law enforcement shall not disclose information identifying the reporting district employee unless otherwise ordered by the court or as part of an investigation by local law enforcement or DHS.

Investigatory Access to Students and Parental Notification At the request of appropriately identified investigators from the Department of Human Services, the Oklahoma Bureau of Narcotics and Dangerous Drugs Control, the district attorney's office, or local law enforcement, the superintendent, principal, or other school official shall permit investigators access to a student about whom the agency has received a report. Interviews shall be conducted in a manner intended to minimize embarrassment to the student.

The school principal or superintendent designee shall notify the student's parent, guardian, or other person responsible for the student's health or welfare of the investigation or interview if the student is suspected victim of a criminal offense by someone other than a parent, criminal offense has been committed against the minor child by someone other than a parent. If the investigating agency determines that prior notification or immediate notification of the parent, guardian, or other responsible person would impede an ongoing investigation or otherwise is not in the best interest of the investigation, the district shall follow the direction of the investigating agency regarding the timing and manner of such notification.

A school administrator may be present during interviews of students conducted by the Department of Human Services or law enforcement only when authorized by the investigating agency.

Reports to Principal or Other School Officials

Suspected instances of abuse, neglect, exploitation or trafficking, whether the result of circumstances at home, school or at other locations, affects the student while he or she is at school or participating in school activities. Consequently, employees are required to report any suspicion of abuse, neglect, exploitation or trafficking by any individual, whether the identity is known or unknown, to the principal or other school official. This reporting obligation exists in all instances, including circumstances suggestive of this conduct at school or connected with school activities. Accordingly, this policy includes an obligation to notify another school administrator, if for any reason the employee has a reasonable belief that the principal should not be notified, in any instance involving suspected abuse, neglect, exploitation or trafficking of a student.

Immunity for Good Faith Reports

Oklahoma law provides that any district employee who in good faith and exercising due care makes a report to DHS or another appropriate law enforcement office, allows access to a student by persons authorized to investigate a report concerning the student or participates in any judicial proceeding resulting from a report, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed.

Neither the board of education nor any district employee will discharge or in any manner discriminate or retaliate against the person who in good faith provides such reports or information, testifies, or is about to testify in any proceeding involving abuse, neglect, exploitation, or trafficking, provided that the person did not perpetrate or inflict the abuse, neglect, exploitation or trafficking.

Information Concerning Abuse, Neglect or Exploitation

In any instance in which the district receives a report from DHS regarding any confirmed report of sexual abuse or severe physical abuse concerning the student, the superintendent will forward to a subsequent school in which the student enrolls all confirmed reports of sexual abuse and severe physical abuse received from DHS, and the superintendent will notify DHS of the student's new school and address, if known.

All information or documents generated or received by the district in regard to the matter are confidential and shall not be disclosed except to investigators of DHS, the district's attorneys, the district attorney's office, a subsequent district in which the student enrolls, a person designated to assist in the treatment of or with services provided to the student or other state or federal officials in connection with the performance of their official duties. The information or documents shall be maintained and transmitted by the district in the same manner as special education records. Such records shall be destroyed when the child reaches the age of 18.

Attestation

In addition, every district employee must annually sign an attestation form acknowledging his or her responsibility to report suspected child abuse or neglect. Failure to annually sign an attestation does not relieve a district employee of his or her obligations under this policy.

Training on Child Abuse and Neglect

A program, which includes the following information, shall be completed the first year a certified teacher is employed by a school district, and then once every fifth academic year:

1. **Training on recognition of child abuse and neglect;**
2. **Recognition of child sexual abuse;**
3. **Proper reporting of suspected abuse; and**
4. **Available resources.**

Reference: 10A OKLA. STAT. §1-2-101 et seq.

30 OKLA. STAT. § 4-903

70 OKLA. STAT. § 1210.163

70 OKLA. STAT. § 6-194

Revised 6/10/96
Revised 12/8/97
Revised 12/13/99
Revised 12/12/11
Revised 12/9/13
Revised 12/14/15
Revised 12/10/18
Revised 12/13/21
Revised 12/8/25
Proposed Revision 11/9/26

~~GANG INVOLVEMENT~~ ~~5041~~

~~To enhance a safe, secure learning environment and to help foster an attitude of respect for the rights of others, Union Public Schools prohibits any gang-related involvement and activities at school-related functions or on any district property.~~

~~The district identifies gang activity and/or involvement as:~~

~~A. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership in or affiliation with a gang or other secret society.~~

~~B. Committing any act or communicating, either verbal or non-verbal (gestures, handshakes, stares, social media, etc.), showing membership in or affiliation with a gang or other secret society.~~

~~C. Using speech or committing an act which furthers interest of any kind in any gang activity, including, but not limited to:~~

~~1. Soliciting and/or initiating others for membership in a gang or other secret society.~~

~~2. Requesting a person pay for protection or otherwise intimidating or threatening a person.~~

~~3. Committing an illegal act or violation of district policies.~~

~~4. Inciting other students to act with physical violence upon another person.~~

~~5. Engaging in concert with others in intimidating, fighting, assaulting, or threatening to assault others.~~

~~Revised 6/10/96~~
~~Revised 12/9/19~~
Proposed Removal 11/9/26

Recommendation to strike the entire board policy. Gang Involvement is already listed in the Student Discipline Policy.

STUDENT BEHAVIOR 5050

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Union schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges provided must also accept the responsibilities that membership demands, including respect for and obedience to school rules.

VIOLATION OF SCHOOL RULES

The following behaviors while in school, at school bus stops, in school vehicles, on school grounds, going to or from school, off campus during lunch, attending school events or while attending school-sponsored events whether at Union Public Schools or elsewhere will result in disciplinary action which may include in-school placement options or out-of-school suspension. This list includes, but is not limited to:

A. Conduct which jeopardizes the safety of others including, but not limited to:
    1. Possession, threat or use of dangerous weapons.
    2. Possession of ammunition, explosives or flammable material.
    3. Arson, abuse of fire alarms or safety equipment, or bomb threats.
    4. Fighting.
    5. Membership or involvement in gangs or gang-related activities, in secret clubs, fraternities, sororities or other secret organizations.
    6. Hazing.
    7. Harassment:
        a. racial
        b. sexual
        c. student to student
        d. student to staff
        e. threat to students or staff
        f. any other harassment based on national origin, color, age, religion, gender, gender expression or identity, sexual orientation**,** pregnancy, genetic information, veteran status, or disability
B. Threats to students or staff or property: Threatening behavior means any verbal threat or threatening behavior (including social media) which indicates potential for future harm to students, school personnel, or school property whether or not it is directed at another specific person, including intentional false calls or false reports.
C. Possession, use, or being under the influence of alcoholic beverages, low-point beer, inhalants or any drug or medication not administered by the school nurse with parental authorization.
D. Use or possession of tobacco, tobacco products, vapor products/e-cigarettes, or other smoking paraphernalia.
E. Theft.
F. Vandalism.
G. Possession/distribution of pornographic material (written, audio, technological or visual).
H. Extortion.
I. Willful disobedience of a request of any school official.
J. Use of profanity or vulgar/profane gestures.
K. Cheating.
L. Violation of the dress code.
M. Forgery.
N. Gambling.
O. Failure to attend assigned Detention Halls/discipline programs.
P. Inappropriate public behavior.
Q. Truancy.
R. Immorality.
S. Inappropriate use of technology.
T. Unauthorized use of an electronic paging device, cellular phone, wireless telecommunications device and/or potentially harmful laser pointer.
U. Failure to comply with state immunization requirements.
V. Any behavior that disrupts the education process.
W. Violation of school rules and regulations.

X. Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline, educational process or effectiveness of the school.

Y. Bullying constitutes unethical and unacceptable conduct that will not be tolerated at any level. All persons are strictly prohibited from engaging in any form of bullying of any student. Anyone engaging in any form of bullying is subject to disciplinary action in accordance with district policy.

When allegations of bullying are filed, a thorough investigation will be conducted by the Superintendent or designee. The investigation will include interviews with relevant persons including, but not limited to, the complainant, the accused, student(s) and other potential witnesses.

Students found in violation of this policy may be subject to any and all disciplinary action that may be imposed by Board Policy #5050.

Prevention and education about bullying behavior will be provided at all schools as a part of the overall discipline and behavior program. The district will establish a procedure whereby a school may recommend that available community mental health care options be provided to the student, if appropriate, and whereby a school may request the disclosure of any information concerning students who have received mental health care that indicates an explicit threat to the safety of students or school personnel. Any disclosure of student information shall not violate any applicable federal or state privacy law.

The following behaviors, while riding on a Union school bus, will result in disciplinary action which may include ~~discipline,~~ school suspension or restriction of bus riding privileges:

A. Throwing any objects.
B. Placing any part of the body outside of the window (bus moving or stationary).
C. Eating~~,~~ or drinking while on a bus.
D. Failure to remain seated (feet on floor, facing front).
E. Disrespectful words, comments, or actions toward the driver.
F. Blocking aisle.
G. Pushing while loading/unloading or while bus is approaching.
H. Transporting unauthorized items.
I. Harassment, including sexual harassment.
J. Excessive noise.
K. Improper street crossing during loading or unloading.

FORMS OF DISCIPLINE

Union Public Schools believes parental involvement is necessary in successful discipline. These disciplines or a combination thereof are intended to alter and improve student behavior. Discipline shall be consistent with the nature and severity of the offense, and shall take into account whether it is a first or repeat offense and the student's general disciplinary record. Discipline shall also be consistent from student to student under similar circumstances considering the exceptions dictated by federal law. Discipline of students with disabilities will be administered pursuant to federal and state laws.

A. Detention: Detention shall be an isolated supervised study time, meeting each day before or after regular class hours.

Types of detention that might be provided:

1. Before school.
2. Recess.
3. Lunch.
4. After school.

B. Service: Providing a service for the improvement of the community and school campus under proper supervision.

Examples of service:

1. Cleaning cafeteria area (wiping tables or picking up litter).
2. Grounds beautification.
3. Other services considered appropriate by the building principal.

C. Dismissal from individual class: A student may be dismissed from an individual class to an area designated by a principal for disruptive behavior in that class. It is the student's responsibility to make up all work missed in a timely fashion. Failure to make up work will result in loss of credit for work missed. Repeated discipline from the same class may result in other disciplinary action.

D. Guidance and counseling: This service may be made available during any stage of a disciplinary action.

Confidentiality of the counseling/health service shall preclude any disciplinary action if deemed appropriate for the benefit of the student.

E. Other disciplinary actions:

1. Conferences:
   a. Individual student.
   b. Parent/student/teacher.
   c. Parent/student/teacher/principal.
   d. Student/teacher.
   e. Parent/student/bus driver/principal.
   f. Parent/student/bus driver/transportation director.
2. Parental shadowing allows the parent to attend classes with the student with special permission from the building administrator.
3. Written assignments.
4. Development of a behavior modification plan.
5. Fines (library, lost books, vandalism, etc.).
6. Bus suspension: Misconduct on a school bus may result in loss of the bus riding privilege. Actions by the student that directly threaten the safety of a student(s), and/or cumulative minor offenses will result in removal of the bus riding privilege. Any form of discipline which applies to classroom conduct may be applied to misconduct on a bus. Transportation of the student while under bus suspension will be the sole responsibility of the parent.

F. SUSPENSION (OUT OF SCHOOL)

Students may be disciplined and removed from the ~~normal~~ class setting for offenses of a serious or continuous nature or any of the behaviors set forth above.

~~Students will not be permitted to come to school for classes or activities, nor will they be permitted to participate in any extracurricular activities associated with the district while involved in other disciplinary or corrective actions.~~

~~Students may be suspended for a specific number of days, not to exceed a calendar year.~~

~~In accordance with state statutes regarding suspension, students suspended out-of-school shall be provided with a home-based work assignment plan, and/or the opportunity to complete ongoing assignments at home, and the opportunity to make up assignments missed as a result of their suspension.~~

Suspensions of Five (5) School Days or Less: Suspensions of five (5) school days or less shall include the following Suspension Education Plan ("Plan"):

- **A student shall be eligible to receive grades for full credit on all work, assignments, and tests during the period of the out-of-school suspension for five (5) school days or less.**
- **The student is solely responsible for obtaining and making up the missed work, assignments, and/or tests missed while on suspension from and with the student's teachers upon return to school from suspension.**
- **The student will have one day for each day of suspension to make up the work, assignments, and/or tests missed during the suspension. The failure of the student to meet these time requirements will result in a grade of zero (0) or "F" and no credit for work, assignments, and/or tests not made up according to the time requirements.**

Suspensions in Excess of Five (5) School Days: Suspensions in excess of five school (5) days shall include a Suspension Education Plan ("Plan") which describes a home-based schoolwork assignment setting or other appropriate work assignment setting. The Plan shall be prepared by the principal or designee with the assistance of other school employees as warranted.

Suspension Education Plan as described in this policy will be formed for suspensions in excess of five (5) school days or more, except for those specifically involving a firearm or possession of illicit drugs (s) while selling, conspiring to sell, distributing, being in the chain of sale or distribution, or with the intent of furnishing illegal or illicit drugs or other mood-altering substances as provided by Board of Education Policy "Drugs, Drug Paraphernalia, and Alcohol".

The Plan shall provide for the core units in which the student is enrolled. Core units are the minimum English, mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through grade eight and for high school graduation in grades nine through twelve.

The Plan shall be provided to the student and parent. The parent shall be responsible for providing the student with a supervised, structured environment in which to comply with the Plan and monitoring educational progress until the student is readmitted. The Plan shall set out the procedure for education and set what academic credit will be earned for work satisfactorily completed.

Non-Discrimination and Legal Compliance:

All decisions under this section shall be made in compliance with applicable federal and state laws. Students with disabilities shall continue to receive protections and services as required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and other applicable laws.

G. INTERVENTION PROGRAM (IP)

Intervention Program (in-school placement) is a disciplinary/correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site and a specific Intervention Program designated by the school for a prescribed course of education as determined by the school. Before a principal recommends out-of-school suspension, the principal shall consider alternative in-school placements, including but not limited to, placement in the Intervention Program, reassignment to another classroom, placement in detention, or other available disciplinary or correctional options. Intervention Program placement, detention, and similar disciplinary options or correctional measures are not out-of-school suspensions.

~~H. ADULT LEARNERS~~

~~Adult Basic Education students who are enrolled in the Adult Basic Education Learning Center must follow the behavior contract approved by the State Department of Education for adult learners.~~

DISCIPLINE PROCEDURE STEPS:

Student Discipline Conference

A. When a student violates Board of Education policy, a school rule, or regulation, the principal or assistant principal will conduct an informal conference with the student. At the conference with the student, the principal or assistant principal will read the policy, rule or regulation which the student is charged with violating and will discuss the conduct of the student which violated the policy, rule or regulation.

B. The student will be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.

C. If it is concluded that an out-of-school suspension and/or Intervention Program placement is appropriate, the student will be advised of the length of the discipline.

D. The principal or assistant principal will immediately notify the parent/guardian by phone and in writing that the student is being suspended out of school or placed in the Intervention Program and other available options have been considered and rejected. Students will not be dismissed before the end of the school day without advance notice to the parent/guardian.

Immediate Suspension Without a Student Discipline Conference

A. A student may be suspended without the above student discipline conference with the student **only** in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute a danger to the health or safety of other students, to school property, or a continued substantial disruption of the educational process.

B. In such cases, a student discipline conference with the student and the parent/guardian will be scheduled as soon as possible after the student has been removed from the building.

C. A student may lose bus riding privileges without a student discipline conference. An attempt to notify the parent/guardian will be made.

STUDENT PRIVILEGES WHILE UNDER EITHER OUT-OF-SCHOOL SUSPENSION OR INTERVENTION PROGRAM PLACEMENT

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in an out-of-school suspension and/or Intervention Program placement, the student **immediately**, regardless of filing of any appeal, forfeits the privilege of participating in all extracurricular activities of the school throughout the disciplinary period. In the sole judgment of the principal, students may be allowed to practice and go through tryouts, but may not in any way represent the school in performances.

"Extracurricular activities" include, but are not limited to, all school-sponsored teams, clubs, organizations, events, ceremonies, student government, band, athletics and all other school-sponsored activities and organizations.

APPEAL PROCEDURES

The judicial extension of the 14th Amendment, Protection to Students in the Public School, emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the district must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students.

FIRST LEVEL OF APPEAL:

Principal Conference:

A. A parent/guardian may initiate an appeal to the principal by requesting it within 24 hours (excluding weekends and holidays). The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.

B. At the conference, the principal will read the policy, rule, or regulation which the student is charged with violating and will briefly outline the conduct on the part of the student. The parent/guardian will be asked by the principal if he/she understands the rule and the charges against the student.

C. The principal will inform the parent/guardian whether he/she will uphold, modify or rescind the out-of-school suspension and/or Intervention Program placement. The Principal's decision will be final and non-appealable for all appeals pertaining to out-of-school suspensions of 10 days or less and all Intervention Program placements. The parent/guardian will be advised of the opportunity to have out-of-school suspensions of 11 days or more reviewed by the Building-Level Review Committee.

SECOND LEVEL OF APPEAL:

Building-Level Review Committee

A. A parent/guardian may initiate a hearing by the Building-Level Review Committee by requesting that the building principal schedule such a hearing.

B. The Building-Level Review Committee will meet with the parent/guardian and student to review the discipline after the conference is held with the building principal.

C. The request must come within 24 hours (excluding weekends and holidays) after the principal conference. The hearing shall be held within 48 hours (excluding holidays and weekends) of the time the request is made, if at all possible.

D. The committee will be composed of the following members:

1. An administrator not involved in the discipline will conduct the hearing.
2. A teacher of the student's choice.
3. A teacher appointed by the principal.

E. The appeals hearing is based on these questions:

1. Is the student guilty of the infraction?
2. Has the policy been applied in accordance with the student handbook?

F. The committee will decide one of the following:

1. To uphold the suspension.
2. To rescind the suspension.
3. To modify the suspension.

G. The committee will inform the parent/guardian of its decision and advise the parent/guardian of the opportunity to have the discipline reviewed by the Superintendent or designee.

THIRD LEVEL OF APPEAL:

Appeal to the Superintendent

A. An appeal may be requested by letter to the Superintendent.

B. If no appeal is received within 24 hours after the Building-Level Review Committee's decision is received by the parent or student, the committee's decision will be final.

C. The Superintendent or designee will hold a conference with the student and the parent/guardian as quickly as possible after receipt of an appeal. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.

D. At the conference, the Superintendent or designee will read the policy, rule, or regulation which the student is charged with violating and will briefly outline the conduct on the part of the student. The parent/guardian should be asked if the rule and the charges against the student are understood.

E. The Superintendent or designee will inform the parent/guardian whether he/she will uphold, rescind, or modify the suspension. The student and the parent/guardian will be advised of the opportunity to appeal the ruling to have out-of-school suspensions of 11 or more school days reviewed by the Board of Education.

FOURTH LEVEL OF APPEAL:

Appeal to the Board Of Education

A. An appeal for out-of-school suspensions of 11 or more school days may be requested by letter to the Superintendent or to the clerk of the Board. The Board of Education's decision is final and non-appealable.

B. If no appeal is received within 24 hours after the Superintendent's or designee's decision is received by the parent/guardian or student, the decision will be final.

C. The Board of Education will hear the appeal as soon as possible. Reasonable efforts will be made to accommodate the work schedule of parents and members of the Board of Education.

D. The parent/guardian and student will be notified in writing of the date, time, and place of the hearing and will be provided a copy of this policy.

E. The parent/guardian and student will have the right to an open or closed hearing, at their option.

BOARD APPEAL PROCEDURE

A. The Board of Education president should:
   1. Announce that the next agenda item is an out-of-school suspension and/or Intervention Program placement review hearing for the student, stating his/her name.
   2. Ask whether the parent/student wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response are to be made a part of the minutes of the meeting. If the parent/student requests a closed hearing, a motion to go into executive session, per their request, should be made and voted on.

B. The Board of Education president should advise the parent/student:
   1. That they are entitled to legal counsel, if they desire it.
   2. That the administration will present witnesses first and that after each witness, the parents or their legal counsel will be given an opportunity to cross-examine.
   3. That the parent/student will be given an opportunity to call any witnesses and present evidence, subject to cross-examination by an appropriate administrator or legal counsel.
   4. The Board of Education will consider the evidence and documents and reach a decision which will be recorded by vote in open session.
   5. The parent/student may ask any questions about the procedure.

C. Following the presentation of A and B, all administration witnesses and documents should be presented, subject to cross-examination.

D. Parent/student may call witnesses and present documents subject to cross-examination.

E. After each witness is presented, Board of Education members may ask the witness questions.

F. Administration's closing statement.

G. Closing statement by parent/student.

H. Deliberate in private (if the hearing is not in executive session, the Board of Education may deliberate in executive session only with permission of the parent/student).

I. Return to open session and vote. After adopting a motion and making certain findings of facts, the Board of Education must make a motion to: (1) uphold discipline, (2) modify discipline (increase or decrease severity of discipline), or (3) rescind discipline.

ATTENDANCE AT SCHOOL PENDING APPEAL HEARING

Pending the outcome of the appeal process for an out-of-school suspension, the student will have the right to attend school in the Intervention Program under such restrictions as the principal deems necessary and proper, except that at the discretion of the principal, the student may be prohibited from attending school pending the appeal hearing if in the judgment of the principal:

A. The conduct for which the student was suspended reasonably indicates that continued attendance by the student, pending the appeal hearing, would be dangerous to other students or school property.

B. The conduct for which the student was suspended reasonably indicates that the continued attendance of the student at the school, pending the appeal hearing, would substantially interfere with the educational process at the school.

Pending the outcome of the appeal process, the student will attend the Intervention Program rather than the regular classroom.

RECORDS AND REPORTS

The principal will keep written records for two years containing the date of the conference, the names of the persons present, and the time duration of each discipline assigned.

Legal References:
70 O.S. § 24-101.3
70 O.S. § 24-101.4
70 O.S. § 24-101.5

Revised 6/10/96
Revised 11/11/96
Revised 6/9/97
Revised 12/14/98
Revised 12/13/99
Revised 1/8/01
Revised 6/11/01
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Revised 12/10/07
Revised 11/10/08
Revised 12/12/11
Revised 12/8/14
Revised 12/14/15
Revised 12/11/17
Revised 12/10/18
Revised 12/9/19
Revised 12/13/21
Proposed Revisions 11/9/26

DISCIPLINE PROCEDURES FOR STUDENTS WITH DISABILITIES 5070

This policy applies to the suspension or other disciplinary removal of a student with a disability from a current educational program. Disciplinary removal refers to reassignment of a student with a disability to an interim alternative education setting not specified in the student's IEP or a Section 504 Accommodation Plan. A student with a disability is defined as any student who has been determined disabled under IDEA or Section 504, Rehabilitation Act and has a current Individual Education Plan (IEP) or Section 504 Accommodation Plan.

These procedural safeguards also apply to a student if the district 'has knowledge' that the student may have a disability. For these protections to apply, the district must have knowledge of the suspected disability before the behavior that precipitates the disciplinary action occurs. The district is determined to have knowledge if:

- A parent has expressed concern in writing to an administrative personnel or the student's teacher that the student is in need of special education and/or related services;
- A parent has requested an evaluation for their child;
- The student's teacher has expressed specific concerns about a pattern of behavior directly to the Director of Special Education or school administrator.

The district is not deemed to have knowledge if:

- A parent has not allowed an evaluation of the student;
- A parent has refused to give consent to provide services to the student;
- A student has been evaluated and determined ineligible for Part B services.

A. **Short-Term** Disciplinary Removal **(**~~for Less Than~~ Ten Days **or less)**:

School personnel may unilaterally remove a student with a disability from the current educational placement for not more than ten school days within a school year without providing educational services for any conduct that would warrant disciplinary removal of a student without disabilities. The principal may remove a student for up to ten consecutive school days per offense, as long as the additional removals do not constitute a change in placement. The district will follow its policy and procedures for the suspension/ disciplinary removal of students without disabilities.

Change in placement occurs if a series of removals constitute a pattern. A pattern is determined by the length of each removal, the total amount of time the student is removed, the proximity of the removals to one another, and the nature of the offense. **The determination of whether a pattern exists shall be made by the District on a case-by-case basis and is subject to review through due process procedures.**

B. **Long-Term** Disciplinary Removal **(**~~for~~ More Than Ten School Days**)**:

Prior to any change in placement resulting in a school removal of more than ten consecutive days per offense or **more than** ten cumulative days that constitute a change in placement, **parents shall receive prior written notice of the decision to change the student's placement due to disciplinary action, along with a copy of procedural safeguards. The district will also convene a meeting of the student's IEP team or 504 accommodation plan team to discuss additional concerns and delivery of services during suspension.**

A change of placement occurs if:

1. **The removal is for more than ten (10) consecutive school days; or**
2. **The child has been subjected to a series of removals that total more than ten (10) days that constitute a pattern.**

Under the Individuals with Disabilities Act and its implementing regulations, school personnel determine whether a pattern exists by considering the following factors:

1. **The series of removals total more than ten (10) school days in a school year;**
2. **The child's behavior is substantially similar to the child's behavior in previous incidents that resulted in the series of removals; and**
3. **Such additional factors as the length of each removal, the total amount of time the child has been removed and the proximity of the removals to one another.**

When a student on an IEP is suspended for 10 days (cumulative) and the removal constitutes a change of placement, the District will conduct a manifestation determination meeting within 10 school days of the decision to change placement, with the parent, student (if appropriate) and IEP team or 504 team members. ~~t~~The student's IEP team or their Section 504 team, including the parents, must meet to determine if the misbehavior is a manifestation of the disability. For removals of more than ten school days cumulative

in a school year that do not constitute a change in placement, the principal**,in consultation** ~~must consult~~ with the student's special education teacher **shall** ~~to~~ determine what services are r~~equired~~ **needed** to provide free appropriate public education (FAPE) during the school removal. For removals of more than ten school days cumulative in a school year that do constitute a change in placement, the student's IEP team must determine what services are required to provide FAPE.

The alternative educational setting shall be determined by the IEP team and must be selected to:

1. Enable the student to continue to participate in the general curriculum, although in another setting; and
2. Enable the student to progress toward meeting the goals set out in the IEP.

School personnel may order a change in placement of a student with a disability to an appropriate interim alternative educational setting for 45 school days, even if a student's conduct is determined to be a manifestation of the student's disability, if:

1. The student carries a weapon to school or to a school function under the jurisdiction of the district (a device, instrument, materials or substance - animate or inanimate - that is used for or is readily capable of causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 1/2 inches in length;
2. The student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or at a school function under the jurisdiction of the district (controlled substance as defined in the Controlled Substances Act and that the level of intent is "knowing").
3. The student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a school district. "Serious bodily injury" is defined to mean a bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or faculty.

C. Manifestation Determination:

If school personnel wish to apply disciplinary procedures which are applicable to all students, the IEP team of a student with a disability must first determine whether the misconduct was a manifestation of the disability. In making a Manifestation Determination decision, an IEP team must review information in the student's file, relevant information supplied by the parents, observations of the student and the student's IEP and placement. The team should analyze the student's behavior as demonstrated across all settings and all time when determining whether the conduct in question is a direct result of the disability. The team must determine:

- Whether the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability; or
- Was the behavior the direct result of the district's failure to implement the IEP.

1. If the team determines a direct and substantial relationship between a student's behavior and the disability and/or the school's failure to provide or implement an IEP or placement, it must conclude that the behavior was a manifestation of the student's disability. The IEP team must meet the following requirements:
   a. conduct a functional behavior assessment and implement a behavior intervention plan for the student, unless the district conducted one prior to the manifestation determination;
   b. if the IEP team had previously developed a behavior intervention plan, it must review and modify the plan as necessary to address the behavior; and
   c. return the student to the previous educational placement, unless the parent and the district agree to a change of placement or the 45-day rule exception applies (i.e., the three automatic 45-day removal violations).

   Parents shall receive prior written notice of proposed disciplinary action and a copy of all procedural safeguards accorded under the law. If the school initiates disciplinary procedures, the team shall ensure that the special education and disciplinary records of the student are transmitted for consideration by the person making the final determination regarding the disciplinary action.
2. If the team finds that the behavior is not a manifestation of the student's disability, the school may discipline the student using the relevant disciplinary procedures applicable to all students in the same manner and for the same duration, but must ensure that FAPE services are provided.

D. Procedural Safeguards and Stay-put Rules:

Parents may challenge a Manifestation Determination or any decision regarding placement with a right to have an expedited due process hearing or mediation. Expedited hearing or mediation shall occur within twenty days of the hearing request, and the hearing officer must make a determination within ten school days after the hearing.

If parents request a hearing or mediation regarding disciplinary action or to challenge the interim alternative education setting (IAES) of the Manifestation Determination, the student shall remain in the interim alternative education setting pending the decision of the hearing officer or until the expiration of the time period set of the disciplinary action, whichever occurs first, unless the parent and district agree otherwise. **This placement during appeal is an exception to the "stay-put" provision that otherwise requires a student to remain in the current educational placement.**

The district may request a hearing to change a student's placement if the district believes that maintaining the student's current placement is substantially likely to result in injury to the student or others. The hearing officer may order a change in placement to an interim alternative educational setting for a period of up to 45 days, if the hearing officer concurs with the district's assessment of the student.

E. Free Appropriate Public Education (FAPE):

FAPE means that the student must have the opportunity to make appropriate progress in the same curriculum as that offered to nondisabled students and make appropriate advancement toward the goals identified in the student's IEP. The student must receive FAPE during any periods of removal over ten school days in a school year, regardless of the relationship of the misbehavior to the disability. ~~The district will provide appropriate educational and related services for students identified as disabled under Section 504 of the Rehabilitation Act only if it has been determined that the misconduct was related to the disability.~~ **Students identified under Section 504 shall receive educational services during periods of disciplinary removal of more than ten (10) school days to the same extent that such services are provided to nondisabled students who are similarly removed. The District will ensure that such removals do not constitute discrimination on the basis of disability and that the student continues to have access to educational services consistent with Section 504 requirements.** Otherwise, educational services during removals shall be governed by district and state policy and procedures for suspension of nondisabled students.

F. Suspension From Transportation:

Suspension from transportation for more than ten school days within a school year is considered a change of placement if the bus suspension prevents the student from attending school, only if transportation is identified as a related service on the IEP. Such a transportation suspension will trigger an IEP Review and a Manifestation Determination meeting to consider whether the misconduct is related to the disability and to review or design a Behavior Intervention Plan to address the misconduct. The IEP team may consider a more restricted means of transportation by utilizing special transportation or the need to reimburse the student's parent for the reasonable cost of transporting the student to and from school at the district's rate for the duration of the suspension.

G. Referral to Law Enforcement/Judicial Authorities:

Nothing in IDEA prohibits a school from reporting a crime committed by a student with a disability to appropriate authorities or prevents state law enforcement and judicial authorities from exercising their responsibilities under federal or state law. The school district reporting the crime committed by a student with a disability shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities subject to FERPA guidelines.

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Revised 1/16/06
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Revised 12/12/22
Revised 12/8/25
Proposed Revision 11/9/26

STUDENT TRANSFER 5500

A request for a transfer into Union Public Schools initiated by or on behalf of a nonresident student will be approved or refused in accordance with this policy. Intradistrict transfers (transfers from one school in the district to another school in the district) will also be governed by this policy.

Transfer Application

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

In addition to completing the application form as specified by the State Board of Education, applicants must submit all required documents. The district will not approve an application for a transfer that is submitted without the completed forms and other required documents. The district shall approve or deny the application and shall notify the parents of the students, in writing, of the decision. Siblings must apply individually. Approved applications will be placed on a waiting list in the order they are approved. The transfer will occur when transfer capacity is available and parents agree to the placement. **Transfer students are responsible for their own transportation; no district transportation will be provided.**

For intradistrict transfers, an intradistrict transfer application must be completed.

Relocation of Family

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

Time of Receipt of Applications Determines Order of Review

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

Nondiscrimination

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

Approval of Transfers

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

Criteria for Approval or Denial of Open Transfers

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

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

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

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

C. Have adequate space for the student in the courses/educational program(s) in which the applicant desires to enroll or in which the district deems the student is required to enroll in order to comply with state and federal laws and regulations. The administration may reserve space for resident students or new resident students

reasonably anticipated to move into the district during the school year. Thus, the district may deny a transfer if approval would result in exceeding enrollment capacity for transfer students.

A transfer will NOT be approved if the student:

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

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

A transfer will NOT be approved if the applicant:

A. Fails to complete the Application Form or provide the district with sufficient educational records so that the criteria above can be applied within the time deadlines set by law for the approval or rejection of a transfer. All such records must be supplied to the district in time for district personnel to make a reasonable review of such records in applying the approval/denial criteria set by this policy. ~~This is particularly important for students with disabilities, because all documentation of the resident district will need to be reviewed to make a preliminary determination as to whether the district has the appropriate programs, staff, and services to provide the applicant with the education and services set forth in the student's Individualized Education Plan (IEP) or Section 504 Accommodation Plan, and, if a preliminary approval determination is made, to prepare for and conduct a joint IEP or Section 504 conference with the resident district prior to any final approval or rejection of the transfer application.~~ **For an applicant who is a student with a disability, the District shall review relevant educational records and comply with applicable state and federal requirements. Transfers made for the purpose of providing FAPE shall be governed by applicable special education law and the current Oklahoma State Department of Education Special Education Policies and Procedures rather than the Open Transfer Act. Nothing in this policy shall limit the rights or procedural safeguards available to a student with a disability.** All applicants must consent in writing to the release of educational records from previous schools attended, and applicants for students with disabilities must consent in writing to forward to this district whatever confidential records this district deems is necessary to review in applying the approval/denial criteria of this policy. The Superintendent or designee has authority to request additional information needed to review an application request. Reference: OKLA. STAT. tit. 70, § 1-101.3, OKLA. ADMIN. Code §. 210-10-1-19.

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

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

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

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

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

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

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

Special Considerations ~~as to Transferring Student on an IEP~~ **for Students with Disabilities**

~~Prior to approving an application for a transfer student who is a child with a disability, the District will establish the availability of the appropriate program, staff, and services for the transferring student, and conduct a joint conference with the IEP team at the transferring student's current school. The purpose of conducting these activities is to determine whether—at the time the transferring student's application is received—the District can provide the transferring student with a free appropriate public education in the least restrictive environment as required by the IDEA.~~

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

Nothing in this policy shall be construed to limit the rights of a student with a disability under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, or other applicable state or federal law.

Transfers for students with disabilities made for the purpose of providing a free appropriate public education (FAPE) shall not be considered under the Open Transfer Act but shall be governed by applicable state and federal special education law and the current Oklahoma State Department of Education Special Education Policies and Procedures.

When a student with a disability applies for a transfer that is otherwise subject to this policy, the District shall comply with all applicable state and federal requirements concerning the student's identification, evaluation, placement, provision of FAPE, least restrictive environment, and procedural safeguards.

Nothing in this policy shall be applied to limit any rights or procedural safeguards available to a student with a disability. Reference: OAC § 210:10-1-18(b)(1); Oklahoma State Department of Education Special Education Policies and Procedures.

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

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

Students of Deployed Parents:

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

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

B. The student will be residing with a relative of the student who lives in the receiving school district or who will be living in the receiving school district within six months of the filing of the application for transfer.

Athletic and Other Competition:

A transfer student may be eligible to participate in school-related interscholastic competition governed by the Oklahoma Secondary School Activities Association ("Association") if the conditions of the student transfer allow. Whether a student granted a transfer will be eligible to participate in school-related interscholastic competition shall be determined by the Association.

Approval of a Transfer Requires Agreement with Rules and Regulations:

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

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

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

Acceptance of Assignment Required; Subsequent Change Needs Administrative Approval

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

Intradistrict Transfers

Intradistrict transfers are subject to the same capacity and programming limitations as other transfers.

Priority for intradistrict transfers first will be given to applications for students who are children of full-time district employees, Union Schools Education Foundation employees, students who are siblings of students who are attending the requested school, students who change residence within the district and wish to continue attending the same school, and students in the custody of the Department of Human Services and living in foster care with another student who has transferred.

Except for a child in the custody of the Department of Human Services in foster care, an intradistrict transfer student shall not transfer more than two times per school year, but the student may always reenroll at any time in the school of residence.

Intradistrict transfer approval is subject to the same rules as transfers from other districts and may be cancelled according to guidance in this policy.

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

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

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

During the appeal, the Board will review the action of the administration to make sure that the district policy was followed with regard to the denial of the transfer. The Board of Education will meet in an executive session to

review the educational records of the student to make a determination on the transfer. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

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

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STUDENTS ENTERING FROM ANOTHER SCHOOL DISTRICT 5501

The Board of Education of the Union Public School District, in the interest of maintaining a **safe and orderly educational environment and protecting the welfare of students and staff, adopts the following policy governing the enrollment and attendance of students transferring from other school districts.** ~~suitable educational environment, student discipline and the safety and well-being of all students and employees, adopts the following policy prohibiting the attendance of or the approval of a transfer of any student who has been moved to an alternative placement due to attendance or discipline issues.~~

A. Prohibition During Suspension ("Prohibition Term")

The Union Public School District may prohibit any student who is under ~~suspension from another school district (public or private) at the time he/she enrolls in the Union Public School District from attending classes or participating in school activities (hereafter the "prohibition term") within the district.~~ **out-of-school suspension or reassigned to an alternative placement from another public or private school district at the time of enrollment from attending classes or participating in school activities for the duration of the suspension ("prohibition term").** This prohibition ~~includes~~ **applies to** students ~~who~~ establish**ing** or attempt**ing** to establish a bona fide residency within the district either before or after their suspension from another school district.

B. Denial of Enrollment During Suspension

A student who has been suspended out-of-school from a public or private school in this state or another state for a violent act or an act demonstrating deliberate or reckless disregard for the health or safety of faculty, staff, or students shall not be entitled to enroll in the district during the period of suspension. The district shall not be required to enroll the student until the terms of the suspension have been satisfied or the suspension period has expired.

C. Verification of Prior Discipline

As a condition of enrollment, the district may require disclosure of a student's prior disciplinary record, including any out-of-school suspensions. The district may delay enrollment until it has received and reviewed relevant disciplinary records from the student's previous school.

~~Any student subjected to a prohibition term pursuant to this policy may appeal that decision to the Superintendent or designee by requesting such an appeal within 48 hours of the student's notice of the decision. Student appeal requests to the Superintendent or designee must be made in writing. Failure to appeal a decision imposing a prohibition term in a timely manner waives all rights to further challenge such decision.~~

If upon receipt of official records from the sending school, the Union Public School District discovers **that a student failed to disclose a suspension at the time of enrollment** ~~the student has been suspended and has failed to report this information when he/she enrolled,~~ the district may require the student to complete the terms of the suspension that occurred at the sending school.

D. Conditional or Provisional Enrollment

If the district elects to enroll a student prior to the completion of a suspension period, the district may place the student on conditional enrollment status, assign the student to an alternative educational setting, and impose conditions necessary to ensure the safety and orderly operation of the school.

E. Placement and Safety Determinations

A student described in this policy may be excluded from the regular school setting until the district determines that the student no longer poses a threat to the safety of students, staff, or the educational environment. The district may provide educational services in an alternative setting during such time.

F. Protection of Victims

If the district enrolls a student who has committed a violent act, the district shall take reasonable steps to ensure the student is not placed in the general vicinity of, or in contact with, any known victim, upon request of the victim or the victim's parent or guardian.

G. Appeal Process

Any student whose transfer or enrollment is denied under this policy, including a student subjected to a prohibition term, may appeal that decision to the Superintendent or designee by submitting a written request within forty-eight (48) hours of notice of the decision.Failure to timely appeal waives the right to challenge the decision.

H. Superintendent Review and Authority

On appeal, the Superintendent or designee will consider:

A. Whether the student is under suspension or reassigned to alternative placement from another school district.

B. The reason for the suspension.

C. Whether the length of the suspension and any conditions ~~imposed pursuant to the suspension~~ are consistent with the Union Public School District's suspension policy for the same or similar offenses.

If the answers to A and C are in the affirmative, the prohibition term will be upheld. If the student is found not to be under suspension or reassigned to alternative placement from another school district, the student will be immediately eligible to attend classes and to participate in school activities. If the suspension or reassignment to alternative placement imposed upon the student is found to be inconsistent with the district's student suspension policy or practices for similar offenses, then the Superintendent or designee may consider modifications to the prohibition term in order to make the prohibition term consistent with the district's suspension policy or practices.

I. Eligibility Following Suspension

A student will be eligible to attend classes and participate in school activities following the expiration of the **suspension or** prohibition term.

J. Students with Disabilities

Transfers for students with disabilities made for the purpose of providing a free appropriate public education (FAPE) shall not be considered under the Oklahoma Education Transfer Act but shall be governed by applicable state and federal special education law and the current Oklahoma State Department of Education Special Education Policy and Procedures.

Prior to approval of such a transfer, the receiving district shall determine the availability of the appropriate program, staff, and services and shall consult with the resident school district and the parent to determine how FAPE will be provided. Any transfer, enrollment, disciplinary removal, change of placement, alternative educational setting, or provision of educational services involving a student with a disability shall comply with applicable state and federal special education requirements and the current OSDE Special Education Policies and Procedures, including Chapter 12.

Nothing in this policy shall be applied to limit rights or procedural safeguards available to a student with a disability.

Legal Authority: 70 O.S. § 24-101.3; 70 O.S. § 24-101.4
Legal Authority: 70 O.S. § 24-101.3(B); 70 O.S. § 24-101.4
Legal Authority: 70 O.S. § 24-101.4; 70 O.S. § 24-101.3
Legal Authority: 70 O.S. § 24-101.3; 70 O.S. § 24-101.5
Legal Authority: 70 O.S. § 24-101.3(C)
Legal Authority: 70 O.S. § 24-101.3
Legal Authority: 70 O.S. § 5-117; 70 O.S. § 24-101.3
Legal Authority: OAC § 210:10-1-18(b)(1); OSDE P&P p.411

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SUICIDE/&CRISIS ~~INTERVENTION PLAN~~PREVENTION & MENTAL HEALTH PROVIDERS 5520

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

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

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

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

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

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

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

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

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

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

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

MENTAL HEALTH PROVIDERS

A. Except with prior permission of the Superintendent, third party mental health providers may not conduct student interviews or provide therapy to a student during school hours or on school property unless specified on a student's Individual Education Plan (IEP) program.

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