



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **STAFF INVOLVEMENT IN DECISION-MAKING**

**A-03**

#### **STAFF INVOLVEMENT IN DECISION-MAKING**

The Board encourages employee participation in the decision-making process for the district. The superintendent is authorized to establish such task forces as necessary to recommend policies and regulations for the proper functioning of the district. All personnel are encouraged to assist through appropriate channels in the formulation of recommended policy for the district.

The administrators shall include, at the planning stage, employees who are representative of those groups of employees who will be affected by such provisions. These employees shall be included in the development of regulations, procedures, and arrangements for the operation of the district.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### STAFF INVOLVEMENT IN DECISION-MAKING

A-03-R1

#### STAFF INVOLVEMENT IN DECISION-MAKING

Staff involvement is a primary administrative task in communicating effectively. Administrators actively solicit the involvement of certified/classified staff in decision-making as it relates to the total school operation.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

School District Legal Status

A-01

### SCHOOL DISTRICT LEGAL STATUS

The legal basis for education in the school district of Independent School District Number 37 of Oklahoma County, Oklahoma, is vested in the will of the people as expressed in the constitution of the State of Oklahoma, the statutes pertaining to education, court interpretation of the validity of these laws, and the powers implied in them.

1. Legal name of the district:  
Independent School District Number 37 of Oklahoma  
County, Oklahoma.  
USAGE: On any formal or legal document published  
by the district.
2. Official district seal:  
USAGE: To be used on any official or legal document of the district

Legal Reference: Oklahoma Constitution, Article XIII, Section 1.  
Oklahoma Statutes 70 Section 5-105,  
Amended 1993 by HB 1744, Section 26



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **SCHOOL BOARD LEGAL STATUS**

**B-02**

#### **SCHOOL BOARD LEGAL STATUS**

The constitution of the State of Oklahoma charges the State with the responsibility of maintaining a system of "free common schools" for all children in Oklahoma. The State Legislature fulfills this responsibility by enacting laws to regulate the schools, providing a portion of the funds needed for operating the schools, and delegating immediate control of the schools to the Board of Education of the school districts. The Board is responsible for carrying out mandatory laws and considers the provisions of permissive laws. In all cases where the laws do not provide or prohibit, the Board considers itself responsible for establishing and appraising educational activities of the district.

Legal Reference: Oklahoma Statutes 70 Supp. 1993, Section 5-106

*Page 1 of 1*

*Adopted April 1, 1998*



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **BOARD POWERS, DUTIES, AND ETHICS**

**B-03**

#### **BOARD POWERS, DUTIES, AND ETHICS**

The powers of the Board are exercised by its actions as an official group. Individual members of the Board have no greater power or authority than other citizens of the community unless meeting with other members of the Board in a legal meeting. Board members exercise their authority over district affairs only as they vote in legal meetings of the Board. In other instances, Board members have power only when the Board, by vote, has delegated authority to them, as allowed by law.

The powers and duties of the Board are defined in the School Laws of Oklahoma. Within these constraints, the Board views its functions thus:

- A. Legislative and policy making. The Board is responsible for the development of policies as guides for administrative action and for employing a superintendent to implement its policies.
- B. Appraisal. The Board is responsible for evaluating the effectiveness of its policies and their implementation.
- C. Provision of financial resources. The Board is responsible for adoption of a budget which will enable the district to carry out Board policies.
- D. Public relations. The Board is responsible for keeping the citizenry informed about the needs of the school district.
- E. Educational planning and evaluation. The Board is responsible for establishing educational goals to guide the Board and staff in working toward continuing improvement of the educational program. The Board will also provide for the evaluation of the school program against the goals set forth by the Board and by the State Board of Education.

The Board of Education strives to improve public education, and to that end members should:

- A. Attend all Board meetings as much as possible, and be informed about issues considered at those meetings;

- B. Make policy decisions only after full discussion at publicly held Board meetings;
- C. Render decisions based on the available facts and their independent judgement;
- D. Encourage free expression of opinion by all Board members, and encourage communication among the Board, students, staff, and all elements of the community;
- E. Work with other Board members to establish effective Board policies and delegate authority for the administration of policy to the superintendent;
- F. Communicate to other Board members and the superintendent their understanding of public reaction to board policies and school programs;
- G. Be informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Oklahoma and National School Boards Association;
- H. Support the employment of those best qualified to serve as staff and insist on a regular impartial evaluation of all staff;
- I. Refrain from influencing the hiring, assignment, reclassification, transfer, discipline and/or evaluation of staff beyond action required by law;
- J. Avoid conflicts of interest and refrain from using their Board positions for personal or political gain;
- K. Take no action that will compromise the Board or the administration, and respect confidentiality of information that is privileged; and
- L. Acknowledge that the greatest concern of board members must be the educational welfare of the students.

Legal Reference: Oklahoma Statutes 70 Supp. 1993, Sections  
5-105 and 5-117



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **SCHOOL BOARD ELECTIONS**

**B-04**

### **SCHOOL BOARD ELECTIONS**

The Millwood Public School District is divided into five board districts. One member is elected as a board member by the electors of the school district to represent each board district for an unexpired term or five-year term.

The candidates for membership on the Board shall be nominated and elected according to the Laws of Oklahoma.

Legal Reference:      Oklahoma statutes 70 Section 5-107A  
                                 Oklahoma Statutes 20 Section 3A-101 et seq.

*Adopted December 4, 1995*



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### UNEXPIRED TERM FULFILLMENT

B-05

### UNEXPIRED TERM FULFILLMENT

The Board shall fill any vacancy which may occur in that body as provided by law. In the first half of the term of office for a board position, the person appointed shall serve only until the next succeeding election, at which time the office which the person hold shall be placed on the ballot for the balance of the unexpired term.

After the first half of the term of office for a board position, the person appointed shall serve for the balance of the unexpired term.

The following procedures will be used in the selection of a person to fill a vacancy.

- A. The Board will set the date and time for taking applications to fill the vacancy.
- B. Applicants must file a notification and declaration of candidacy with the Board Clerk.
- C. A special meeting will be called to interview applicants and make the appointment.
  1. Interviews will be conducted in alphabetical order;
  2. Interviews will be conducted in the regular meeting place with arrangement of spaces (tables, chairs, microphone) and their endorsement speakers to assure good communications;
  3. Applicants who are to be interviewed and their endorsement speakers will wait at another location away from the interviewing area until they are called;
  4. The interviews will be scheduled at 30 minute intervals. All applicants will be notified of the total schedule;
  5. A consistent pattern of questions or discussions with each applicant will be followed by preparing a list of items which may be discussed with each applicant;



6. Suggestions, questions, and inquiries which are submitted by Board members will be incorporated into the interviews as deemed appropriate; and
  7. After the interviews of candidates have been completed, not more than two persons will be permitted to speak for three minutes each on behalf of an applicant.
- D. The following specific procedure will be used to make the selection of an applicant to fill the vacancy.
1. The names of applicants will be listed alphabetically with a [ ] box adjacent to each name and the lists placed before the Board;
  2. Each member of the Board will check [x] one name only as his/her choice and sign his/her name on each list submitted;
  3. Upon direction of the Chair, the Board Clerk will gather the lists of applicants and read aloud the name of the applicant whose name was checked on each list and the name of the Board member checking the applicant's name;
  4. If one applicant receives a majority of checks, that applicant's name may be placed before the Board for action;
  5. If upon the first checkoff one of the applicants does not receive a majority of checks a new list will be distributed to members of the Board which bears only the names of applicants who received a check by their name. The same process as listed in paragraph 2 and 3 will be followed by the Board Clerk gathering and reading aloud the checked names and the name of the Board members checking the applicant's name;
  6. If upon the second checkoff one applicant does not receive a majority of checks, a new list will be distributed which carries only the names of applicants whose name received a check on the most recent checking procedure; and
  7. The checkoff procedure shall be repeated a maximum of five (5) times or until one applicant receives a majority of checks, whichever comes first.

That applicant's name may be placed before the Board for action or until the Board by its action reaches another decision on the matter.

8. All ballots cast by Board members throughout this process shall be attached to the minutes and made a part of the official record of the meeting. Members of the Board may, during the selection process, wish to ask for additional input from various applicants. These additional inquiries should be limited to no more than a total of five minutes for each applicant. If the Board does not fill the vacancy by appointment within sixty (60) days of the date the Board declared the seat vacant, the Board shall call a special election to fill the vacancy of the unexpired term.

Legal Reference: Oklahoma Statutes Title 26-13A-1107



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **BOARD MEETINGS**

**B-06**

#### **BOARD MEETINGS**

The Board shall transact its business at legal meetings. The president will start all meetings on time.

#### **REGULARLY SCHEDULED MEETINGS**

Regularly scheduled meetings shall be held within the school district at a time and place designated by the Board. The dates for those meetings will be set in October or November for the next calendar year. Written notice of meeting dates shall be furnished to Board members, the staff, and the county clerk by December 15. Regularly scheduled meetings of the Board shall be held upon the first Monday of the month unless such a day is a holiday or is otherwise fixed by the Board. Changes in regularly scheduled meetings from scheduled dates and times shall be voted on by the Board and the county clerk shall be notified at least ten days prior to the date of the meeting of such changes.

#### **SPECIAL BOARD MEETINGS**

Special Board meetings are any meetings of the school board other than regularly-scheduled meetings or emergency meetings. Special meetings may be called as circumstances may demand. When possible, these meetings shall be announced in advance at a regular meeting of the board. At least 48 hours notice of the date, time, and place of special meeting will be given to Board members and the county clerk. Statements of Public Concerns shall not be heard on items other than those related to the call of meeting pursuant to Board Policy B-14, Public Participation at Board Meetings.

#### **EMERGENCY BOARD MEETINGS**

Emergency meetings may be called between regularly scheduled meetings. The purpose of these meetings is to enable the Board to take action in situations involving injury to persons, incapacity of the superintendent, injury and damage to public or personal property or immediate

financial loss when the time requirements for public notice of a special meeting would make such procedure impractical and would increase the likelihood of injury or damage or immediate financial loss. When emergency meetings are called, the president of the Board, superintendent, or designee shall notify all Board members. The public shall be given as much advance notice of the time, place, and purpose of the meeting as is reasonable and possible. No public discussion shall be heard at emergency meetings. With the exception of details of minor importance, only business related to the purpose of the meeting shall be discussed or transacted by the Board.

#### CONTINUED OR RECONVENED MEETINGS

The Board may meet to finish business appearing on an agenda of a previous meeting. The Board shall act only on matters on the agenda of the meeting at which the announcement of the continuance is made. If a meeting is continued or reconvened, public notice of such action, including the date, time, and place of the continued meeting, shall be given by announcement at the original meeting.

Cross Reference: B-07, B-09, B-14

Legal Reference: Oklahoma Statutes 25 Section 302 et seq.  
Attorney General Opinion 82-114  
School Laws of Oklahoma Section 533, 522-537



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### BOARD MEETING ORDER OF BUSINESS

B-07

#### BOARD MEETING ORDER OF BUSINESS

At the regularly scheduled monthly business meeting of the Board the following order will be used unless modified beforehand and printed in the agenda.

CALL TO ORDER BY THE PRESIDENT OF THE BOARD

INSPIRATIONAL EXPRESSION

PLEDGE OF ALLEGIANCE

APPROVAL OF PREVIOUS MINUTES

STATEMENT(S) OF PUBLIC CONCERN

RECOGNITION OF SPECIAL GUEST(S) AND SPECIAL ANNOUNCEMENT(S)

SUPERINTENDENT'S REPORT

TREASURER'S REPORT

PERSONNEL ACTION

APPROVAL OF ENCUMBRANCES AND PAYROLL

PROPOSED PURCHASING AND GENERAL BUSINESS

\*NEW BUSINESS

EXECUTIVE SESSION, IF NEEDED

VOTE TO ADJOURN

The agenda may be reorganized at any meeting by a vote of the majority of the Board.

\*"New Business" is any matter not known about or which could not have been reasonable foreseen prior to the time of posting the agenda.

Reference: The Oklahoma School Board Meeting Guidebook

Page 1 of 1

*Adopted December 4, 1995*

*Revised December 5, 2011*



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### EXECUTIVE SESSIONS

B-08

#### EXECUTIVE SESSIONS

When an executive session is listed in the agenda the Board may, by majority vote, hold an executive session. Executive sessions will be conducted only for:

1. Discussion pertaining to the employment, hiring, appointment, promotion, demotion, disciplining or resignation of employees or volunteers, including the evaluation of the superintendent;
2. Discussion concerning negotiations with bargaining units representing groups of employees;
3. Confidential communications between Board members and the Board's attorney;
4. Hearing evidence and discussing the expulsion or suspension of students; or discussion concerning handicapped students or placement of students infected with human immunodeficiency virus (HIV); and
5. Discussion concerning the purchase or appraisal of real property.

Executive sessions will be closed. Discussions at such meetings shall remain confidential. An entry that such a meeting was held shall be recorded in the minutes of the subsequent regular meeting. Board members and others attending executive sessions cannot disclose the details of any discussion.

The superintendent, or designated representative, shall attend all executive sessions, except those which pertain to the superintendent's employment, unless a legal conflict of interest exists. The Board may require the superintendent to make staff members available to attend such sessions. No official action shall be taken during executive sessions. Final action on any matter discussed must be made in open session. The Board shall convene or reconvene in open session to act on matters discussed during executive session.

Legal References:    Oklahoma Statutes 25 Section 307  
                             Oklahoma Statutes 51 Section 24A.7  
                             Oklahoma Statutes 70 Section 6-101.1Q, and 6-101.11  
                             Oklahoma Statutes 70 Section 1-116



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **NOTIFICATION OF BOARD MEETINGS**

**B-09**

#### **NOTIFICATION OF BOARD MEETINGS**

Notice of regularly scheduled meetings of the Board shall be disseminated through the district-wide newsletter and the district website. All Board members are to be notified as early as possible of special meetings. Dates of regular meetings shall be provided annually in a printed announcement and made available to the public, all Board members, and the County clerk.

Cross Reference: B-06  
Legal Reference: Oklahoma Statutes 74 O.S. 3106.2  
HB1276, 2001 Legislative Session

*Page 1 of 1*

*Adopted December 4, 1995*

*Revised September 4, 2001*





## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **AGENDA PREPARATION AND DISSEMINATION**

**B-10**

#### **AGENDA PREPARATION AND DISSEMINATION**

Items of business may be suggested by any Board member, staff member, student, or citizen of the district. The superintendent shall prepare an agenda for meetings of the Board and may consult with the Board president in the preparation of a draft agenda for meetings of the Board. The agenda for regularly scheduled meetings shall always allow time for remarks of the public. The Board shall follow the order of business on the agenda.

"New business" is anything which could not have been known or reasonably foreseen prior to posting the agenda. Except in an emergency, the Board may not revise or adopt policies, unless such action has been scheduled. The Board agenda, and supporting materials, shall be distributed to Board members before the Board meeting, if possible. The agenda and appropriate agenda materials shall be made available according to the Oklahoma Open Records Act. The Board agenda will be posted in a conspicuous place at the superintendent's office, at each school, and on the District's Internet website at least 24 hours before the meeting. This 24 hour period excludes weekends and state holidays. The posted agenda shall be visible outside during closing hours.

Written notice of the date, time, and place of the meeting will be mailed or delivered to each member of the Board. The notice will be mailed or faxed to any newspaper or other media representative that has filed a written request for such notice.

A schedule and information about the regularly scheduled meetings of the Board shall be posted on the website. Also, names of members of the Board will be posted on the website. When reasonably possible, information about special or emergency meetings shall be posted on the w

Cross Reference: B-06, B-07, B-14

Legal References: Oklahoma Statutes 25 Section  
HB1276, 2001 Legislative Session  
Oklahoma Statutes 25 Section 311  
Oklahoma Statutes 74 Section 3106.2



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **BOARD MEETING PROCEDURES**

**B-11**

### **BOARD MEETING PROCEDURES**

#### **QUORUM**

A majority of the Board shall constitute a quorum for the transaction of business.

#### **RULES OF ORDER**

Except as otherwise provided by law, by regulation of the State Department of Education, or by the Board, meetings shall be conducted in accordance with Robert's Rules of Order, Revised.

#### **SUSPENSIONS OF RULES OF ORDER**

Amendments, alterations, corrections, or repeal of the rules may be made, or their operation may be suspended for the meeting, at any regular or special meeting of this Board by an affirmative vote by a majority of Board members present.

#### **REOPENING AN ISSUE**

No question decided by the Board shall be raised again during the same school year except as follows:

- A. The motion to reconsider is made by a member who voted with the majority on the original question; or
- B. Permission to reintroduce the motion is granted by a majority of members of the Board present.

#### **VOTING METHOD**

Votes on all motions and resolutions shall be by "ayes" and "noes". The vote of each member must be publicly cast and recorded. All motions shall be carried by a majority of the members present. A Board member should abstain from voting ONLY if the Board member has a clear conflict of interest with respect to the motion or resolution presented.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

MINUTES

B-12

### MINUTES

The minute clerk shall keep complete records of Board meetings. The minutes shall be kept in an official minutes book and shall be a complete record of members present and absent and all actions of the Board including resolutions and motions in full. Papers not a part of a formal motion may be omitted if they are referred to and identified. The minutes shall be open to public inspection. The minutes shall also reflect compliance with the Oklahoma Open Meeting Act.

Copies of the minutes of meetings shall be sent to Board members before the meeting at which they are to be approved. Corrections in the minutes may be made at the meeting at which they are to be approved. Permanent minutes shall be signed by the Board president, those board members who were present at the respective meeting, and the minute clerk.

Cross Reference: B-16  
Legal Reference: Oklahoma Statutes 25 Section 301  
Oklahoma Statutes 25 Section 312



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **REPORTING BOARD MEETING BUSINESS**

**B-13**

### **REPORTING BOARD MEETING BUSINESS**

The Board instructs the superintendent to institute and maintain effective procedures for the prompt dissemination of information about decisions made at all Board meetings.

Releases to the media and brief summaries of Board meeting actions prepared for distribution to the Board, staff members, and parents are regarded as appropriate for meeting the requirements of this policy.



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **PUBLIC PARTICIPATION AT BOARD MEETINGS**

**B-14**

#### **PUBLIC PARTICIPATION AT BOARD MEETINGS**

The Board sets up to one-half hour of its regular meetings for citizens' participation. Persons wishing to address the Board are required to sign up at least fifteen (15) minutes prior to the official start of the regular meeting. Speakers are asked to state their name and address for the record.

Citizens are encouraged to refer school-related problems to appropriate school personnel rather than initiate these during Board meetings. If problems have not been resolved through the administrative process, a speaker should indicate efforts made to bring about such a resolution. The presiding officer will make every effort to recognize speakers in the order in which they seek to recognition and/or have signed the Speaker Register. Speakers are to give their names and whether they are speaking as an individual or organization.

The major purpose of citizens' participation is for the Board of Education to hear citizens' views on ways to improve the educational program and ways to improve the processes, including communication for bringing about such improvements.

Personnel matters are not appropriate topics to be discussed at regular Board meetings. Decorum requires that such matters be entertained in executive session as arranged by the Board.

Members of the public speaking as individuals will be allotted up to three minutes and members speaking for organizations up to five minutes. If time does not permit all those wishing to speak to do so, the sign up sheet will be utilized to determine those persons to be recognized first at the next regularly scheduled meeting.



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **PUBLIC PARTICIPATION AT BOARD MEETINGS**

**B-14**

#### **PUBLIC PARTICIPATION AT BOARD MEETINGS**

The Board of Education allots in each of its regularly scheduled meetings up to one-half hour for citizens' participation. This allocated time occurs approximately thirty minutes after the meeting begins.

Citizens are encouraged to refer school-related problems to appropriate school personnel rather than initiate these during Board meetings. If problems have not been resolved through the administrative process, a speaker should indicate efforts made to bring about such a resolution. The presiding officer will make every effort to recognize speakers in the order in which they seek to recognition and/or have signed the Speaker Register. Speakers are to give their names and whether they are speaking as an individual or organization.

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Millwood Public Schools  
Board of Education

SPEAKER REGISTER

Statement(s) of Public Concern

Sign-In Sheet

Date of Meeting \_\_\_\_\_

Kind of Meeting \_\_\_\_\_

	<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>	<u>HAS ISSUES BEEN ADDRESSED TO SCHOOL ADMINISTRATION?</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____





## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### BOARD SUPERINTENDENT RELATIONSHIP

B-15

#### BOARD-SUPERINTENDENT RELATIONSHIP

The relationship of the Board of Education and the Superintendent is similar to that of boards and executives of business corporations. It is the role of the Board to establish policy and the role of the Superintendent to administer that policy.

The establishment of policies for the governing of the Millwood Public School District by the Board of Education and the administration of those policies by the Superintendent of Schools call for a high order of devotion, statesmanship, and integrity. It is of utmost importance for the good of the children in Millwood schools, that the Board and the Superintendent work in an atmosphere of mutual trust and good will.

1. The Board will establish written policies for the operation of the schools as prescribed by law and other policies as may seem advisable.
2. The Board will select a Superintendent who shall be the Chief Executive Officer (CEO) of the school system and be directly responsible for the total administration of the school district. The Board will not assume the administrative function but will vest in the Superintendent's executive authority commensurate with responsibility.
3. The Board will exercise its control over the school district through its power to:
  - set the philosophy of education for the district
  - determine the goals and objectives of the district
  - hire the Superintendent to administer a program to achieve district goals and objectives, and to release a Superintendent when it is determined that the Superintendent is not effective
  - set district policy and endorse accompanying administrative regulations
  - determine what educational programs shall be implemented or discontinued
  - determine the annual budget of the district
4. The Superintendent is responsible for the operation and administration of the district, and the role of the Board is to hold the Superintendent accountable for the

achievement of district goals and for the appropriate use of the financial resources of the district.

5. The provision in the Superintendent's contract which states,  
"Superintendent shall have the authority to organize the District's staff in a manner which in his/her judgement, best serves the needs of the District and shall be responsible for the selection, placement and transfer of District personnel subject to the approval of the Board,"  
means that the superintendent is responsible for making personnel decisions and the Board will hold the Superintendent accountable for following Board policies in making his/her own decisions. If the Superintendent has adhered to predetermined district policy, the Board will be expected to confirm the Superintendent's decisions.
6. The Board will endeavor to give counsel and advice to the Superintendent regarding the administration of schools as it deems necessary or expedient. The Board will adopt policies only after consulting with the Superintendent
7. The Board will require of the Superintendent such periodic reports as the Board deems necessary to keep it properly advised on the administration of the school district. The Superintendent should be frank, honest, concise, and complete in reporting to the Board.
8. The Board will expect recommendations for the improvement of the school district from the Superintendent. The Superintendent's role is to provide leadership for the public schools of the district.
9. The Board will require that the Superintendent attend all Board meetings, except at those times when the Superintendent's own employment may be under consideration, or when, by mutual consent, his/her absence is authorized by the Board.
10. The Superintendent, as executive officer and professional advisor to the Board, will endeavor to develop ways and means of serving the community and of keeping parents, patrons, and taxpayers informed of school programs.

Cross Reference: Board Policy B-03, Board Powers, Duties, and Ethics  
Board Policy C-02, Superintendent of Schools Job Description

Legal Reference: Oklahoma Statutes 70 Section 5-117  
Oklahoma Statutes 70 Section 1-116  
Oklahoma Statutes 70 Section 5-106



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### CLERKS

B-16

### CLERKS

At its organizational meeting, the Board shall appoint a board clerk, deputy board clerk, minute clerk, and an encumbrance clerk. The minute clerk shall keep a journal of Board proceedings; the encumbrance clerk shall preserve the district's books and documents; the board clerk shall countersign all warrants for school monies drawn upon the treasurer by the Board, and all shall perform other duties as the Board may request. The board clerk may sign warrants by the use of a machine which prints a facsimile of his/her signature. The deputy clerk shall act on behalf of the clerk in his/her absence.

The board clerk shall keep the district seal. The board clerk shall serve as the official service agent for the District. The board clerk shall report changes in Board membership, in writing, to the State Department of Education.

Cross Reference: B-12  
Legal References: Oklahoma Statutes 70 Section 5-119  
Oklahoma Statutes 70 Section 122



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### CLERK DUTIES

B-16-R1

#### CLERK DUTIES

The Millwood Board of Education has established the following duties for the clerk of the Board.

1. It shall be the duty of the clerk of the Millwood Board of Education to attend all regular and special meetings of the Board and to countersign all warrants for school monies drawn upon the treasurer by the Board; and perform such other duties as the Board may direct.
2. The clerk shall, in addition to performing the duties specifically imposed upon him/her by the school code, cooperate with the superintendent of schools, the Board treasure, the minutes clerk, and the encumbrance clerk in the management of the business affairs of the school district.
3. The clerk shall attest, in writing, the execution of all deeds, contracts, reports, and other instruments that are to be executed by the Board.
4. The clerk shall furnish, whenever requested, any and all reports concerning the district affairs, on such forms and in such manner as the Oklahoma State Board of Education or the Superintendent of Public Instruction may require.
5. The clerk is authorized to destroy all claims, warrants, contracts, purchase orders and any other financial records, or documents, including those relating to school activity funds, on file or stored in the district offices for a period of no longer than five (5) years.

The deputy clerk shall act on behalf of the clerk in his/her absence.

Legal References: Oklahoma Statutes 70 Section 5-119  
Oklahoma Statutes 70 Section 5-122

Page 1 of 1

Effective November 6, 2000



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **MINUTES CLERK DUTIES**

**B-16-R2**

#### **MINUTES CLERK DUTIES**

The Millwood Board of Education has established the following duties for the minutes clerk of the Board.

1. Attend all regular and special meetings of the Board and keep an accurate journal of the proceedings thereof;
2. List the approved encumbrances in the minutes of the Board meetings.
3. Furnish requesting newspapers in the county with copies of tentative minutes;
4. The minutes clerk is responsible for posting all Board meeting agendas and public notices.
5. Perform such other duties as required by the Board.

The minutes clerk will post a surety bond in the amount of \$1,000.00 before discharging any duties as minutes clerk.



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **ENCUMBRANCE CLERK DUTIES**

**B-16-R3**

#### **ENCUMBRANCE CLERK DUTIES**

The Millwood Board of Education has established the following duties for the encumbrance clerk of the Board.

1. Keep all books and documents of Independent School District Number 37, Oklahoma County, Oklahoma (Millwood Public School District).
2. Enter the authorized amounts of appropriations in the various appropriations accounts;
3. Charge the appropriate appropriation accounts and credit the affected encumbrances outstanding accounts with approved encumbrances after determining that the encumbrances do not exceed the balance of the appropriation charged;
4. Receive certification from the proper district employee that services or merchandise billed to the district have been received, file bills and invoices in official records, debit encumbrances outstanding account and credit the accounts payable account for the amounts of the approved bills.
5. Pay approved bills by issuing warrants against the designated funds, charging the warrants against the appropriate accounts payable account and crediting to the appropriate warrants issued account, or, by notifying the board treasurer that the bills are approved for payment in lieu of issuing warrants so that the treasurer can record payments by check, wire transfer, direct payroll deposit or other disbursement through the Federal Reserve System.
6. Receive all warrants, certificates of indebtedness, or bonds from the treasurer after the treasurer has registered the warrants in numerical order.
7. Perform such other duties as directed by the Board.

The encumbrance clerk will post a surety bond in the amount of \$1,000.00 before discharging any duties as encumbrance clerk.

Reference: 70 Oklahoma Statutes Section 5-119





## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **POLICY DEVELOPMENT AND IMPLEMENTATION**

**B-17**

#### **POLICY DEVELOPMENT AND IMPLEMENTATION**

The Board is responsible for the development of written policies to serve as guidelines for administrative action. The Board is responsible for employing a superintendent to implement its policies.

The Board accepts the definition of policy set forth by the National School Boards Association:

Policies are principles adopted by the School Board to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of objectives, yet narrow enough to give clear guidance. Policies are guides for action by the administration, which then sets the rules and regulations to provide specific directions to school district personnel.

The policies are framed and are meant to be interpreted in terms of state statute, rules of the State Board of Education, and all other regulatory agencies within state and federal levels of government. The policies are also framed and are meant to be interpreted in terms of those educational objectives, procedures and practices which are broadly accepted by leaders and authorities in the public education field.

The Board considers policy development its chief function, along with providing the wherewithal-such as personnel, buildings, materials and equipment for the successful administration, application and execution of its policies. Changes in needs, conditions, purposes and objectives will require revisions, deletions and additions to the policies of the current Board and those of the future.

Policy development is ongoing. The Board will utilize various means for policy development that may include suggestions from staff or a policy development committee representative of the school district population.

Action on Board policy proposals will be taken upon a recommendation of the superintendent. The Board may alternately elect to develop policy during an initial presentation made at a regularly scheduled Board meeting. Adoption may occur after a second review during the following regularly scheduled board meeting.

The superintendent shall be subsequently responsible for interpreting and communicating the policy to appropriate administrative staff for implementation and to others who are interested in and connected with the school for information and guidance.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### POLICY DEVELOPMENT AND IMPLEMENTATION

B-17-R1

#### POLICY DEVELOPMENT AND IMPLEMENTATION

It is the intent of the Board to develop written policies to serve as guidelines and goals for the successful and efficient functioning of the Millwood Public School District. Board action on policy proposal will be upon a recommendation of the superintendent.

The need for policy development may be identified by school staff and communicated through administrative channels. The superintendent may designate administrative staff or a policy committee to make a policy statement.

The superintendent shall be subsequently responsible for interpreting and communicating the policy to the appropriate administrative staff for implementation.

School staff should be familiar with Board policy. Administrators shall carry out their duties in accordance with Board policy and state statute. While the superintendent shall be responsible for implementation of Board policy, sections in the Board Policy Manual may fall under the purview of select personnel:

Section	Title	Personnel
D	Fiscal Management	Business Manager
E	Support Services	Principals Business Manager
G	Personnel	Principals Business Manager Executive Assistant to the Superintendent Nurse
N	Negotiation	Business Manager
I	Instruction	Principals Curriculum Director Special Education Director Technology Director
J	Students	Principals Nurse Technology Director
K	School-Community Relations	Principals

Upon recommendation from the superintendent or through a Board work session the Board may consider policy proposal. Proposed new or revised policy will be presented to the Board for First Reading a regularly scheduled Board meeting. Adoption of the policy may occur after a second review during the following regularly scheduled Board meeting.

When the Board act upon a policy, the adoption date or revision date shall be recorded on the policy. Adopted policy and administrative regulation shall be disseminated to school administrators, media specialists, and other designated personnel.



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **BOARD RECOGNITION FOR EXCEPTIONAL ACCOMPLISHMENTS**

**B-18**

#### **BOARD RECOGNITION FOR EXCEPTIONAL ACCOMPLISHMENTS**

The Millwood Board of Education appreciates the diligent efforts made by its members, staff, students and citizen volunteers in achieving and exceeding the school district's goals and objectives. The Board is mindful also that, frequently, there are exceptional achievements and contributions made by persons representing our schools, which favorably reflect on the whole character of the district. These are the people who accept demanding challenges and set new and higher standards of dedication for the rest to follow.

It is the Board's intent to grant official recognition for such outstanding accomplishments on behalf of the District.

Notification of meritorious deeds that qualify for district-wide recognition will be made to the Board through the Superintendent's report. One form of recognition will be the adoption of a resolution citing such service(s) or accomplishment(s). Other noteworthy achievements that bring attention to the individual school(s) will be handled by the respective school in accordance with its own policy.

When the occasion warrants a public presentation, the Board will invite said individuals or groups to the Board meeting at which they will be commended.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### TRAVEL AND EXPENSE REIMBURSEMENT FOR BOARD MEMBERS

B-19

#### TRAVEL AND EXPENSE REIMBURSEMENT FOR BOARD MEMBERS

Board members may be reimbursed for itemized and documented travel expenses provided such expenses are related to the responsibilities of the board member and approved by vote of the Board of Education during regular or special sessions of the Board. The function and the cost to be reimbursed should be approved prior to the event. Board members should submit in writing TR-1 form to the Board the need for approval of the travel or expenses, the length of given travel or meeting, and related reimbursement needs.

The request should be made in time for the item to be placed on the agenda of a Board meeting held prior to the event or travel for the Board's consideration. If sufficient time to notify the Board is not available, the superintendent is hereby delegated the authority to give temporary approval.

Upon approval, the district business office shall arrange for related accommodations. Only those items for which there is itemized documentation may be reimbursed. Travel shall be reimbursed at the Internal Revenue Service (IRS) or state rate of reimbursement (see State Travel Reimbursement Act) according to mileage indicated on an Oklahoma map. An Expense Reimbursement Form shall be submitted within thirty (30) days after completion of authorized travel. Reimbursement requests shall not cover periods of more than thirty-one (31) days.

Legal References: Oklahoma Statutes 70 Section 5-117  
School Laws of Oklahoma, Section 68  
State Travel Reimbursement Act  
HB2909, 1998 Legislative Session  
Cross Reference: G-05, Staff Travel and Expense Reimbursement



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **ADMINISTRATION IN ABSENCE OF POLICY**

**B-20**

#### **ADMINISTRATION IN ABSENCE OF POLICY**

Upon the recommendation of the administrator, the Board of Education will adopt general and personnel policies to serve as a basis for the administration of the school and as a guide to the administrator and other employees in conducting their respective duties. The policies will be in published form and available to employees, patrons, and the State Department of Education. School board policies will be updated annually.

In cases where action must be taken involving the operation of the school district and where no guidelines have been established by Board of Education policy, the superintendent will have the authority to act. In such cases, the superintendent shall use his/her own best judgement based on what he/she believes the policy would be if it existed. Such emergency policy decisions will be reported to the president as soon as practical and to the Board of Education at its next meeting. The Board will then determine whether a permanent policy should be established.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### OPEN RECORDS ACT PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS B-21

#### OPEN RECORDS ACT PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS

It is the policy of the Millwood Board of Education to recognize and facilitate the public's right of access to and review of school district records so they may exercise their right to be informed about the district. Records of the school district and its employees shall be open for inspection or reproduction during regular business hours.

#### **Public Records Subject to Inspection**

Many district records are confidential and rightfully exempt from unlimited access. Personal records exempt from disclosure under Oklahoma's Open Records Act are not covered by this policy. Records which are open for inspection and copying will be listed in a corresponding set of regulations.

#### **Physical Access to Records**

Public records will be available for inspection and copying at the Superintendent's Office at 6724 Martin Luther King, during regular business hours - 8:00 a.m. to 11:30 a.m. and 1:30 p.m. to 4:00 p.m., Monday through Friday, excluding holidays. The superintendent shall be the district's custodian of school district records and shall be responsible for the preservation and care for those public records. The superintendent will designate those authorized to maintain district records as authorized to release records. Those employees will be available to release records during regular business. The superintendent will designate a place in a location accessible to the offices of the aforementioned persons where the public may inspect and have records copied. No one may demand the right to occupy or control any such space to the exclusion of other members of the public or to the extent that the operations of the school district are disrupted.

Records under control of the Millwood Board of Education shall not be removed from their designated location unless those records are ordered to be produced by a court of competent jurisdiction.



## **Copy and Search Fees**

A reasonable fee will be charged to recover the cost of document reproduction. A reasonable fee will also be charged for document search.

Reproduction fees will be annually determined. Hourly document search costs will reflect the cost to the district.

Where possible, the actual copying and/or search costs will be calculated in advance with payment to be made in cash, in advance. When costs are unknown, those making requests will be asked for the amount of cash they wish to spend. Employees will accept the cash and stop activity when the cost reaches the amount of cash received from the requesters. When additional cash is received, activity will resume.

## **Procedures for Inspection and Copying Records**

Requests to inspect and copy records will normally be honored when made. A request for records which requires overwhelming staff search or extensive reproduction will be provided within a reasonable time frame mutually agreed upon by the requesting party and the school system.

A log will be kept of information on the requesting person or group and will include their signatures.

## **Individual Privacy Rights**

If individual employee records are requested, a determination must be made whether release of the records will violate that person's privacy rights. If privacy rights could be violated by release of the records, the employee must be notified in writing of the request and allowed a reasonable time in which to object. The interests of the privacy of the individual shall be balanced against the need for the requested information in determining whether the records will be released. The Oklahoma Open Records Act and federal privacy statutes may serve as references in making a determination to release the information.

## **Appeals Process**

If a request for search or copy is denied, or if a requesting party objects to a copy or search fee, then the requesting party may make a written appeal to the superintendent. If the request submitted by the requesting party is denied by the superintendent, said party may appeal, in writing, to the Board of Education at its next regular meeting.

In the unusual circumstance where a request cannot be granted due to excessive disruption of the school district's functions, where release of records would violate the privacy rights of an individual, or nonpayment of the copy and search fee, requests may be denied pending a written appeal to the superintendent. Within five (5) working days after receiving the written appeal, the superintendent or his/her designee shall:

- A. Advise the person making the request of the time and place at which he or she may inspect and/or copy the records and/or the appropriate copy and search fee; or
- B. Deny the request.

Should the requesting party elects not to pay such costs, said party may appeal, in writing and in person, at the next regularly scheduled meeting of the Board of Education.

Legal Reference: 51 O.S. 1991, Section 24A.1  
Cross Reference: Board Policy G-18, Personnel Records  
Board Policy I-03, Student Records



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS

B-21-R1

#### PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS

Requests to review and/or copy District records will be handled in the following manner:

1. All requests to review and copy District records shall be submitted to the Executive Assistant to the Superintendent.
2. That person will then review requests, where appropriate, with legal counsel to ensure that the District can legally provide the requested information.
3. The Executive Assistant to the Superintendent will ascertain which administrator is the custodian of the records requested. The request will be sent to that person and his/her staff will either copy the requested materials and/or provide access to the materials;
4. Copies of the records and/or information regarding access to the records will be given to the Executive Assistant to the Superintendent who will provide a written response to the person who generated the request for the records; and
5. All request for information shall be provided within a reasonable time to be decided by the Executive Assistant to the Superintendent and the administrator who supervises the division where such records are located.

#### **Search and Copy Fees**

A copy fee will be charged for the location and reproduction of school district records. However, if the request is made solely for commercial purposes and would clearly cause excessive disruption of the District's essential functions, a search fee will also be charged.

A search fee will not be charged when the release of the requested records is in the public interest (e.g. release to media, schools authors and taxpayers).

The following fees will be charged:

Printed Copy (8 ½ x 11)	25¢ per copy (Labor and Material)
Printed Copy (8 ½ x 14)	25¢ per copy (Labor and Material)
Printed Copy (8 ½ x 17)	50¢ per copy (Labor and Material)

Computer Printouts	25¢ per page	(Labor and Material)
Photographs	Actual Commercial Cost	
Audio Recording		
45 minute	\$4.00 per cassette	
90 minute	\$6.00 per cassette	
Transcripts and Affidavits of Student Information	\$2.00 per page	(Labor and Material)
Student Directory Listing	\$ .50 per page	(Labor and Material)
Search Fee	Based upon actual hourly wage rate of employee involved in search	

Computer tapes, disks, records, film recording, and all other materials not specifically noted here will be subject to a copying fee based on the actual cost of copying (labor and materials) which include the expense of paper, electricity, and service charge. A statement or form listing all fees is to be posted in the areas designated for search and copy, and copy of same filed in the Office of the Oklahoma County Clerk. (All fees are to be deposited in the district's general fund.)

### **Confidential Records**

Some district records are confidential and therefore exempt from search and copy. Exempt records are:

- A. Records and/or materials prepared in anticipation of litigation;
- B. Records and/or materials protected by a state evidentiary privilege - the attorney-client privilege;
- C. Records reflecting what transpired during an executive session of a Board meeting;
- D. Personnel records which relate to internal investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation, and/or when disclosure would constitute an invasion of personal privacy such as employee evaluations, payroll deductions, employment applications submitted by those not hired by the district and transcripts from institutions of higher education maintained in the personnel files of certified public school employees;
- E. Records on student academic materials; tuition, teacher lesson plans, testing records, teaching material and personal communications with individual students;

- F. Personal notes and personally-created materials under the circumstances authorized by law;
- G. Records on competitive bids under the circumstances authorized by law; and
- H. Records donated as archives and museum materials under the circumstances authorized by law.



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **LINE IN STAFF RELATIONS**

**B-22**

#### **LINE IN STAFF RELATIONS**

Unless limited by statute or Board action, any of the powers and duties assigned to the superintendent may be delegated. The superintendent shall be responsible to the Board for the execution of delegated powers and duties.

Line of authority shall be clearly outlined by the superintendent by means of organizational charts, job descriptions, and administrative regulations and





## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### LINE IN STAFF RELATIONS

B-22-R1

#### LINE IN STAFF RELATIONS

In accordance with Board Policy B-22, Line in Staff Relations, the following regulations shall govern line in staff relations:

##### **Line Relationships**

1. General
  - A. Each employee in the Millwood Public School District shall be responsive to the Board of Education through the Superintendent of Schools.
2. Whenever possible, each member of the staff shall be made responsible to only one immediate supervisor for any one function.
3. In the absence of the superintendent, the business manager will be in charge unless otherwise designated by the superintendent.
2. Instructional Program

The principal shall have line authority over the following positions assigned to the building and the employees shall report directly to the principal:

  - Assistant Principal
  - Counselor
  - Media Specialist
  - All teachers, including special specialized teachers.
3. Operational (Professional and Support Services)
  - A. Persons serving the District in the following positions will report directly to the Superintendent of Schools:
    - Principals
    - Business Manager
    - Executive Assistant to Superintendent



Child Nutrition Services Director  
Special Programs Director  
Curriculum Director  
Athletic Director  
Student Assessment Director  
Technology/Instructional Media Director  
School-to-Work Coordinator  
Professional Development Coordinator

- B. The principal shall have direct line of authority over all support personnel assigned to the building, including but not limited to:

Office Manager  
Registrar  
Instructional Assistants  
Library Assistant  
Preschool Director  
Distance Learning Classroom Facilitator  
Clerical Assistants  
Secretaries

- C. The Business Manager shall have direct line authority over personnel in the following positions:

Accounts Payable and Receivable Clerk  
Student Activity Funds Custodian/Insurance Coordinator  
Pupil Transportation Director

- D. The Child Nutrition Services Director shall have direct line authority over support personnel assigned to Child Nutrition Services:

Cafeteria Coordinators  
Kitchen Assistants  
Secretary

## **Staff Relationships**

1. Instructional
  - A. The Superintendent of Schools shall clarify the working relationships between the Board of Education and the superintendent, between the superintendent and the business manager, building principals, and other administrative supervisory personnel, and between the principals and their respective staff in regulations issued by the principals which shall be of such nature that they foster cooperative, effective administration. The quality of personal relationships existing between members of the staff is more important than the organizational structure.
  - B. A cooperative advisory relationship shall be maintained between the following:
    - Business Manager
    - Building Principals
    - Assistant PrincipalsThe principals and instructional and curriculum directors/coordinators.
  - C. All auxiliary supervisory personnel and directors/coordinators, whether members of the building staff, the superintendent's office, a career technical center, a regional service center, or the State Department of Education, shall work through the principal in the performance of their duties within the school.
2. Operational Staff (Professional and Support Services)
  - A. Where the activities of operational and non-instructional personnel are related to the authority of the principals and conflict arise, the schedule and details of their activities shall be determined by conference among the persons involved. If agreements cannot be reached, the final determination shall be the responsibility of the superintendent.
  - B. A cooperative, working relationship shall be maintained between the following:

Business Manager and all administrative and supervisory personnel

Child Nutrition Services Director and the Principals

Pupil Transportation Director

- C. All operational personnel, whether members of the building staff or operational staff shall work through the principal in performance of their duties within the school



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### PUBLIC PARTICIPATION AT BOARD MEETINGS

B-14-R1

#### PUBLIC PARTICIPATION AT BOARD MEETINGS

The Millwood Board of Education is committed to the perpetuation of clear and open lines of communication with the faculty, staff, student body, parents, and school community constituents. The commitment is expressed through a variety of forums that are designed to enhance effective communication. The regular meetings of the board of education shall be included among the various forums.

1. Individuals who wish to speak are required to sign up at least fifteen (15) minutes prior to the official start of the regular meeting.
2. Presentations made by individuals will be allotted up to three minutes to speak and members speaking for organizations up to five minutes. Time allocations shall be non-transferrable.
3. The board clerk shall assess when time begins and ends through the use of an official time-keeping device.
4. In that the Oklahoma Open Meeting Act prohibits the discussion of non agenda issues, the Board of Education shall not respond, take action, support, or disagree with any presentation made during the form.
5. Such issues may be taken under advisement, however, for further study and/or future discussion as an agenda item, if appropriate.





## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### EVALUATION OF SUPERINTENDENT

C-01

#### EVALUATION OF SUPERINTENDENT

The performance of the superintendent shall be formally evaluated twice annually by the Board of Education during the months of December and June. These time limits are directory in nature, and in the event circumstances preclude action on or before the time provided, the Board and Superintendent shall make good faith efforts to take action as soon as possible.

An adopted job description, goals and objectives, and an evaluation instrument shall be utilized during the formal evaluation process. The evaluation instrument shall identify specific standards in each broad area of administrative responsibility.

Each board member shall provide a written individual assessment of the Superintendent's performance to the president of the board of education. All individual assessments shall be combined to formulate the formal evaluation. Besides completing the evaluation form, the Board may adopt such other findings or recommendations as it deems appropriate.

An evaluation conference shall be held in an effort to communicate the general disposition of the board of education and the assessed status of the Superintendent.



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **EVALUATION OF SUPERINTENDENT**

**C-01-R1**

#### **EVALUATION OF SUPERINTENDENT**

The performance of the superintendent shall be formally evaluated twice annually by the Board of Education during the months of December and June.

An adopted job description, goals, and objectives and an evaluation instrument shall be utilized during the formal evaluation process. The evaluation instrument shall identify specific standards in each broad area of administrative responsibility.

Each board member shall provide a written individual assessment of the Superintendent's performance to the president of the board of education. All individual assessments shall be combined to formulate the formal evaluation.

An evaluation conference shall be held in an effort to communicate the general disposition of the board of education and the assessed status of the Superintendent.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### SUPERINTENDENT OF SCHOOLS JOB DESCRIPTION

C-02

#### JOB DESCRIPTION

TITLE: SUPERINTENDENT OF SCHOOLS

#### QUALIFICATIONS:

1. An earned master's degree or higher from an accredited college or university.
2. At least eight years of successful experience in teaching, administration, and/or supervisory fields.
3. A valid Oklahoma Standard School Superintendent Certificate.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Board of Education

SUPERVISES: Directly or indirectly, all of employees of the District.

JOB GOAL: To provide leadership in developing and maintaining the best possible educational programs and services.

#### PERFORMANCE RESPONSIBILITIES

1. Interprets for the staff and implements all Board policies and all state laws relevant to education.
2. Supervises either directly or through delegation, all activities of the school system according to the policies of the Board.
3. Represents the Board as liaison between the school district and the community.
4. Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the schools and the community.
5. Attends and participates in all regular and special meetings of the Board except when own employment or salary is under consideration and makes recommendations of any nature affecting the schools.



6. Reports to the Board such matters as deemed material to the understanding and proper management of the schools, or as the Board may request.
7. Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the Board for review and approval.
8. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the Board.
9. Files, or causes to be filed, all reports required by the state and the school code.
10. Makes recommendations to the Board for the selection of personnel of the district.
11. Makes and records assignments and transfers of all employees in keeping with their qualifications.
12. Employs such personnel as may be necessary within the limits of budgetary provisions and subject to the Board's approval.
13. Suspends any employee for just cause and reports such suspension to the Board at the next meeting, thereafter, for final action.
14. Recommends to the Board for final action the promotion, salary changes, demotion, or dismissal of any employee.
15. Prescribes rules for the classification and advancement of students, and for transfer of students from one building to another in accordance with published policies.
16. Summons employees of the district to attend such regular and occasional meetings as are necessary to carry out the educational program of the district.
17. Supervises methods of teaching, supervision, and administration in effect in the schools.
18. Attends such conventions and conferences as are necessary to keep abreast of latest educational trends.
19. Accepts responsibility for the general efficiency of the school system for the development of the school staff and for educational growth and welfare of the students.
20. Defines educational needs and formulates policies and plans for recommendation to the Board.
21. Makes all administrative decisions within the school necessary to the proper function of the school district.
22. Is responsible for scheduling the use of buildings and grounds by all groups and/or organizations.

23. Acts as purchasing agent for the Board and establishes procedures for the purchase of books, materials, and supplies.
24. Approves vacation schedules for all salaried district employees.
25. Conducts periodical district administration meetings.
26. Performs such other tasks as may from time to time be assigned by the Board.

TERMS OF EMPLOYMENT: Twelve months per year. Salary to be established with the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with revisions of the Board's policy on Evaluation of the Superintendent.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
President Date: \_\_\_\_\_

\_\_\_\_\_  
Vice President Date: \_\_\_\_\_

\_\_\_\_\_  
Clerk Date: \_\_\_\_\_

\_\_\_\_\_  
Member Date: \_\_\_\_\_

\_\_\_\_\_  
Member Date: \_\_\_\_\_



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **SCHOOL BUILDING ADMINISTRATORS**

**C-03**

#### **SCHOOL BUILDING ADMINISTRATORS**

The principal is the chief executive of the school.

The principal must have successfully served as a teacher; have demonstrated administrative ability; and satisfied the educational requirements for the position. The principal must be able to work with diverse groups.

The principal, under the direction of the superintendent, or his/her designee, is charged with the administration, supervision, and operation of the individual school program. It is the principal's responsibility to see that the school functions within the framework of regulations of the superintendent, the policies of the Millwood Board of Education and the Oklahoma State Board of Education. The principal is expected to provide continuous leadership and guidance to the staff and students as well as assists in interpreting the educational program in the community. The principal shall respond to concerns expressed by parents and involve the community in planning and problem solving for the school where appropriate.

The principal prepares budget requests indicating needs for the school, and controls and expends funds allocated to the school. The principal implements the severe weather and disaster plans upon notification by the superintendent or his/her designee.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### ANNUAL OPERATING BUDGET

D-01

#### ANNUAL OPERATING BUDGET

Public school budgeting for Oklahoma schools is regulated and controlled by legislation, State Board of Education regulations, and local school board requirements.

A budget is required for every fund that a school system utilizes in its yearly operation. The funds available for the various school programs are as follows:

- General Fund
- Building Fund
- Sinking Fund
- Bond Fund
- Insurance Fund
- Special Federal Funds
- Student Activity Fund

Oklahoma school systems are required to budget funds for no more than a twelve month period of time which includes a fiscal year from July 1 through June 30. However, planning for a period of time greater than one year is desirable and encouraged.

The responsibilities as the budget officer shall be assigned to the superintendent. The general areas of responsibility of the budget officer are:

- Budget Projections
- Budget Preparation
- Budget Presentation
- Budget Administration
- Budget Management

The Board shall adopt a budget for the ensuing fiscal year by July 25 of the year and review the budget quarterly.

*Page 1 of 1*

*Adopted January 5, 1998*



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### ANNUAL OPERATING BUDGET

D-01-R1

#### ANNUAL OPERATING BUDGET

A proposed operational budget shall be developed for the school district by the superintendent (or designee) for each fiscal year. The budget shall be finalized by the first Monday of September. Budget presentations to satellite organizations are encouraged. (October - November)

By the first Monday in December, the superintendent shall prepare and publish the "Preliminary Estimate of Needs" and the Board of Education authorized "Call of Annual Election Resolution."

The operational budget shall include a line item summary allocation by department(s), grade level, and/or program(s). The respective faculties shall provide input to the budgeting process by way of department/grade level chairpersons. The line item summary or building budget shall be submitted by the principal after assessing and prioritizing building needs in relationship to upcoming goals and objectives, and previous patterns of spending. (March 10)

Prior to June 30th, the superintendent shall receive a refined building budget from principals. The business manager shall submit a complete and up-to-date Summary of Expenditures for the previous fiscal year. The superintendent shall review the Summary of Expenditures and other reference documents in the development of a tentative allocation to building principals in specific categories to allow for procurements prior to the beginning of school.

Between July and August, the superintendent shall anticipate and consider the enactment of state government legislation that may impact the school district and common education. With a detailed allocation from the State Department of Education, and a financial statement from the school auditor, the superintendent shall prepare and submit the school district operation budget.



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **PURCHASING**

**D-02**

#### **PURCHASING**

##### **(Lease vs Buy)**

The Board recognizes that, under special financial circumstances, advantages for acquisition might be gained by the district by leasing rather than buying equipment. Therefore, the Board may authorize, on an individual basis, the leasing of specific pieces of equipment. Cost effectiveness shall represent the prevailing factor in decision making.

#### **LOCAL PURCHASING**

It shall be the policy of the district to purchase local/state provided goods of equal quality and at competitive prices from local suppliers. The district administrative personnel should not feel bound to purchase any item locally that can be secured at a savings from outside sources, nor shall the superintendent feel bound to purchase locally, unless adequate service and delivery can be given by the local supplier.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### PURCHASING FROM SOLE SUPPLIER

D-02-R1

#### PURCHASING FROM SOLE SUPPLIER (Tests and Books)

The Price and Availability Form is to be utilized by responsibility center heads who are purchasing items that can be supplied by only one organization - a book or test publisher. This will reduce the time your purchase request is in Purchasing and enable you to receive your purchase in less time. The following steps are to be followed:

1. Send two copies to vendor or publisher who is the sole supplier of the item you desire to purchase - test(s) or books(s).
2. Attach both copies to purchase request and send to Purchasing.
3. Purchasing will write purchase orders and send to the vendor along with a claim blank.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### PURCHASING SCHEDULE

D-02-R3

#### PURCHASING SCHEDULE

In order to achieve the benefits and cost savings of volume buying, the Superintendent's office shall furnish all divisions with a purchasing schedule each summer that will be applicable to the following year. The schedule will list categories of materials, equipment, publications, etc. that are to be bought at a scheduled time and will list the dates that requisitions for those items are to be submitted.

Each division will plan their purchasing needs by using the schedule. Should emergencies occur, or should material or supplies be needed prior to the dates listed on the schedule, emergency requests can be submitted, listing reasons why adherence to the schedule would not be acceptable.





## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **COOPERATIVE PURCHASING**

**D-03**

#### **COOPERATIVE PURCHASING**

It is the policy of the Board to ensure the most competitive purchasing practice possible. The superintendent is authorized to cooperate with other Boards of Education, state, county, and municipal purchasing agents in taking bids, letting contracts for cooperative purchasing, and authorizing payment of invoices for said supplies. The superintendent shall present to the Board a summary of items bid through cooperative purchasing.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### PURCHASING AUTHORITY

D-04

#### PURCHASING AUTHORITY

The Board of Education shall authorize the Superintendent and designated personnel to purchase and supervise the purchasing of goods and services for the district in accordance with state laws and authorized purchasing practices.

The district purchasing agent should take advantage of discounts for buying in quantity and, if possible, purchase in sufficient quantities for one full school term. Purchases shall be made from local firms when economically wise to do so.

It is recognized that because of emergencies and various market conditions, a proposed budget will be established and state regulations will determine the way in which all purchases are to be made. However, the purchasing department shall use the following guidelines:

- When purchasing goods or services with a value of \$7,500 or less, telephone or written quotations from at least three reliable vendors should be invited (prior to committing purchase order) unless the vendor is a sole provider of goods or services, or has particular expertise within the scope of goods or services to be provided.
- When purchasing goods or contractual yearly services costing more than \$7,500, written specifications and written invitations for quotations shall be issued to interested vendors. Board of Education approval will be required prior to committing funds for \$7,500 or more expenditures.

The superintendent, or designee, shall be delegated the authority to declare an emergency situation (an emergency shall be defined as conditions resulting from a sudden unexpected happening or unforeseen occurrence or condition and situation wherein the public health or safety is endangered), in which event the provisions of the Public Competitive Bidding Act, with reference to notice and bids, shall not apply, but such authority shall not extend to any contract exceeding \$25,000.00 in amount.

Authorized purchases are those purchases made pursuant to a purchase order or are confirmation emergency purchases authorized by the Superintendent or designee. All purchases will be approved by the Board of Education as directed by statute.

Employees of the district who make unauthorized purchases in the name of the district are subject to personal liability and disciplinary action for such unauthorized purchases.

Legal Reference: Oklahoma Statutes 70 §5-123 70 §5-135;/ 61 §130



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### PURCHASING AUTHORITY

D-04-R1

#### PURCHASING AUTHORITY

The Superintendent shall supervise the purchasing of goods and services for the school district. When determining the vendor for goods and services, the following provisions are made:

- Consideration will be given to the quality of product and services and its relationship to fair market prices.

A yearly evaluation of products and services will be conducted with the assistance of the respective staffs.

When possible goods will be purchased in appropriate quantities large enough to benefit the district with any discounted wholesale prices.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

MILLWOOD PUBLIC SCHOOL

D-04-R2

### MILLWOOD PUBLIC SCHOOL PROTEST PROCEDURES

- A. Any actual or prospective bidder, offer, or contractor who considers him/herself to have been aggrieved in connection with the solicitation, evaluation, or award of a contract by Millwood Public Schools may make formal protest to the Superintendent. Such protests may be made in writing and received by the Superintendent. The protesting party must mail or deliver copies of the protest to Millwood Public Schools, the State Agency, and other interested parties.
- B. In the event of a timely protest, Millwood Public Schools shall not proceed further with the solicitation or award of the contract.
- C. A formal protest must be sworn in and contain:
  - a. A specific identification of the statutory or regulatory provision that the protesting party alleges has been violated.
  - b. A specific description of each action by Millwood Public Schools that the protesting party alleges to be a violation of the statutory or regulatory provision that the protesting party has identified.
  - c. A precise statement of relevant facts.
  - d. A statement of any issues of law or fact that the protesting party offers in support of the protest.
  - e. A statement that copies of the protest have been mailed or delivered to the State Agency and all other identifiable interested parties.
- D. Millwood Public Schools may settle and resolve the dispute over the solicitation or award of a contract at any time before the matter is submitted on appeal. Millwood Public Schools may solicit written response to the protest from other parties.
- E. If the protest is not resolved by mutual agreement, Millwood Public Schools shall issue written determination that resolves the protest.
  - a. If Millwood Public Schools determines that no violation of statutory or regulatory provisions has occurred, then Millwood Public Schools shall inform the protesting party, the State Agency, and other interested parties by letter that sets forth the reasons for the determination.
  - b. If Millwood Public Schools determines that a violation of any statutory or regulatory provisions has occurred, then Millwood Public Schools shall inform the protesting party, the State Agency, and other interested parties of that determination by letter that details the reasons for the determination and the appropriate remedy.

- c. If Millwood Public Schools determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has been awarded, then Millwood Public Schools shall inform the protesting party.
- d. State Agency, and other interested parties of that determination by letter that details the reasons for the determination. This letter may include an order that declares the contract void.
- e. Millwood Public Schools shall maintain all documentation on the purchasing process that is the subject of a protest or appeal in accordance with the retention schedule of Millwood Public Schools.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### SALES CALLS

D-05

#### SALES CALLS

The Board recognizes the need for sales representatives to contact district personnel. The Board believes that interruptions in the work process should be kept to a minimum. The Superintendent shall develop a plan wherein sales representatives may visit district personnel which will ensure that work interruptions are kept to a minimum.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### EQUIPMENT ACCOUNTABILITY

D-06

#### EQUIPMENT ACCOUNTABILITY

It is the policy of the Board of Education that each teacher shall be charged with the responsibility of accounting for equipment used by the teacher. Inventories will be made of all equipment, books, furniture, and supplies at the beginning and close of the school year. All district equipment shall be labeled and inventoried upon receipt into the district before placed or used. The building principal will file the school inventory in the office of the superintendent.

No school property or equipment may be removed from the school for non-school use without the approval of the superintendent. Any equipment on loan must be operated by a school approved operator. The borrower shall assume the expense of the operator and the full responsibility for the equipment while it is in the borrower's possession.

Legal Reference: 70 O.S. § 5-130





## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### INVENTORIES

D-06-R1

#### INVENTORIES

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

A separate furniture and equipment list must be used for each room of the building listing all items of furniture and equipment which are movable or portable. A furniture and equipment inventory book is provided by the administration office for the purpose of recording all pertinent data. Exact instructions are listed in this books.

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

Inventory of furniture and non consumable equipment is a responsibility of the building principal. Furniture and equipment inventories must be submitted to the superintendent on October 1 and June 1 of each school year. Copies of all inventories will be away from the specific location.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### SCHOOL ACTIVITY MANAGEMENT

D-07

#### SCHOOL ACTIVITY FUND MANAGEMENT

The Board hereby authorizes the establishment and maintenance of a School Activity Fund. The principal of the school is designated as the custodian of this fund and shall be responsible for the proper administration of the financial activities of each account within the fund in accordance with state laws, State Board of Education regulations, Board policy, and administrative regulations.

The Board, at the beginning of each fiscal year and as needed during each fiscal year, shall approve all school activity fund sub-accounts, all sub-account fund raising activities and all purposes for which the monies collected each sub-account can be expended. All school activity fund sub-accounts, all sub-account fund raising activities, and the purposes for which such monies collected each sub-account can be expended will be defined pursuant to administrative procedures.

#### Receipts and Deposits

The Board designates that revenue from any of the following be deposited daily for the use of specific student activity accounts.

1. Admissions to athletic contests, school or class plays, carnivals, parties, dances, etc.;
2. Sale of student activity tickets;
3. Concession sales and cafeteria or luncheon collections;
4. Dues, fees and donations to student clubs or other organizations; provided that membership in such clubs or organizations shall not be mandatory;
5. Income or revenue resulting from the operation of student organizations or club projects, provided, such revenue is not derived from the sale of property, supplies, products or other assets belonging to the school district; and Deposits for or collections for the purchase of class pictures, rings, pins, announcements, calling cards, annuals, banquets, student insurance and other such personal items; provided the cost of such items shall not be charged against other school funds.

All monies collected shall be properly receipted and directed to the proper location of deposit. Each deposit slip shall have the receipt numbers which comprise the deposit slip written in summary of the face of the deposit. Money shall not be left overnight in schools unless the school has a vault. Provisions shall be made for bank and/or night deposits after regular banking hours in order to avoid leaving money in the vault overnight. If money is left in the school vault overnight, the custodian shall cause the deposit of the money in the bank the next regular banking day. Deposits shall be made daily when the total collected daily exceeds \$100.00; however, bank deposits shall be made at least once per week regardless of the amount accumulated.

## Disbursements

All disbursements from school activity funds shall be made by check. Cash expenditures for any purpose are prohibited.

A school activity fund requisition shall be approved by the principal or appropriate school personnel prior to the purchase to constitute an authorized purchase. Original signatures are required on the requisition form. Signature stamps shall not be used. The check shall not be written to pay for any goods or services unless the purchase had prior approval. Employees who make unauthorized purchases in the name of the district are subject to personal liability for such unauthorized purchases.

Checks are to be signed by the school activity fund custodian and countersigned by the school activity fund manager, business manager or executive assistant to the superintendent, except when the check is generated or written by one and the same. The school activity fund custodian is authorized to sign only checks drawn against the respective school's activity fund subaccounts. Verification of correctness of the amount and written approval of the sponsor of each fund or activity shall be on file before a check is drawn against the sub-account.

Checks shall not be written payable to "cash", "change" or to the bank on which it is written. When cash is needed for a cash box, the check shall be written to the person responsible for collecting the revenue at the event for which cash is needed. This person is responsible for the money received from the check, which shall be deducted from the appropriate sub-account(s), until the money is redeposited. Gate cash redeposited shall be receipted and identified on the deposit slip as "gate cash redeposited", and the check number of the check used to obtain the cash shall be written on the deposit slip as well as the number of the receipt issued for the redeposited cash.

## Reports - Monthly

A computer generated report shall be completed after the closing of each month's activities. The report shall be submitted to the superintendent of schools and delivered to the Board by the 15<sup>th</sup> of the following month.

In addition, a ledger report for each school activity fund sub-account detailing deposits, source(s) of revenue, and specific expenditures by check and item/service purchased will be prepared and disclosed on a monthly basis.

## Audit

An audit shall be made of all school activity funds annually and a detailed report furnished to the Board.

The Board will not be responsible for claims resulting from agreements made with clubs or organizations involving District personnel and the payment of money for services when such clubs and organizations operate outside of the District's authority.





## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### MONTHLY LEDGER REPORTS

D-07-R1

#### MONTHLY LEDGER REPORTS

By the first of every month, the student activity fund manager will prepare a monthly ledger report for each Activity Fund sub-account. The principal will review and co-sign the report. The monthly ledger reports will include:

1. A detailed listing of all deposits (revenue) made into the sub-account, including the identification of the sources of revenue.
2. A detailed listing of every check written out of the sub-account citing the item or service purchased.

The student activity fund manager will distribute a copy of the monthly ledger reports to:

1. The building principal;
2. The superintendent;
3. The sub-account fund sponsor (only copy of respective sub-account ledger report);
4. The district athletic director (only sub-accounts #020, #030, #130, #150).

The office manager will keep records of:

1. The deposit(s) made into each sub-account
2. A ledger on each sub-accounts either in excel spread sheet or a hard copy
3. All purchase orders and deposits that must accompany the ledger sheet

The superintendent's approval (signature) must be obtained in advance if:

A school activity fund expenditure exceeds \$500.00. A daily ledger of the sub-account must accompany the purchase request for approval and must have the student activity fund manager's signature.

1. Any school activity fund has open requisitions.

In addition to the annual audit, an audit will be conducted any time that a new principal or office manager is assigned to a school or any time there is a new student activity fund manager.

Page 1 of 1

Effective June 28, 1999

Revised November 3, 2003



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **STUDENT PARTICIPATION IN SCHOOL FUND RAISING ACTIVITIES    D-07-R2**

#### **STUDENT PARTICIPATION IN SCHOOL FUND RAISING ACTIVITIES**

When school fund raising activities involve the sale of products outside of the school, the principal must:

1.     Secure written parent permission for a student to participate in the fund raiser activity.
2.     Inform parents that students participating in the fund raising activity are discouraged from selling “door-to-door.”
3.     Advise parents that if they permit their student to sell “door-to-door”, the student should be accompanied by an adult.



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER GROUPS D-08**

#### **SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER GROUPS (ACTIVITY FUND, EXEMPTIONS)**

The Board believes that student achievement programs, booster clubs, and parent-teacher associations and organizations can advance the educational goals of the Board of Education and confer a benefit to the students of the School District. It is the purpose of this policy to establish guidelines for the sanctioning of those adult organizations that raise money and collect revenue for the benefits of students. Only those student achievement programs and adult organizations sanctioned in accordance with this policy will be exempt from the statutory controls over school activity funds found in the Oklahoma School Code, OKLA STAT, tit. 70 §5-129, and Board Policy D-07, School Activity Fund Management.

An adult organization is defined as any organization which:

1. Is managed or operated by adults rather than students;
2. Uses student assistance to a minimal degree and is not assisted by students during the school day;
3. Does not consume school materials in advertising its activities;
4. Does not represent itself as a school organization but clearly defines itself as a parent or booster club; and,
5. Maintains bank, financial and tax exempt status separate from the School District.

All organizations which meet the requirements for adult organizations may petition the Board for exemption to the requirements Board Policy D-07. If the Board grants such an exemption, the organization will not be required to have its funds processed through the school activity fund accounts and it will not be required to have its fundraisers under the control of the Board of Education.

A petition for exemption must include the following:

1. A list of Officers;
2. Names of individuals who have purchasing authority;
3. Bank account numbers and identification numbers;

4. A detailed statement explaining how funds will be raised and how the School District and its students will benefit if the organization is sanctioned.
5. A copy of the Organization's Charter and By-Laws; and,
6. Documents proving that it has met all requirements, pursuant to state and federal law, to be considered a non-profit or tax exempt organization.

The Petition shall be submitted to the superintendent for preliminary review. After the program, association, or organization's petition has been reviewed by the superintendent, the superintendent shall make a recommendation to the Board of Education. The Board of Education shall review the petition and shall sanction or decline to sanction the applicant. The decision of the Board of Education is final and non-appealable.

The Board will establish two categories of student achievement programs, parent-teacher associations, or adult organizations for sanctioning purposes.

Type A - The Board may sanction any student-achievement program, parent-teacher association, or organization that is organized under Section 501 (c) (3) of the Internal Revenue Code to maintain bank, financial, and tax exempt status separate from the school activity fund if that program, association, or organization satisfies and accepts the requirements outlined in this policy and on the application for sanctioning form.

Type B - The Board may sanction any student achievement program, parent-teacher association, or organization that satisfies and accepts the requirements outlined in this policy and on the application for sanctioning form to maintain a bank account outside of the school activity fund for emergency purposes, to wit:

- (1) All current outside bank balances would be deposited in the school activity fund in a sub-account designated for the program, association, or organization.
- (2) The program, association, or organization would request a check from the school activity fund in any amount up to \$1,500.00 to be deposit in an outside bank account as a Petty Cash Account for "emergency purchases" including but not limited to food, accommodations, or any other purchase where the provider of services or merchandise will not charge to the school activity fund. These purchases will not be tax exempt.
- (3) When the outside account needs to be replenished, as determined by the program, association, or organization, the receipts for those expenditures would be presented to the school activity fund custodian/manager and a check would be written for that amount to be deposited in the outside account to restore it to the original deposit that established the account.
- (4) The program, association, or organization would agree to deposit receipts from all sources into its activity fund sub-account.



All funds raised by the program, association, or organization will be used to achieve the stated purposes and goals of the program, association, or organization. No administrative fees or stipends to officers, school employees or others will be permitted.

Any plan, project, or movement by a sanctioned student achievement program or parent-teacher association or adult organization instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties will be presented to the Board in official session for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.

Any group eligible for sanctioning that does not present an application for sanctioning is automatically in the School Activity Fund and may not maintain an account outside that Fund.

Any student achievement program, parent-teacher association or adult organization that is organized for the benefit of the students that is not within the School Activity Fund or has not been sanctioned will not be allowed to use school facilities or students for fund-raising activities nor be allowed to contribute to the support of any district activity.

Legal Reference: 70 Oklahoma Statutes, 1996, §5-129.1



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **REQUIREMENTS FOR REMAINING EXEMPT FROM SCHOOL ACTIVITY FUND REQUIREMENTS**

**D-08-R1**

#### **REQUIREMENTS FOR REMAINING EXEMPT FROM SCHOOL ACTIVITY FUND REQUIREMENTS**

All adult organizations which have been exempted from the requirements of Policy D-07, School Activity Fund Management, must do the following in order to maintain their exempt status\*:

1. Adult organizations shall not use students or District employees for fundraising activities during school hours;
2. Adult organizations shall not use the District's mailing address nor that of individual schools;
3. Adult organizations shall not use the District's federal identification number;
4. Adult organizations shall not incur debt in the name of the School District or individual schools;
5. Adult organizations shall not have joint fundraisers with any school-sponsored organization;
6. Adult organizations shall not have District employees as their sole fund custodians;
7. Adult organizations shall not allow District employees to perform bookkeeping functions;
8. Adult organizations shall not allow District employees to make purchases or sign fundraising agreements in the name of the organization;
9. Adult organizations shall not allow District employees to be the sole signatories on the organization's bank account signature lists;
10. Adult organizations must maintain appropriate accounting records;
11. Adult organizations must submit financial records to the District's internal auditor, or an external auditor, immediately upon request;
12. Adult organizations must comply with other District policies, regulations and rules as they relate to fundraising activities on District property; and,

13. Adult organizations must make the District immediately aware of any changes in their organizational structures.

Any organization which fails to follow the requirements outlined in this regulation will lose its exempt status.

\*No faculty account will be allowed to obtain an exemption from the requirement of maintaining a school activity fund account.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### APPLICATION FOR SANCTIONING

D-08-R2

#### APPLICATION FOR SANCTIONING UNDER OKLA, STAT, tit. 70. § 5-129.1

This is a request for sanctioning by the Applicant to the Board of Education of the Millwood Public School District, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or adult organization.

Name of Applicant:

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Applicant's Address:

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Applicant's Telephone Number

---

Applicant's Taxpayer I. D. No.#

---

Applicant's Bank Account Number

---

Applicant's Representative from  
whom additional information may  
be obtained:

---

Applicant's List of Officers

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---

---

Applicant's Purpose, Goals and  
Organizational Structure:

---

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Names of individuals who have  
purchasing authority:

---

---

Describe how the School District  
and its Students will Benefit if  
the Applicant is Sanctioned.

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Attach a copy of the Applicant's Charter and By-laws

Attach documents proving Applicant has met requirements, pursuant to state and federal law, to be considered a non-profit or tax exempt organization.

Applicant certifies that it does not and will not discriminate with respect to its benefits, members, programs, operation or organization on the basis of race, gender, age, religion, national origin or disability.

Applicant acknowledges that the Board of Education has the discretion to sanction or decline to sanction the Applicant, and the decision of the Board of Education is final and non-appealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the Applicant, which records Applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interest of the School district to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

#### Type A - Section 501 (c) (3) Organization

- Attach a copy of the latest tax return.
- Attach the most recent financial audit.

If sanctioning is granted:

- The Applicant agrees any equipment purchased/donated for the benefit of the Millwood Public Schools or any department of the Millwood Public Schools by the association will be donated to the School District by notifying the Superintendent of Schools in writing so that the Board of Education can accept the item at the next feasible Board meeting;
- The association will not employ, pay, or use as a volunteer, working on a regular basis with Millwood students, any individual to perform duties on school property or for the benefit of any department of the School District, without proper notification to and approval from the Building Principal or Athletic Director.
- Any plan, project, of movement instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties will be presented to the Board in official session for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.
- In order for the School District to consider whether to maintain the sanctioning action, the Applicant shall agree to schedule a time annually with the District's independent auditing firm and present requested records for a review of the previous year's transactions. The group will be billed directly by the auditor at a rate of \$50.00 per hour not to exceed \$400.00.

#### Type B - Student Achievement Programs, Parent Organizations and Booster Clubs desiring a Petty Cash account.

- Attach the most recent financial audit report, if any, for the Applicant issued by an independent accounting firm;
- Attach the most recent bank statement(s).

If sanctioning is granted:

- The Applicant will deposit the balance of the outside account, less an appropriate amount for outstanding checks, to the School Activity Fund.

- The Applicant will not deposit any receipt in the Petty Cash account other than a check issued by the School Activity Fund;
- The Applicant will furnish original invoices when requesting a check from the School Activity Fund to replenish the Petty Cash Account;
- The Applicant will not employ, pay, or use as a volunteer, working on a regular basis with Millwood students, any individual to perform duties on school property or for the benefit of any department of the School District, without proper notification from the Building Principal or Athletic Director.
- Any plan, project, or movement instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties will be presented to the Board in official session for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.
- Deliver copies of bank statements to the District's Activity Fund Custodian at the end of each month.

Type A or B understands and agrees that if a sanction is granted, non-compliance with the Board Policy and these Application requirements will revoke the sanction, and the Student Achievement Program or the Parent-Teacher Association or Adult Organization will not be allowed to use school facilities or students for fund-raising activities nor be allowed to contribute to the support of any District activity.

Instructions to Applicant:

1. Complete this application. Please print or type. If necessary, please use additional sheets of paper.
2. Attach Applicant's most recent audit report, if any.
3. Sign and date this application.
4. Deliver or mail this application to:

Superintendent  
 Millwood Public School District  
 6724 Martin Luther King  
 Oklahoma City, OK 73111-7995

Type of Sanction Requested:

Type A ( )      Type B ( )

\_\_\_\_\_  
 Name of Applicant

Dated: \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **DATA/RECORDS MANAGEMENT AND RETENTION**

**E-09-R1**

#### **DATA/RECORDS MANAGEMENT AND RETENTION**

Millwood Public School District records shall be kept and preserved in the administrative offices of the school district and shall be the responsibility of the appropriate administrator or designee. Personnel records shall be maintained in the superintendent's office. Permanent and cumulative records of students shall be housed according to Board Policy I-03, Student Records.

Unless otherwise stated, records of the District may not be destroyed without authorization given by the Millwood Board of Education. Anyone destroying District records without legal authorization may be subject to disciplinary action or penalties under the Open Record Act.

Reference: Board Policy I-03, Student



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### EXTERNAL PROVIDERS

D-10

#### EXTERNAL PROVIDERS

The Millwood Board of Education recognizes external providers can provide critical expertise and capacity to its commitment to initiate and sustain dramatic school improvement. When an external provider is engaged for specific services there must be documented evidence that the selection is both an economical and effective use of local, state and/or federal funds. The selection must be school-based, engaging parents, school staff and other stakeholders in the process.

The selection committee may use student data, professional development needs and other information to determine operational needs of the school. The External Provider Specification (Review and Selection) form, D-10- R1, will be used to rank and prioritize available providers. The selection recommendation with rationale will be presented to the Board for approval.

Therefore, as guidance, external providers may be recruited, screened and selected to:

1. Conduct school quality reviews or needs assessments;
2. Coordinate targeted assistance to a low performing school;
3. Provide professional learning opportunities for school staff
4. Recruit, select and train individual(s) to serve as instructional coach(es); or
5. Provide supplemental students services.

The superintendent or superintendent's designee, in consultation with relevant stakeholders will collect and review the following information to determine an external provider eligibility:

- a) Description of the program or service to be offered;
- b) Name(s) of representative(s) of the external provider
- c) Qualifications/supervisory relationships for external staff providing service;
- d) Informed consent procedures
- e) Felony Background Check
- f) Liability/insurance
- g) Supervision
- h) Expectations for space and material
- i) Conflict resolution process
- j) Agreement to adhere to the Board's standards of confidentiality, equity and human rights
- k) Statement of any fees or payment required
- l) Proposed method of evaluation along with proposed tools.



The roles and responsibilities of the external provider, the school(s) and the district must be explicit; measurable outcomes, including interim indicators of growth, must be outlined. Either the district or external provider has the right to terminate agreement after appropriate notice has been given.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### EXTERNAL PROVIDER SPECIFICATION (REVIEW AND SELECTION)

D-10-R1

#### EXTERNAL PROVIDER SPECIFICATION (REVIEW AND SELECTION)

Site \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_

Proposed date(s) for Program/Service \_\_\_\_\_

Target population \_\_\_\_ Students \_\_\_\_ Professional Learning Community \_\_\_\_

Number of Participants \_\_\_\_\_

1. Description of the program or service:

2. Name(s) of the External Provider and representative(s)

3. Qualifications of External Provider(s)/representative(s)

	Yes	No
4. a. Informed Consent Procedures	<input type="checkbox"/>	<input type="checkbox"/>
b. Felony Background Check	<input type="checkbox"/>	<input type="checkbox"/>
c. Liability/Insurance	<input type="checkbox"/>	<input type="checkbox"/>
d. Conflict Resolution Process	<input type="checkbox"/>	<input type="checkbox"/>
e. Statement of any fees or payment	<input type="checkbox"/>	<input type="checkbox"/>
f. Proposed method of Evaluation	<input type="checkbox"/>	<input type="checkbox"/>
g. Evidence of congruence with District's mission, vision, and philosophy	<input type="checkbox"/>	<input type="checkbox"/>
h. Measurable Outcomes	<input type="checkbox"/>	<input type="checkbox"/>

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| i. Evaluation Tool   | <input type="checkbox"/> | <input type="checkbox"/> |
| J. Relevant References   | <input type="checkbox"/> | <input type="checkbox"/> |
| List: _____  |                          |                          |
| _____  |                          |                          |
| _____  |                          |                          |
| k. Supervision   | <input type="checkbox"/> | <input type="checkbox"/> |
| l. Agreement to Adhere to District's<br>Standards of confidentiality, equity and<br>Human rights.  | <input type="checkbox"/> | <input type="checkbox"/> |
| m. Termination of External Provider<br>Agreement (Either district or external<br>provider has right to terminate agreement<br>after appropriate notice has been given) | <input type="checkbox"/> | <input type="checkbox"/> |
5. Space and Material Expectations

6. Names and Positions of Participants in the Review and Selection Process

Name	Positions
_____	_____
_____	_____
_____	_____
_____	_____
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## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### POST ISSUANCE COMPLIANCE

D-11

In connection with the issuance of debt, Independent School District Number 37, Oklahoma County, Oklahoma (the "Issuer:") agrees to comply with certain requirements (the Post Issuance Requirements") imposed by the Internal revenue Code of 1986, as amended (the "Code"), the statutes and Constitution of the State of Oklahoma, requirements of State and Federal Securities laws, continuing disclosure requirements with the purchasers of the debt and other general rules and regulations. At the time of issuance the issuer covenants that many of these Post Issuance Requirements will be complied with throughout the term of the indebtedness. Responsibility for ongoing compliance with these requirements rest with the Issuer.

It is the determination of the Issuer to comply with all Post Issuance Requirements that are applicable to the Issuer's indebtedness and to provide written procedures to regulate such compliance by the responsible officers and agents of the Issuer. It is likely that the responsibility for compliance with Post Issuance Requirements will fall among multiple offices and persons. Some of those persons will have considerable knowledge of the financing practices and requirements, and some will not. Because of the long term of many issues, changes in elected or appointed officials and staff may result in some institutional knowledge being lost. Therefore, it is important to identify the positions or departments that will have access to the information to demonstrate compliance and/or the authority to make decisions that will impact compliance. Attention and training can be applied to these positions to develop procedures for maximizing the likelihood of compliance.

#### **General**

Because most of the Issuer's debt will remain outstanding for many years, it is important to have procedures that can be understood and implement over time even as the responsible officials may change. The particular procedures that are appropriate may vary substantially, depending upon the size and complexity of the issues. Also important is to assign responsibility for post issuance compliance and to be sure that sufficient information is routinely identified and maintained to allow those who later inherit that responsibility to successfully comply with the Post Issuance Requirements.

## **Responsibility and Review**

The Superintendent of Schools, (the “Responsible Official”), shall be the overall responsible official for the debt management activities of the Issuer. The Responsible Official, by and through these written procedures, shall assign departments or individuals to be responsible for different aspects of the Post Issuance Requirements and will coordinate record-keeping and review. In addition, these procedures determine the frequency for review of various items and plan of implementation. In the absence of any other indication, each debt issue of the Issuer will be reviewed for post issuance compliance no less than once annually. This annual review will consist of examining all of the aspects of post issuance compliance outlined by these procedures. The annual review will be conducted by the Responsible Official and shall include only those persons directly responsible for a noted aspect of post issuance compliance.

The Responsible Official shall review post issuance compliance of each issue of the Issuer. Such review shall address all areas of compliance with Post Issuance Requirements and set forth any area of non-compliance and suggest a plan of action for remedying such non-compliance. The Responsible Official shall determine the appropriate action to be taken.

## **Post Issuance Compliance Checklist**

For each issue of debt of the Issuer, the responsible Official will cause to be executed a Post Issuance Compliance Checklist in the form attached hereto as Exhibit A. The person responsible for compliance with each item shall be noted on the Post issuance Compliance Checklist and a frequency of review for such item shall be determined. In addition, the transaction parties’ names, addresses, phone numbers and along with any other interested party, if applicable, including the rebate analyst, the Issuer’s accountant or auditor and the dissemination agent for the Issuer.

## **Tax Law Requirements Compliance**

Generally, at the closing of an issue, Market Counsel will deliver the Market Legal Opinion which will opine as to the exemption from federal income taxation of the interest on the debt. Market Counsel’s opinion is based upon the reasonable expectation that tax law requirements will be complied with throughout the term of the debt. These expectations are based upon fact-gathering and analysis by market Counsel, much of which is memorialized in the Arbitrage and Use of Proceeds Certificate (or similar certificates) delivered by the Issuer at closing of the issue.

The officers of the Issuer who are responsible for tax law requirements compliance should be very familiar with the Arbitrage and Use of Proceeds Certificate and other tax certificates and

document covenants contained in the transcript of proceedings delivered in connection with an issue. The person responsible for tax compliance should be involved in the transaction before closing and comment upon the necessary documents used to establish such expectations and obtain copies of all relevant documents post closing.

In addition to requirements set forth in a specific document related to an issue, the officer responsible for tax compliance should confirm, at a minimum, that the following has been accomplished for each specific issue:

- ▶ Choose accounting method with respect to bond proceeds and interest earnings, investments and expenditures.
- ▶ Obtain computation of “yield” of bonds and determine who will track investment returns.
- ▶ Establish who will allocate bond proceeds and interest earnings to expenditures.
- ▶ Establish who will monitor compliance with expectations for expenditure of bond proceeds, typically three years, and provide yield restriction of investment of yield reduction payments.
- ▶ Determine that investments acquired with bond proceeds are purchased at fair market value.
- ▶ Avoid creation of funds reasonably expected to be used to pay debt service on bonds without determining in advance whether such funds must be invested at a restricted yield.
- ▶ Develop and maintain general and special records with regard to each issue.
- ▶ Engage rebate analysts for computation of rebate liability, if necessary.
- ▶ consult with bond counsel before engaging in post issuance transactions involving the issue, i.e. change in documentation, refunding or reissuance issues, sale or lease of assets, change in use of facilities financed with issue, bond insurance, hedging transactions etc.

### **Disclosure Requirements**

Public sale of municipal securities requires that certain securities law disclosures be made, both at the time of sale (pursuant to an official statement or other offering document) and post closing for the term of the issue. The preliminary and final official statements may need to be filed in various state offices and with the MSRB usually at or shortly after closing.

Information may be required to be posted with the MSRB and others pursuant to SEC Rule 15c2-12 as amended. When required to file post-closing information in accordance with this rule, there will be a provision in the Resolution Designating Bonds as Qualified Tax-Exempt Obligations or a Continuing Disclosure Certificate executed by the Issuer at closing which will detail the type and substance of additional disclosures. Other documents executed in connection with the sale of the issue may contain requirements to deliver additional information to underwriters, purchaser, trustees, paying agents, rating agencies and other parties. The officer should review the transcript to determine the types and frequency of additional document disclosure requirements.

The officer of the Issuer responsible for continuing disclosure should obtain and review the resolution Designating Bonds as Qualified Tax-Exempt Obligations or the Continuing Disclosure Certificate and monitor compliance therewith and in addition:

- ▶ Establish a tickler or other notification system to confirm that the necessary documentation required to be filed annually for each issue is timely filed.
- ▶ Coordinate with other departments of the Issuer to insure that the disclosure officer obtains timely notice of the happening of any of the listed events requiring disclosure.
- ▶ Maintain a record of each document filed pursuant to any disclosure requirement.
- ▶ Retain true and correct copies of all documents filed for each issue.
- ▶ Review all documents pertaining to the issue to determine additional disclosure or notification requirements and develop a system to deliver such disclosures to the required parties.

### **Miscellaneous State Law Requirements**

Additional requirements for post issuance compliance may be dictated by state law. For the most part, state constitutional and statutory requirements will be met at closing of the issue and will be evidenced by filings or documents contained in the closing transcript. The documents for the issue may set forth agreements and covenants of the Issuer to be complied with post closing including certain UCC filing requirements, insurance and financial covenants, and restrictions on the use of bond-financed property. The officer responsible for compliance should review the closing transcript and determine the necessary requirements.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### SALES CALLS

D-05-R1

#### SALES CALLS

The following procedure will be followed in the event a salesperson requests to see an employee:

- A. Staff may be available to salesperson only during lunch periods and after the work day;
- B. Staff will not be required to visit with salespersons;
- C. Salespersons will not be allowed to display products in teachers lounge except with approval of the building administrator; and
- D. Administrators will determine the time and place they or teachers will meet with salespersons.
- E. Administrators will determine the time and place they or teachers will meet with salespersons concerning activity promotion.



## SAFETY DRILLS

The Millwood Public Schools District will conduct ten (10) safety drills each school year. The Superintendent shall be responsible for ensuring that all ten (10) drills have been appropriately conducted at each school site within the school district. It shall be the duty of the site principal, under the direction of the superintendent, to conform to the written plans and procedures adopted by the school district. All students and teachers shall participate in the safety drills. The extent of student involvement in intruder drills shall be determined by the superintendent in consultation with the building principal. The ten (10) drills shall consist of the following:

1. Lockdown drills. A minimum of two (2) lockdown drills shall be conducted at each site within the school district each school year. No lockdown drill can be conducted at the same time of day as a previous lockdown drill in the same school year, and no more than two drills shall be conducted in the same semester. Lockdown drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat on or near the school.
2. Fire drills. Each site school shall conduct a minimum of two (2) fire drills per school year. Each fire drill shall be conducted within the first fifteen (15) days of each semester. The fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.
3. Intruder drills. Each school site shall conduct a minimum of two (2) intruder drills per school year. Intruder drills are conducted for the purpose of mitigating injuries or deaths by executing a plan as an alternative to the lockdown method. Each intruder drill shall be conducted within the first fifteen (15) days of each semester.
4. Tornado drills. Each school site shall conduct a minimum of two (2) tornado drills per school year. Tornado drills are required to be conducted in the months of September and March.
5. Safety drills. Each school site shall conduct a minimum of two (2) safety drills per year that can consist of any of the aforementioned drills.

Documentation of completion of the drills shall be maintained . Records for each fire drill shall be preserved in writing for at least three years and made available to the State Fire Marshal or the marshal's agent upon request. The school district shall document all other safety drills in writing and by school site with a copy of the report remaining at the school, a copy filed with the district administrative office, and a cop with the Institute for School Security Resources.

**REFERENCE: 70 O.S. § 5-148**  
**70 O.S. § 5-149**

\*Evacuation of the building to various safe locations in a random order is preferred so that anyone threatening harm will not have prior knowledge of the evacuation route and safe areas.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### SAFETY

E-01

#### SAFETY

The Board is committed to developing and maintaining an active safety program for all students and employees of the district and will comply with all city and state statutes and/or regulations. The goal is the prevention of school and work related accidents and illnesses. Precautions will be taken to protect the safety of all students, employees, visitors, and other persons on district property or at off-campus school sponsored events.

Employees shall notify their immediate supervisor of any existing or potential unsafe or hazardous conditions.

Periodic fire, security, and safety inspections shall be made to maintain a safe environment for students and staff. The number of drills and inspections shall conform with at least the minimum required by the state and local governments.

Periodic staff inservice training shall be provided to keep staff members abreast of accident prevention measures and life saving techniques.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

SAFETY

E-01-R1

### SAFETY

Principals and/or supervisors shall make known to district employees rules and regulations pertaining to the employee's safety and the safety of students and other personnel. Employees are subject to disciplinary action for willful violation of posted safety rules and regulations.

Principals and/or supervisors will complete and employee accident investigation form for each employee accident, retain one copy, and submit one copy to the Workers' Compensation Office not later than three days after the accident.

*Page 1 of 1*

*Effective November 3, 1997*



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **ACCIDENT AND OCCUPATIONAL ILLNESS**

**E-01-R2**

#### **ACCIDENT & OCCUPATIONAL ILLNESS**

Accidents or occupational illnesses will be reported at any time medical treatment is required and in all instances that result in a person being absent for one-half day or more. The immediate supervisor of an employee is responsible for submitting reports. Principals are also responsible for reporting pupil accidents or illness.



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **EMPLOYEE ACCIDENT AND OCCUPATIONAL ILLNESS REPORTING PROCEDURE**

**E-01-R3**

#### **EMPLOYEE ACCIDENT AND OCCUPATIONAL ILLNESS REPORTING PROCEDURE**

Employees shall report all accidents to their immediate supervisor within one hour after the occurrence.

The Employee's First Notice of Injury Report/Forms shall be filled out by the employee's immediate supervisor or their designee (examples of designee; school nurse, secretary and/or assistant principals) and sent to the district's Workers' Compensation claims agent immediately. Serious accidents (those accidents requiring immediate hospitalization and/or transportation by ambulance to a medical facility) shall be immediately reported to the Workers' Compensation claims agent via telephone by the employee and promptly followed by the written Employee's First Notice of Injury Report/Form.



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **STUDENT ACCIDENT REPORTING PROCEDURE**

E-01-R6

#### **STUDENT ACCIDENT REPORTING PROCEDURE**

Student accident reports (forms will be submitted to the appropriate principal.) Principals will be responsible for reporting student injuries. The four copy Student Accident Report (form shall be submitted and filed in the following manner:

- A. The white and yellow copies shall be submitted immediately to the appropriate operation director:
- B. The pink copy shall be filed in the principals office; and
- C. The goldenrod copy shall be retained by the person filing the report.

#### **Definition of a Reportable Student Accident:**

A reportable student accident is an accident to pupils requiring medical attention or causing absence of the pupil from school for one-half day or more. Special attention is called to the need for reporting all accidents which happen to athletes either in practice sessions or in scheduled games. Report all accidents that have been brought to your attention that have occurred in the school building, on school grounds, to or from school, at home, and bus related accidents.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### FIRE EXTINGUISHERS

E-01-R8

#### FIRE EXTINGUISHERS

The Business Management Department shall establish locations and place fire extinguishers in all district building.

Annually, fire extinguishers will be tested and replaced or recharged as needed by plan maintenance.

The head custodian will check all fire extinguishers at least once weekly and report any discrepancies to the principal.

The principal is responsible for reporting missing, vandalized, or discharged extinguishers. The business manager will contact the appropriate company and replace, repair, or recharge the extinguishers, and charge back the cost to the requesting school or department except when vandalism occurs outside the school day.



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **HAZARD COMMUNICATION PROCEDURES**

**E-02**

#### **HAZARD COMMUNICATION PROCEDURES**

The Millwood School Board of Education hereby declares its concern for the safety of the district's employees, and pledges to initiate whatever programs reasonably required to insure this safety.

Millwood Public School District I-037 complies with the OSHA Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200, by compiling a hazardous chemicals list, by using Material Safety Data Sheets (MSDA's), by ensuring that containers are labeled, and by providing employee training. This program applies to all work operations in the district where employees may be exposed to hazardous substances under normal working conditions or during an emergency situation.

The Board of Education hereby confers to the Superintendent of Schools the responsibility for compliance with all applicable health, safety and fire building code regulations within this district; this board also confers to the superintendent the power to establish such procedures as shall be necessary to the issues outlined below, and these procedures shall be on file and be a permanent part of this policy and changed as required with applicable local, state and federal rules, regulations and laws.

#### **RECORDKEEPING**

The district will maintain and make available to its employees such chemical hazard information as required, including, but not limited to MSDSs, and CLIS.

The district will maintain and make available to its employees such accident and safety reports as required.

The district will report any health and safety information as required to the appropriate governing agency upon request.

#### **PLACARDING AND MATERIAL HANDLING**

The district will work with the local fire authority to identify hazards and placard as required.

The district will maintain proper labeling and storage of containers of hazardous substances.



The district will provide all necessary personal protective equipment for employee safety.

#### EMPLOYEE TRAINING

- A. The district will conduct such training as needed to familiarize each employee with the hazards of that employee's position.
- B. Such training will be conducted at least annually and as needed for specific situations



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### HAZARD COMMUNICATION PROCEDURES

E-02-R1

#### HAZARD COMMUNICATION PROCEDURES

##### I. GENERAL

- A. The Millwood Public School District issues these procedures in compliance with the stated policy of the Millwood Public Schools Board of Education, and in compliance with the Oklahoma Hazard Communication Standard of 1986.
- B. The district will insure that all of the Procedures contained herein are made known to its employees.

##### II. RECORDKEEPING

- A. The District will maintain a central file, in the superintendent's office, of all applicable safety records, including, but not limited to:
  - 1. The School Board policy.
  - 2. This procedures statement.
  - 3. A Material Safety Data Sheet (MSDA) on every substance in the district which contains a hazardous chemical, and for which a MSDS is required.
    - a. The district will obtain MSDSs on any new substances from its suppliers as a requirement of purchase, and these will be received by the district before the substance will be accepted.
    - b. The district will obtain MSDSs on material already in stock by whatever means possible, or else the District will remove the material from its supplies within sixty (60) days of discovering the materials existing/hazardousness.
    - c. A note to this effect will be added to all purchase orders.
  - 4. A Chemical Information List (CIL) of all of the chemicals for which the district has an MSDS.
  - 5. An up-to-date Oklahoma Department of Labor FORM 200 on employees (and a similar form on students), showing all recordable injuries.
  - 6. A copy of all Employee Exposure Reports, maintained within each employees file, and which:
    - a. Will be maintained in file for 40 years.
    - b. And a copy of which shall be given to every employee upon termination of employment, and which will include the statement: "Important document - Keep for your files!"

##### III. PLACARDING AND MATERIAL HANDLING

- A. The district will contact the Oklahoma City Fire Department and make available to them all information which they may require to determine their need in order to respond to an emergency in the District's facilities.

1. The Oklahoma City Fire Department will be made aware of all hazardous substances in our facilities, which shall involve at least:
  - a. They be shown all MSDSs on file.
  - b. They be shown the location of all substances for which the district has a MSDS.
  - c. They be told the maximum quantities which the district may have at any one time of these substances.
2. The district will either:
  - a. Placard the building as requested by the fire department using NFPA 704 label.
  - b. Or obtain and maintain any waivers/variances received from the fire department.
- B. The district will maintain all labels on containers of hazardous substances which the District receives, intact and readable.
- C. The District will obtain or create labels for all containers into which hazardous chemicals are transferred.
- D. The district will store all of the hazardous materials within its facilities in accordance with storage information found on the MSDSs or label, or other reasonable recommendations.
- E. The district will obtain and maintain all necessary personal protective equipment as required.

#### IV. EMPLOYEE TRAINING

- A. Each employee of the district will be trained on the following items annually:
  1. Their rights and responsibilities under the law, including, but not limited to:
    - a. Their right of access to safety records which may effect them.
    - b. Their right to refuse to work with or around substances for which they are denied access.
    - c. Their responsibility to comply with all health and safety regulations for which they have been trained.
    - d. Their responsibility to report any and all reportable exposures to hazardous chemicals.
- B. The district will make all such information (listed in II-A. above) as is appropriate and/or required to any of its employees upon request.
  1. Any employee will be allowed to see a copy of the requested safety information, for which that employee has a right of access, within one (1) calendar day.
  2. Any employee who makes a (written) request for a copy of such information will be given that copy within fifteen (15) calendar days.
  3. Employees "right-to-access" is limited to records on substances to which that employee may reasonably be expected to be exposed to during the normal operation of their duties, or in a foreseeable emergency.
- C. The District will report any safety and health information which is required to the appropriate governing agencies, including, but not limited to:
  1. Department of Labor FORM 200 upon receipt annually.
  2. Department of Labor Fatality Report within 72 hours of a work related Fatality of one of the districts employees.

3. A copy of such reports will be maintained in the District's safety files for a period of at least five (5) years.
- D. The District will additionally maintain a copy of all appropriate/required safety information within the immediate area of each product which contains a hazardous chemical.
1. This information will include, but not be limited to:
    - a) MSDSs on all appropriate substances, within each area.
    - b) CIL of those MSDSs.
  2. This information will be up-to-date, readable, and clearly visible within each area.
  3. These areas will be determined by the District's Superintendent, or a designated representative of the superintendent.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### DISASTER/EMERGENCY PLANS

E-03

#### DISASTER PLANS

The building principal is authorized to carry out suitable procedures for the protection of pupils and school personnel in case of a disaster or the threat of an impending disaster such as a tornado, a fire, or act of war. Since the design and location of each plant facility varies, procedures shall be adopted that are consistent with the unique design and location of each facility.

Parents may pick up their children during a threat of an impending disaster, after they have notified the principal they are picking up their child. In case of a threat of an impending disaster at the close of the school day, students, as well as personnel, will not be dismissed until the danger has passed.

Principals also have the responsibility for a fire-safety education program and for specific details in the organization and implementation of a fire-safety program. The program must be consistent with federal, state, city, and Board policies.

Reference: Oklahoma Statutes 63-176

*Page 1 of 1*

*Adopted June 29, 1998*

*Revised October 1, 2007*



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### DISASTER/EMERGENCY PLANS (FIRE DRILLS)

E-03-R1

#### DISASTER/EMERGENCY PLANS (FIRE DRILLS)

Each principal will conduct a minimum of two fire drills per semester. The first fire drill shall be conducted within the first fifteen (15) days of each semester. The second fire drill must occur after the first thirty (30) days of the semester. At the high school, two terms equates to a semester for the purpose of this regulation.

A fire exit drill report will be completed by the principal or designee and sent to the superintendent. A copy of the form is to be retained by the principal. The records for each fire drill shall be preserved for at least three (3) years and made available to the State Fire Marshall or the Marshall's agent upon request.

Fire drills should be scheduled under different conditions and circumstances, at different times of the day, and different days of the week.

The principal will select an area(s) outside of the building that will accommodate all students and personnel. The area should be located:

- A. At a safe distance from the building; and
- B. Away from burning or falling debris.

The principal will determine student assignments in the area, the fire alarm and recall signal, and instruct staff. While in the area outside the building, each staff member will:

- A. Call the class roll; and
- B. Immediately report any unaccounted for student to the principal or designee.

Reference: Oklahoma Statutes 63-176



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### DISASTER PLANS (SHELTER-IN-PLACE)

E-03-R2

#### DISASTER PLANS (SHELTER-IN-PLACE)

Sheltering in place is used when evacuation would put students, school personnel and the public inside the building at risk (i.e., tornado, environmental hazard). Shelters are located in areas of the building that maximize the safety of inhabitants.

#### IMPENDING SEVERE WEATHER

It shall be the responsibility of building principals and/or their designee to be aware when severe weather has been forecast for the Oklahoma City metropolitan area. During times of severe weather principals should keep a radio turned to a weather or news reporting station. If a tornado warning has been issued in the Millwood area, the principal will have all students moved to a predetermined refuge area.

Students should remain in the refuge area until the danger has passed.

#### Definitions:

Tornado Watch - The weather is right for the production of tornadoes.

Tornado Warning - A tornado has been sighted visually or by radar.

#### SEVERE WEATHER/SECURITY DRILLS

Each principal will conduct a minimum of one security drill each semester during the school year. A report will be completed by the principal and sent to the superintendent. A copy of the form is to be retained by the principal.

Security drills should be scheduled under different conditions and circumstances, at different times of the day, and different days of the week.

The principal will select a refuge area(s) that will accommodate all students. The area should be located:

- A. In an interior corridor;
- B. Away from glass or glassed areas; and
- C. As near the ground level as possible

Large areas such as auditoriums, gymnasiums, and cafeterias should not be used for a refuge area.

Shelter areas may change depending on the emergency. The principal will determine student assignments in the area, the security alarm, the recall signal, and instruct staff on the procedures. The instructions should include, but is not limited to, the following:

- Bring all persons inside building(s).
- Teachers take class rosters.
- Close all exterior doors and windows, if appropriate.
- Turn off ventilation leading outdoors, if appropriate.
- All persons remain in shelter areas until a building administrator or emergency responder declares that it is safe to leave.

If all evacuation routes are blocked:

- Stay in room and close door.
- Keep air as clean as possible.
  - Seal door.
  - Open or close windows as appropriate.
  - Limit movement and talking in room.





## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **DISASTER/EMERGENCY PLANS (CATASTROPHES)**

**E-03-R3**

#### **DISASTER/EMERGENCY PLANS (CATASTROPHES)**

During the school day, the building principal is responsible for and in charge of all activities in the building. The principal will designate two or more alternate personnel who will institute emergency measures as a result of catastrophes in case the principal is absent or unable to carry out assigned duties.

If there is an occurrence which results in substantial damage to school property with the possibility of injury to students and/or staff members, teachers will take students to an area removed from the disaster area for roll call. City, county, or other officials who assume authority will be responsible for parent contact, release of students, and press/media information. Under the supervision of officials who assume authority, the principal will organize the situation to ensure safety of students and staff.

#### **EDUCATIONAL SERVICES**

*Page 1 of 1*

*Effective June 29, 1998*

*Revised October 1, 2007*



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### DISASTER/EMERGENCY PLANS (LOCK DOWN DRILLS)

E-03-R4

#### DISASTER/EMERGENCY PLANS (LOCK DOWN DRILLS)

A lockdown is used when there is an immediate and imminent threat to the school building population. Each principal will conduct a minimum of one lockdown drill per semester.

Lockdown procedures may be called for in the following instances:

1) Lockdown with warning - The threat is outside of the school building.

The school may have been notified of a potential threat outside of the building.

2) Lockdown with intruder - The threat/intruder is inside the building.

#### Lockdown with warning procedures

- Building administrator will order and announce "*lockdown with warning*" procedures. Repeat announcement several times. Be direct. Code words lead to confusion.
- Bring people inside.
- Lock exterior doors.
- Clear hallways, restrooms and other rooms that cannot be secured.
- Pull shades. Keep students away from windows.
- Control all movement, but continue classes. Disable bells. Move on announcement only.
- Building administrator will announce "*all clear.*"

#### Lockdown with intruder procedures (these actions happen rapidly)

- Building administrator will order and announce "lockdown with intruder." Repeat announcement several times. Be direct. Code words lead to confusion.
- immediately direct all students, staff and visitors into nearest classroom or secured space. Classes that are outside of the building SHOULD NOT enter the building. Move outside classes to primary evacuation site.
- Lock classroom doors.
- DO NOT lock exterior doors.
- Move people away from windows and doors. Turn off lights.

- DO NOT respond to anyone at the door until “all clear” is announced.
- Keep out of sight.
- Building administrator will announce “all clear.”

Principals will inform parents that lockdown drills will take place during the school year. When a lockdown drill takes place, signs should be hung on outside doors and office indicating a lockdown is occurring. Parents should be informed after an actual event.

A lockdown checklist (E-03-R5) will be completed and placed on file. A copy will be submitted to the superintendent.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### EMERGENCY FACILITY DISMISSAL

E-04

#### EMERGENCY FACILITY DISMISSAL

The superintendent shall develop plans to ensure the safety of students and staff in the event acts of terrorism, such as bomb threats are made, or suspicious articles are found in a school facility.

The superintendent is empowered to close one or more of the district facilities, to delay opening them, or to dismiss them early in the event of hazardous weather or other emergencies which threaten the health or safety of students and personnel.

The following factors shall be considered in making these decisions:

1. Weather conditions, both existing and predicted;
2. Driving, traffic, and parking conditions affecting public and private transportation;
3. Actual occurrence or possibility of any emergency condition which would make the operation of facilities difficult or dangerous;
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students; and
5. Overt acts of terrorism or bomb threats.

Students, parents, and staff shall be informed early in each school year of the procedures which will be used to notify them in case of emergency dismissals.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### BOMB THREAT PROCEDURES

E-04-R1

#### BOMB THREAT PROCEDURES

In accordance with Board Policy E-04, Emergency Facility Dismissal, these procedures shall be followed in the event a bomb threat is communicated to any employee or student of Millwood Public Schools.

1. The employee or student should try to remain calm - do not manifest fear.
2. If not placed in immediate danger, use the Bomb Threat Procedures form, E-04 R2, to obtain information from the caller. The form should be located near each telephone and be accessible to each user.
3. Try to keep the caller as occupied and talking as long as possible.
4. In addition to the information on the form, ask for the caller's name; where the caller is calling from; why the caller wants to blow up the building; where the bomb is located; how and when the bomb is set to explode.

When the caller hangs up, notify immediately the following persons. Do not discuss the call with anyone else.

1. Principal
2. Fire department and police department
3. Superintendent or designee.

The school principal is to develop with the Safe School Committee a disaster plan that includes codes for emergency situations. The plan should designate those persons who may check

the facility if it is evident there is no immediate danger. At no time are students permitted to search facility. The plan should provide for an orderly evacuation of the building(s).

Annoying and anonymous telephone calls should be reported to the telephone service provider and a request to track incoming calls should be made. The current number to call is 1-800-861-5167. A PIN number (371173) may be given to the school.

*Page 1 of 1*

*Effective December 14, 1998*

*Revised October 1, 2007*



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### BOMB THREAT PROCEDURES (FORM)

E-04-R2

Stay calm.

1. Keep the caller talking for as long as possible
2. Ask the caller to speak louder, slower, etc.
3. Ask caller to repeat

CHARACTERISTICS NOTED (Please complete as much of the following as possible)

1. CALLER'S EXACT WORDS \_\_\_\_\_

---

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2. WHAT BUILDING IS THE BOMB IN \_\_\_\_\_  
EXACT LOCATION \_\_\_\_\_

2. WHAT TIME IS THE BOMB SET TO EXPLODE \_\_\_\_\_

3. BACKGROUND SOUNDS \_\_\_\_\_

---

5. CALLER'S DESCRIPTION

- a. age \_\_\_\_\_
- b. sex \_\_\_\_\_
- c. race \_\_\_\_\_
- d. accent \_\_\_\_\_
- e. speech impediments \_\_\_\_\_
- f. attitude \_\_\_\_\_

6. PLEASE CIRCLE APPROPRIATE RESPONSE:

TONE

Loud  
Soft  
High Pitch  
Low Pitch  
Raspy  
Pleasant

SPEECH

Fast  
Slow  
Distinct  
Distorted  
Stutter  
Nasal

LANGUAGE

Excellent  
Good  
Fair  
Poor  
Cursing

ACCENT

Local  
Not local  
Foreign  
Caucasian  
Black  
Hispanic

MANNER

Calm  
Angry  
Coherent  
Incoherent  
Righteous  
Emotional  
Rational  
Irrational  
Deliberate  
Laughing

ADDITIONAL COMMENTS:

Person receiving call \_\_\_\_\_ Time and date \_\_\_\_\_



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### HOSTAGE SITUATION

E-05

#### HOSTAGE SITUATION

The Board affirms that the safety of students and employees shall take priority over all other matters in any situation when there is a possibility hostages may be or have been taken at a district site.

The following steps will be taken if it appears a hostage situation is in process:

- A. District personnel will first notify Oklahoma City Police and the Superintendent's Office.
- B. City Police personnel should attempt to "seal off" the area from the public and students not affected by the hostage situation.
- C. City Police will be responsible for activities related to the hostage situation after their arrival. Under the supervision of City Police, the principal will organize the situation to ensure safety of students and staff.

The superintendent or designee shall develop plans to provide inservice training the campus personnel so as to aid them in coping with hostage situations or other acts of terrorism on a very limited basis.





## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **BUILDINGS, EQUIPMENT, AND GROUNDS**

**E-06**

#### **BUILDINGS, EQUIPMENT, AND GROUNDS**

The Board of Education believes that the education of children is dependent upon many factors including a proper physical environment that is safe, clean, attractive, and smoothly functioning.

The care, custody, and safekeeping of all school district property is the general responsibility of the superintendent. It is also the superintendent's responsibility to establish procedures for the proper maintenance and safekeeping of school property.

Citizens of the district, students, and members of the police department are encouraged to cooperate in reporting to the building principal, business manager, or superintendent any incidents of vandalism to property belonging to the district and the names(s) of the person or persons believed to be responsible. Every employee of the district shall report to the building principal any incident known to them, and if known, the names of those responsible. The building principal shall report incident of vandalism to the superintendent.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### USE OF SCHOOL PROPERTY

E-07

#### USE OF SCHOOL PROPERTY

The Board of Education believes that the first priority in the use of its school property is the education of children in the district. However, local citizens are encouraged to use the property for other reasonable general public use including religious, political, literary, community, cultural, scientific, mechanical, agricultural, or parental involvement purposes.

The Board shall exercise its authority to fix and collect rental fees, rates, and charges for the occupancy or use of school property in such amounts and in such manner as may be determined.

The superintendent is directed to establish rules and regulations in support of this policy. The rules and regulations will require evidence of appropriate liability insurance coverage. The school district will not permit the use of school property or equipment by any person or organization that does not furnish evidence of insurance coverage.

Reference: 70 O.S. 1. 5-130



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **USE OF SCHOOL-OWNED PROPERTY (EMPLOYEES/STUDENTS)**

**E-07-R1**

#### **USE OF SCHOOL-OWNED PROPERTY (EMPLOYEES/STUDENTS)**

Employees who wish to use district-owned property outside the regular assignment must have approval from their immediate supervisor. The immediate supervisor must ascertain the property will only be used for school business. The employee must furnish proof of insurability to replace the equipment in the event it is lost or stolen.

Building administrators may allow students to use school-owned property when it is connected to school studies, co-curricular, or extracurricular activities. A reasonable fee, not to exceed the actual maintenance cost for the use of musical instruments and uniforms owned or rented by the district will be charged. Building administrators will keep written records of property used by employees or students, including information on dates taken from the school site, dates returned to the school site, and the record for use of the property.

State-owned equipment may not be loaned to employees or students.



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **USE OF SCHOOL PROPERTY**

**E-07-R2**

#### **USE OF SCHOOL PROPERTY**

Persons who wish to use district-owned property must obtain from the district office the necessary application forms. Application must be submitted at least one week in advanced. Return the forms to the district office.

If a rental charge is required, it shall be paid in the district business office. All checks shall be made payable to Millwood Public Schools.

School property shall not be available on occasions or during hours that have been scheduled in advance by the various school principals for school exercises or functions in connection with regular school work.

Persons or organizations using school properties that include a stage and stage equipment shall not be permitted to remove or displace furniture or apparatus. Pianos shall not be moved on or off the stage, except under the direction of the district personnel in charge.

Access to rooms or facilities, including playing fields, other than approved by application, shall not be permitted. Intoxicants or narcotics shall not be used in or on school property; nor shall profane language, quarreling, fighting and/or gambling be permitted.

Smoking in school buildings and on school grounds is prohibited. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization.

The programs offered in or during the use of any school premises shall at no time contain any matter that might tend to cause a breach of the peace; constitute subversive doctrine or seditious utterances; or agitate for changes in our form of government or social order by violence or unlawful methods.

Juvenile organizations must have adult sponsorship and supervision. The person or group receiving the permit shall be responsible in case of loss or damage.

No preparation shall be used on the floors at any time by groups using a building for dancing.

A school employee must be on the school grounds at all times when facilities are being used by outside groups. When custodians are normally not on duty, any group using school facilities must pay for custodian's time, in addition to any rental fee as prescribed. The custodian is paid at his/her time and one-half rate.

All functions must close by 12:00 a.m. unless special arrangements have been made with the school principal or business manager.

Any person applying for the use of school property on behalf of any society, group, or organization shall be a member of such applicant group and must present written authorization from such applicant group to make such application.

It is the responsibility of the organization to provide proof of liability insurance before using any facility.

The school district reserves the right to reschedule any or all school property for another purpose or group should a priority need arise.

#### DURING SCHOOL HOURS:

School building, property, or equipment may be used only by student groups for student group meetings or activities which are related to the curriculum during normal school hours. Such use shall be arranged according to the official school schedule.

The use of school buildings, property, or equipment by students during normal school hours shall be free of charge. However, consent of the superintendent or designee must be obtained. The building custodian and member of the faculty must be present at the school.

#### DURING NON-SCHOOL HOURS:

School buildings, property, or equipment may be made available to student(s) or non-student groups for non-curriculum use of a general public interest during non-school hours. A schedule of fees, rates, and charges is outlined below.

These regulations shall be made available to applicants and the observance of these regulations is a condition of the use of the facilities.

#### SCHEDULE OF FEES, RATES, AND CHARGES:

Sports Facilities - Rates range up to \$1,500.00. Custodial service will be made available at \$25.00 to \$75.00 per hour per custodian.

Cafeterias - Rates range from \$300.00 to \$400.00 without kitchen. If the kitchen is used, at least one cafeteria employee regularly assigned to that kitchen must be used for an additional rate of \$25.00 per hour. Custodial service will be available at \$25.00 per hour. Classrooms - \$25.00 per hour per room (minimum rental of 3 hours). Other buildings, property, or equipment may be available for use as described above at the discretion of the Board of Education.

Reference: Facility Rental Regulations, E-07-R3



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **FACILITY RENTAL REGULATIONS**

**E-07-R3**

#### **FACILITY RENTAL REGULATIONS**

The Superintendent or Superintendent designee shall be responsible for receiving applications submitted by off-campus organizations.

An approved certificated school employee must be present during all rehearsals and performances in any rented school facility.

Open flames and smoking are not permitted in any facility. The placement of nails, screws, or pins in walls, scenery, fixtures or curtains are prohibited unless authorized through the rental contract.

All properties not belonging to the school system are to be removed no later than one day after the last performance, otherwise, they shall become the property of the school or may be discarded.

Fees shall include \$30.00 per hour for certified employees, \$25.00 per hour for custodial and cafeteria employees (depending on facility), which shall be over and above the following rental rates. The security deposit fees must be paid at the time of application in order to reserve dates for school facility usage.

Obtain from the district office the necessary application forms. Application must be submitted at least one week in advance. Return the forms to the district office.

If a rental charge is required, it shall be paid in the district business office. All checks shall be made payable to: Millwood Public Schools.

School premises shall not be available on occasions or during hours that have been scheduled in advance by the various school principals for school exercises or functions in connection with regular school work.

Persons or organizations using school premises that include a stage and stage equipment shall not be permitted to remove or displace furniture or apparatus. Pianos shall not be moved on or off the stage, except under the direction of the district personnel in charge.

Access to rooms or playing fields, other than those approved for use, shall not be permitted.

No intoxicants or narcotics shall be used in or about school buildings and premises, including playing fields; nor shall profane language, quarreling, fighting or gambling be permitted.

Smoking in school buildings and on school grounds is prohibited. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization.

No use shall be permitted for any individuals or groups not granted permission to use the premises during the allotted time. Juvenile organizations must have adult sponsorship and supervision.

The person or group receiving permission to use district property shall be responsible in case of loss or damage.

No preparation shall be used on the floors at any time by groups using the building for dancing.

A school employee must be on the school grounds at all times when facilities are being used by outside groups. When custodians are normally not on duty, any group using school facilities must pay for the custodian's time, in addition to any rental fee as prescribed.

All functions must close by 12:00 a.m., unless special arrangements have been made with the school principal.

Any person applying for the use of school property on behalf of any society, group, or organization shall be a member of such applicant group and, unless he or she is an officer of such group, must present written authorization from such applicant group to make such application.

It is the responsibility of the organization to provide proof of liability insurance before using any facility.

The school district reserves the right to reschedule any or all facilities for another purpose or group should priority need arise.

Rental Fees are per performance (day) or per hour, unless otherwise listed.



I	Arts Academy/Gymnasium	
A.	Non profit Organizations	
	Base fee	\$350.00
	Rehearsal fee (per hour)	\$25.00
	Utility fee per hour	\$40.00
	Security Deposit	
	(Refundable-provided that	
	all terms of agreement are met)	\$150.00
	Sound and light technician	
	(per hour)	\$25.00
	Custodial Service (per hour)	\$25.00
1.	For Profit Organizations	
	Base fee	\$450.00
	Rehearsal fee (per hour)	\$50.00
	Utility fee (per hour)	\$40.00
	Security Deposit	
	(refundable-provided that all	
	terms of agreement are met)	\$200.00
	Sound and light technician	
	(per hour)	\$30.00
	Custodial Services (per hour)	\$25.00
II.	Millwood Field House Franklin-Spears Gymnasium, Foyer	
A.	Non profit Organizations	
	Base fee	\$1,000.00
	Rehearsal Fee (per hour)_	\$50.00
	Utility fee per hour	\$150.00
	Security Deposit	
	(Refundable-provided that	
	all terms of agreement are met)	\$500.00
	Sound and light technician	
	(per hour)	\$30.00
	Custodial Services (per hour)	\$75.00
B.	For Profit Organizations	
	Base fee	\$1,500.00
	Rehearsal fee (per hour)	\$75.00
	Utility fee (per hour)	\$150.00
	Security Deposit	
	(refundable-provided that all	
	terms of agreement are met)	\$750.00
	Sound and light technician (per hour)	\$30.00
	Custodial Services (per hour)	\$75.00

C.	Millwood Field House Foyer	
	Millwood High School Commons/Cafeteria w/o kitchen	
	Base fee	\$400.00
	Utility fee (per hour)	\$50.00
III.	Security Deposit	
	(Refundable-provided that all	
	Terms of agreement are met	\$150.00
1.	PreK-8 Gymnasium, Library, Cafeteria	
	(without kitchen)	
	Non profit Organizations	
	Base fee	\$300.00
	Utility fee (per hour)	\$50.00
	Security deposit	
	(refundable-provided that all	
	terms of agreement are met)	\$150.00
	Custodial Services (per hour)	\$25.00
2.	For Profit Organizations	
	Base fee	\$400.00
	Utility fee (per hour)	\$50.00
	Security deposit	
	(refundable-provided that all	
	terms of agreement are met)	\$200.00
IV.	Kitchen	
	The preparation and serving of food	
	and/or non-alcoholic beverages are	
	permissible. Cafeteria Employee required	
	Organizations may rent facilities at the following rates:	
	A. Non profit Organizations	
	Kitchen Base Fee	\$250.00
	Utility fee (per hour)	\$40.00
	Cafeteria employee (per hour)	\$25.00
A.	Security deposit	
	(refundable-provided that all	
	terms of agreement are met)	\$125.00
	B. For Profit Organizations	
	Kitchen Base fee	\$400.00
B.	Utility fee (per hour)	\$40.00
	Cafeteria employee (per hour)	\$25.00
	Security deposit	
	(refundable-provided that all	
	terms of agreement are met)	\$200.00

V.	Donald Edwards Auditorium	
A.	Non profit Organizations	
	Base fee	\$500.00
	Rehearsal fee (per hour	\$50.00
	Utility fee (per hour)	\$100.00
	Security Deposit (refundable- provided that all terms are met)	\$250.00
	Custodial Services (per hour)	\$25.00
B.	For Profit Organizations	
	Base fee	\$750.00
	Rehearsal fee (per hour)	\$75.00
	Utility fee (per hour)	\$100.00
	Security Deposit (refundable- provided that all terms are met)	\$250.00
	Custodial Services (per hour)	\$25.00
VI	All Weather Track	
A.	Non Profit Organizations	
	Base fee ( per hour)	\$15.00
	Utility fee (per hour)	\$75.00
	Security Deposit (refundable- provided that all terms are met)	\$200.00
	Custodial Services (per hour)	\$25.00
B.	For Profit Organizations	
	Base fee (per hour)	\$40.00
	Utility fee (per hour)	\$75.00
	Security Deposit (refundable- provided that all terms are met)	\$200.00
	Custodial Services (per hour)	\$25.00
VII	L.W. Good Stadium	
A.	Non Profit Organizations	
	Base fee (per 2 hour unit)	\$500.00
	Utility fee (per hour)	\$150.00
	Security Deposit (refundable- Provided that all terms are met)	\$250.00
	Custodial Services (per hour)	\$50.00

B. For Profit Organizations

Base fee ( per 2 hour unit)	\$750.00
Utility fee (per hour)	\$150.00
Security Deposit (refundable- Provided that all terms are met)	\$250.00
Custodial Service (per hour)	\$50.00



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### REQUEST/AGREEMENT FOR USE OF SCHOOL PROPERTY

E-07-R4

#### REQUEST/AGREEMENT FOR USE OF SCHOOL PROPERTY

Request for use of \_\_\_\_\_  
(School Property)

Date of use \_\_\_\_\_

Starting time \_\_\_\_\_ Ending time \_\_\_\_\_

Request made by \_\_\_\_\_  
(Sponsoring Group or Organization)

Mailing Address \_\_\_\_\_

Purpose of use \_\_\_\_\_

Admissions charge: Yes \_\_\_\_\_ No \_\_\_\_\_

The following stipulations apply to non-school-related individuals, groups, and organizations. The undersigned user of school property hereby agrees that he or she has authority to bind the sponsoring group or organization or individual user to:

1. Observe the rules and regulations for the use of school property as established in Board Policy E-07, Use of School Property. Smoking in school buildings and on school grounds is prohibited.
2. Assume full responsibility for loss or damage to school district property resulting from such use. (Attach insurance policy)
3. Assume full responsibility for personal injury sustained by any person as a result of such use and waive all school district liability for such injury, and agree to hold the district harmless from any and all claims of whatever nature which may be brought against the district arising from the user's use of the school premises.
4. Pay the usual and customary fee for such use. (Attachment)

5. Signing this statement also assures the school district that the sponsoring group or organization has liability insurance to protect the school district from any liability claimed against the district from users' use of premises, user shall conform to the board policies on school facilities usage and user will be directly responsible for conduct and behavior of participants.

The user should be aware that aforementioned activity is not sponsored by the Millwood Public School District and the district accepts no responsibility for the conference activity.

_____ Name of insurance carrier/agent Certificate of Insurance Attached <input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Light and Sound
_____ Rental fee	_____ Payable to
_____ Deposit Received	_____ Custodial Services
_____ Utility/Maintenance Fee	_____ Payable to
_____ Security	_____ Cafeteria Services
_____ Payable to	_____ Payable to
	_____ Other Fee(s)
	_____ Print Name
	_____ Telephone Number
	_____ Signature
_____ Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### INTERNET AND ELECTRONIC RESOURCES

E-08

#### INTERNET AND ELECTRONIC RESOURCES

The use of the District's computers and the Internet access provided by the District is a privilege, not a right. The Internet is an electronic highway connecting a multitude of computers throughout the world. Through the Internet, students and employees have access to electronic mail (e-mail), news databases, library resources, and a wide variety of other information sources.

The District provides a wide variety of opportunities for students and employees to use the District's computers to access the Internet. Through the Internet, it is possible to access material which may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, the District cannot and does not guarantee that students and employees will not access undesirable materials, however, filtering software may be installed by the District to attempt to reduce accessibility of such information.

**Disclaimer of Liability:** The District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the District Internet system, will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the District Internet system or through any other electronic means.

**No Expectation of Privacy:** No student or employee shall have any expectation of privacy in any electronic mail being sent or received by the District's computers or the District-provided Internet access. The District's system operator may access any electronic mail and may delete any inappropriate material from any electronic mail sent or received using the District's computers or the District-provided Internet access.

**Use of Software:** Students are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware.

Employees are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware without the express written consent of the copyright holder and the approval of the appropriate administrator or system operator, or site/district coordinator. Material or software installed, copied or downloaded on District's computer hardware must comply with the District's technology plan.

Note: Should the District be fined or assessed a penalty due to failure to comply with Board policy, the District will pursue, by whatever means necessary, recovery of any fine or assessed penalty.

The Superintendent shall provide administrative regulations on the acceptable use of district computers, software and Internet access. The Superintendent or designee shall design, implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

Cross Reference: J-33, Internet/Electronic Resources Information  
for Students and Parents





## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### INTERNET AND ELECTRONIC RESOURCES ACCEPTABLE USES

E-08-R1

#### INTERNET AND ELECTRONIC RESOURCES ACCEPTABLE USES

The District's computers, equipment, and software are intended for administration, education, and academic research purposes only and shall be used only as according to Administrative Regulations. Acceptable uses of the District's computers and the Internet are activities which support learning and teaching or which promote the District's mission and goals.

Board Policy E-08, Internet and Electronic Resources, contains restrictions on accessing inappropriate material. There is a wide range of material available in the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the District to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The District will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the District Internet System.

**Prohibited Uses:** District computers and the Internet access provided by the District shall not be used:

1. To violate an individual's right to privacy;
2. To access materials, information, or files of another person or organization without permission;
3. To violate the copyright laws;
4. To spread computer viruses;
5. To deliberately attempt to vandalize, damage, disable, or disrupt the District's property or the property of any other individual or organization;
6. To locate, receive, transmit, store, or print files or messages which are profane, obscene or sexually explicit, or which contain language that is offensive or degrading to others;
7. To distribute religious materials;
8. To campaign for or against any political candidate or ballot proposition or for political lobbying, except as authorized by law;
9. For any commercial purpose unless authorized by the Administration or Board;
10. For "Hacking" or other use of computers to gain unauthorized access to district or other databases. In addition to any criminal penalties, students may have their computer privileges suspended;
11. To engage in any illegal activity.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### INDIVIDUAL STUDENT PRIVACY AND THE PRIVACY OF OTHERS

E08-R2

#### INDIVIDUAL STUDENT PRIVACY AND THE PRIVACY OF OTHERS

Electronic mail will not be private, and system administrators will have access to all mail. Files stored on school-based computers will not be private. Administrators and staff members may review files and messages to maintain system integrity and ensure that users are acting in a responsible manner and in accordance with District policies and regulations.

1. Students have no expectation of privacy in the contents of personal files on district networks.
2. Students will not re-post a message that was sent to them privately without permission of the person who sent the message.
3. Students will not post private information about another person.
4. Students will not trespass in another's folders, work, or files.

**Classroom E-mail Accounts:** Students will be granted E-mail access only through a classroom e-mail account under direct teacher supervision. Teachers desiring to have their students participate in on-line collaborative classroom activities may apply for a classroom e-mail account. The teacher will be directly responsible for all activities conducted using the classroom E-mail account.

**Inappropriate E-mail:** Inappropriate e-mail will be forwarded to the designated administrator for processing and disciplinary action.

**Respect for Others:** Use of the network by others will be respected and never disrupted.

**Security:** Measures taken to ensure security shall be respected.

**Maintenance:** The Technology Coordinator will be responsible for maintaining Internet access and will also be charged with the duty of implementing rules and procedures necessary for providing access to District users.

**Property Rights:** All information accessible via the network is assumed to be private property, and copyright statutes apply.

1. Students will not plagiarize works that are found on the Internet.
2. Students will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, the expressed requirements must be followed. If unsure how a work can be used, permission should be requested from the copyright owner. Copyright law can be very confusing. Questions should be directed to the teacher or to the library media specialist.

**Parent Notification and Responsibility:**

1. The District will notify the parents about the District network and the policies governing its use through the Student Handbook. Parents must sign Student Use Internet Agreement to allow their student to access the Internet. Parents may request alternative activities for their child(ren) that do not require Internet access.
2. Parents have the right at any time to investigate the Internet activities of their child(ren.)
3. Board Policy E-08, Internet and Electronic Resources, and Administrative Regulation, E-08-R1, Acceptable Uses, contains, restrictions on accessing inappropriate material. There is a wide range of material available in the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the District to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The District will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the District Internet System.

**Student Internet Access Agreement:** Students and their parent or guardian must sign a Student Internet Access Agreement in order to use the Internet. A parent can withdraw approval at any time.



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **ELECTRONIC COMMUNICATION SECURITY**

**E-08-R3**

#### **ELECTRONIC COMMUNICATION SECURITY**

The Technology Coordinator will setup and maintain staff email addresses for Millwood Public Schools through the Internet provider. These addresses will be hosted on the provider's server. However -

- a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
- b. Users will immediately notify District Technology Coordinator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. Users will avoid the inadvertent spread of computer viruses. Students will not be allowed to download software without the teacher present. Virus protection procedures will be followed in the event of a virus occurring during the downloading of software.

**MILLWOOD STAFF/STUDENT/PARENT APPLICATION  
FOR INTERNET/E-MAIL ACCOUNT**

- **All Millwood staff, students, and board members may be issued an E-mail account.**

Person Requesting Account: \_\_\_\_\_

Position: \_\_\_\_\_

School Department: \_\_\_\_\_

**Staff**

All staff requesting a Millwood account must submit a completed application to the Technology Coordinator. Staff members are expected to follow the guidelines set forth in the Acceptable Use Policy and related Regulations. The account will usually be established within 24 hours of its arrival in the office of the Technology Coordinator. The coordinator will send written confirmation of the account to the staff person's school/department. The notification will include the USER NAME and current/temporary PASSWORD. Included with the notification will be brief instruction for logging into the system.

I have read the guidelines for accessing Millwood Public Schools Internet/Electronic Resources, and I agree to follow the guidelines/rules contained in this policy. I understand that if I violate the policy my account can be terminated and I may face other disciplinary measures as specified in the policy and regulations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Parent/Guardian**

I have been given, have read, fully understand and agree to follow the policy and regulations provided by Millwood Public Schools on student access to the Internet/Electronic Resources. If dial-up access is provided from our home, I accept full responsibility for at-home supervision.

I will instruct my child regarding any values against accessing materials that I have in addition to the restrictions set forth in the Acceptable Use Policy, and I will emphasize to my child the importance of following the guidelines for student responsibility on the Internet.

\_\_\_\_\_  
Print Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**(Must receive a copy of the Acceptable Use Policy and Regulations)**

*Page 2 of 2*

*Effective April 3, 2000*



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **DATA/RECORDS MANAGEMENT AND RETENTION**

**E-09**

#### **DATA/RECORDS MANAGEMENT AND RETENTION**

The superintendent is hereby designated the custodian of all records, documents, writings, letters, memoranda or other written, printed, copied, or developed materials possessed, assembled or maintained by the Millwood Public School District. The superintendent is authorized to develop administrative regulations for data/records retention.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### GLOSSARY OF TERMS FOR RECORDS RETENTION SCHEDULES

E-09-R2

#### GLOSSARY OF TERMS FOR RECORDS RETENTION SCHEDULES

##### **Permanent (P)**

Denotes records appraised as having historical, informational or evidential value that warrants preserving them permanently(forever)beyond the time needed for their intended administrative, legal or fiscal functions. These records may be destroyed **only** after authorization is given by the Millwood Board of Education and after they are microfilmed or electronically stored pursuant to provisions of Board Policy, state and federal laws or statutes.

##### **Confidential (C)**

Records deemed unavailable for review by the public after applying the Oklahoma Open Records Act (51-24A.1) and other state and federal statutes and regulations with specific restrictions. The (C) is added to appropriate records descriptions as a reminder to personnel and does not bear any legal status. **It is important to note that administrators and designees have responsibility of knowing all the appropriate confidentiality laws, statutes and regulations that apply to the records maintained in their office and to see that they are enforced.** Even though a record may or may not be marked confidential on a records retention schedule, contradictory laws or regulations that are approved after the retention schedule has been completed may not be reflected but must be honored.

##### **Vital Record (V)**

Records that are essential to the continued functioning of the school district and after an emergency as well as those records that are essential to the protection of the rights and interest of the school district and of the individuals for whose rights and interests it has a responsibility. Each site have a plan in place to identify those records and provide for their protection in case of a disaster (fire, flood, tornado, etc.).

##### **Duplicates**

Informational and reference copies of the original or copies of the original or “copy of record”. Duplicate records that have not been assigned a retention period and function solely as reference and informational material may be destroyed when no longer useful. If the duplicate is considered the “copy of record”, it must be retained according to the retention period on the schedule.

**Destruction  
Certificate**

A form E-R4 used to document the destruction public records. It must be used when destroying records according to the appropriate records retention schedule. No record created or maintained by the school district may be destroyed unless it is listed on the retention schedule or authorized by the Millwood Board of Education for destruction and a destruction certificate completed with the original copy sent to the Superintendent's Office. Destruction certificates are available from the Superintendent's Office.





## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### RECORDS RETENTION SCHEDULE

E-09-R3

### RECORDS RETENTION SCHEDULE

Notwithstanding any item in this schedule no record or documentation shall be destroyed if it is or may be relevant at any time to a pending or threatened lawsuit or governmental inquiry.

#### Administration

<b>Record Title and Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Official Minutes of the Millwood Board of Education (V)	P	Retain
Board Record Book/File (This book is a compilation of all reports and supporting documentation submitted to the Millwood Board of Education at each meeting for consideration, and/or action. May contain statement, expenditure report(Financial statement, expenditure report, receipts report, orders of the treasurer, correspondence),architect/attorney's report, superintendent report (membership & percentage of attendance report, correspondence, policies), new business, old business, personnel matters, minutes of previous board meeting. Contents vary per meeting depending on business and matters to be considered by the Board). (V)	P	Retain
Policies and Procedures Manual or Memorandums (V)	P	Retain
Corporate Records - includes records of: boundaries and changes, trustees, school finances, teachers, graduates, board minutes, annual settlements, Real Estate, etc.)	P	Retain
Real Estate File (May include deeds, easements, right of ways and associated legal documentation of the school district). (V)	P	Retain

C=Confidential Record

P=Permanent

V= Vital

<b>Administration Record Title and Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Maps and Plats	P	Retain
Plans, Drawings, Blueprints & Building Specifications (V)	P	Retain
Superintendent's Subject File (May include copies of reports, correspondence, communications, statements of policy, staff meeting minutes, contracts, notes, newspaper articles, etc., which document a variety of issues, projects or matters of concern to the Superintendent's Office) (V)	P	Retain
Annual Audit Report	P	Retain
Personnel Annual Attendance Report (V)	P	Retain
Library Media Report	P	Retain
Petition for Approval of School for Attendance by Non-immigrant Students (This is the petition from the school district to the Immigration and Naturalization Service for approval for attendance by non-immigrant students/students on visiting visas. One petition may be filed for the entire school system in all schools in the system are located in the same immigration district). (V)	P	Retain
North Central Association Evaluation File (This record series documents all evaluations performed by the North Central Association of Colleges and Schools. This included the file report, evaluations of departments, criteria, and self evaluations).	P	Retain
Special Studies and Surveys	P	Retain
Comprehensive Local Education Plan (Improvement Plan) District & Schools (This record series is used as the means of determining how the district schools, and their programs and	P	Retain one copy permanently,

C=Confidential Record

P=Permanent

V= Vital

**Administration**  
**Record Title and**  
**Description**

**Retain (Years)**

**Disposition**  
**Instructions**

departments will plan to ensure that students reach proficiency. It is used for both planning and applying for categorical funds and is amended annually). (V)

Official Correspondence (This record series documents the major activities, functions, events and programs of school district, including schools and in addition helps in the establishment of an administrative history. It provides a record of policy evolution and formulation, how and why decisions are made, and how these decisions impact the school district and the public at large. Official correspondence is usually created by the superintendent of the school district but may be supplemented by principals of schools, administrative heads of official departments, committees and within the school system).

P

Retain

General Correspondence (General correspondence is not crucial to the preservation of the administrative history of the school district. It is of a non-policy nature and without permanent value. It deals only with general and routine operations of the office, operations which are documented by other records maintained by the agency).

2

Destroy

Publications (Created by the school district or schools) This record series is created and published by the school district and/or the schools. May be in the form of surveys, informational material for parents and students, such as handbooks and year books, promotional material, statistical reports, periodicals and plans)

P

Retain one copy permanently.  
Destroy excess copies when no longer useful or when superseded.

Annual Reports of Official Programs, Schools & Departments (This record series may document the yearly performance, activities, attendance, academic achievement, testing information, state testing compliance, and financial status of official programs,

P

Retain

C=Confidential Record

P=Permanent

V= Vital

**Administration**  
**Record Title and**  
**Description**

**Retain (Years)**

**Disposition**  
**Instructions**

departments and schools. These may be a combination of narrative, financial statistical etc. May be required by law, administrative regulation, district policy, state policy or federal policy. May be used to document the administrative history of the school district. May contain statistical data, expenditures and receipts, supporting documentation, verification of information, directory information, purpose of the report, and comprehensive assessment of the program, department or school.

Student Code of Conduct

P

Retain one copy  
destroy  
remainder

School District Newsletter

P

Retain one copy  
destroy  
remainder

Archives Records File (This record series may contain the signed records destruction certificate, signed records transmittal form, completed records survey and microfilm/ electronic image quality evaluation).

P

Retain

Parents, Guardian/Pupil Consent to Review Student Records (This records series is used to document that the parents or guardians of under 18 years of age students or 18 year old student have consented to release persons or agencies (51-24A.16 and 10-7005-1.2. 20 USC Section 1232g et seq,

P

Retain

Annual Performance Report (This record series is used to document the performance of the school district in all phases of instruction, technology, testing, community education, extended school services, professional staff development, and other state and federal programs. This report may document how the school district actually worked toward set goals and accomplishments of each program and area. This may be an annual report to the Department of Education. Many of the program areas will have their own report that will contain program specific data.

P

Retain

C=Confidential Record

P=Permanent

V= Vital

**Administration**  
**Record Title and**  
**Description**

**Retain (Years)**

**Disposition**  
**Instructions**

This record series may be created throughout the district and may be maintained by the creating agency. This record series may change in content over time but will continue to have as its goal, a true picture of how a school district performed in all program areas).

Annual Teacher Request for Office and Instructional Supplies (Principal's Copy)

1

Destroy

Demographics Summary Report (This record series is used to document the zones within the district from which enrolled students are picked - up by the buses). (C) 20 USC Section 1232g et seq.

1

Destroy

School Nurse's Annual Activity Report

1

Destroy

Official School Calendar (This is the official calendar of the school district for the school year).

5

Destroy

Superintendent's Calendar

2

Destroy

Audio/Video Tapes & Disks of Official Meetings (includes unofficial minutes and draft/preliminary notes).

Indefinite

Destroy or re-use 30 days after minutes have been transcribed and approved, unless challenged.  
 Note: If minutes are challenged, recordings should be retained until resolution.

Service Agreements (This record is used to document that an agreement has been made to provide a service or product for a particular time. An example of this is a service contract for equipment in the office).

Indefinite

Destroy 3 years after expiration and audit.

C=Confidential Record

P=Permanent

V= Vital

**Administration**  
**Record Title and**  
**Description**

**Retain (Years)**

**Disposition**  
**Instructions**

Fire Drill, Emergency & Disaster Report	2	Destroy
Guidance Services Annual Plan (This record series is created before each school year as a plan for providing counseling services through the upcoming school year. Report identifies level, needs, goal, and basic service).	3	Destroy
Field Trip Request File (This record series contains the request, parent/guardian permission and release. This document is initiated by the teacher or sponsor desiring to take a class on a field trip. It gives trip authority from the principal and other school administrative authority. It assures the teacher has the approve of the school authority for the trip in the event of an accident or any problem).	5	Destroy
Immigration and Naturalization Service Designated School Officials (this record series is used to inform the Immigration and Naturalization Service as to the designated officials at the school with authority to approve or reject non-immigrant students are individuals admitted into the United States only for the purpose of attending school).	Indefinite	Destroy when Superseded.
Accident Report File (This record is used to document accidents occurring on school grounds involving students, faculty, and/or faculty).	5	Destroy
Fire Alarm Inspection Testing and Fire Hazard Report	1	Destroy
Telephone Log	Indefinite	Destroy when no longer useful
Press Releases	1	Destroy
Parent's/Guardian's Request for Student's Early Dismissal from School (This series documents the request by a parent/guardian	2	Destroy

C=Confidential Record

P=Permanent

V= Vital

**Administration**  
**Record Title and**  
**Description**

**Retain (Years)**

**Disposition**  
**Instructions**

for dismissal of a student for some time during the school day. Usually the request relates to a doctor or dentist appointment, a funeral, legal business, etc. and is directed to the attention of the homeroom teacher, school principal or guidance counselor).

Faculty Meeting Minutes

2

Destroy

Vandalism and Break-in Reports  
 (C) 20 USC Section 1232g

3

Destroy

Visitor's List/Register (This record series to identify who is in the building at what time for safety, emergencies, insurance, and to screen out admission of controversial people, dress, propaganda, or paraphernalia. Visitor are required to sign in at the principal's office).

1

Destroy

Contracts and Agreements (This record series is used to document the terms by which items and/or services were purchased and the responsibilities of each party.

Indefinite

Destroy 15  
 after  
 completion or  
 termination and  
 audit, if  
 applicable.

Periodic Reports of Official Programs  
 Schools & Departments. (This record series may document the monthly or quarterly performance, activities, attendance, academic achievement, testing information, state testing compliance, and financial status of official programs, departments and schools. These may be a combination of narrative, financial, statistical etc. May be required by law, administrative regulation, district policy, state policy or federal policy. May be used to document the administrative history of the school district and its agencies. May contain statistical data, expenditures and receipts, supporting documentation, verification of information, directory information, purpose of the report, and comprehensive assessment of the program, department or school)

3

Destroy after  
 audit

C=Confidential Record

P=Permanent

V= Vital

**Administration**  
**Record Title and**  
**Description**

**Retain (Years)**

**Disposition**  
**Instructions**

Informational and Reference Material (This material consists of published and unpublished aids often not prepared by the school district itself, often of professional or technical nature. May include maintenance manuals for equipment and vehicles and publications for the professional enhancement of its employees. It is used as a reference in conducting the business of the school district and the agencies within the school district. May be destroyed when ti becomes obsolete or are no longer of use to the various offices within the school district).

Indefinite

Destroy when obsolete or no longer useful

Open Records Request for Inspection/Disposition Record (This record series documents request for public records by persons, press, government agency and other parties. It may be a joint form that also documents approval and/or denial of information and supporting documentation). May include the date of request, requesting party name, information requested, copies needed or only viewing, disposition and supporting documentation for decision).  
(V)

5

Destroy

Insurance Policy File (May include insurance policies for accident, sickness automobile burglary, theft, robbery, fidelity or surety coverage bonds, fire, life, worker's compensation and employees Liability). (V)

Indefinite

Destroy 5 year after cancellation or expiration and audit.

Citizen Complaints/Petitions (This series documents complaints filed by citizens, parents, or students. This file consists of correspondence between the complainant and the school district or school and may also include copies of petitions filed by citizens or citizen groups proposing action by the school district).

2

Destroy

Itineraries/Schedules of Meetings

1

Destroy

Duplicate "Copy of Record" (These are duplicates of the "Copy of Record")

Indefinite

Destroy when no longer useful.

C=Confidential Record

P=Permanent

V= Vital



**Administration**  
**Record Title and**  
**Description**

**Retain (Years)**

**Disposition**  
**Instructions**

[official copy] are used administratively throughout the school district. Examples are official correspondence, plats, maps, drawings, reports attendance records, student records etc). Before destroying these records make sure the official copy is being maintained in the appropriate office and that this duplicate is not considered the official copy).

Patron Request to Review Student Records (This record series is used to request student information. This may be done by an individual or an agency. Under FERPA certain student records are not to be reviewed unless permission is given by the student (18 years old), parent, or guardian. This request must be forwarded to the appropriate person to get permission).

5

Destroy

Volunteer Participation File (This can be used by the district as a reference to keep track of volunteers for future utilization. The retention period is primarily for liability purposes, in case there is litigation brought by students, staff, volunteers or others. This record series may contain the application, names of volunteers, addresses, directory information, program volunteering for, time and attendance records, registers, sin-in sheets and activity information).

5

Destroy

School Volunteer Records Clerk  
The district is to conduct, at district expense, a state criminal records check on all volunteers who have contact with Students on a regularly scheduled and/or continuing basis or who have supervisory responsibility for children at a school site or on school sponsored trips. Such information shall be considered in determining volunteer status. Persons convicted of or pleading guilty to sexual or drug offenses or any felony offense shall not be utilized as volunteers. All information received will be held confidential).

Indefinite

Destroy 5 years  
after last  
contact with  
volunteer.

C=Confidential Record

P=Permanent

V= Vital

**Administration**  
**Record Title and**  
**Description**

**Retain (Years)**

**Disposition**  
**Instructions**

School District technology Plans  
 (This series documents the technology plans of the district, detailing current inventory and unmet technology needs. The District Plan should describe unmet needs in the areas of software, hardware, building wiring, upgrades and professional development and how the needs will be addressed).

6

Destroy

Principal's Teacher Evaluation File  
 (This record series is used to document the performance of teachers by the principals. This includes classroom visits, end of the year checklists and the actual coding sheet used for the evaluation. These go into the evaluation of the teacher which is placed their personnel folder. All the items in this file are of a preliminary nature and are used by the principal as a reference).

1

Destroy

District Litigation File (Court Case File)  
 (This record series is used to document the court cases that arise from the school district being sued or suits brought by the school district against others. These may be individuals, groups, or government agencies bring suit against the District for a number of reasons including discrimination, sexual harassment, program liability, personal injury, non-compliance with state and federal law, land condemnations, and others. These files also contain suits brought by the District against individuals, government agencies and groups. The file of record is maintained in the court of jurisdiction. This record series may contain the names of plaintiff, defendant, date, case information, motions, judgment, affidavits, transcripts, documentation).

P

Retain

Payroll Register - Year End  
 (This record series is used to document the earnings and withholdings of employees from pay period to pay period and is a

Indefinite

Retain 70 years  
 From date first  
 Employed

C=Confidential Record

P=Permanent

V= Vital

**Administration**  
**Record Title and**  
**Description**

**Retain (Years)**

**Disposition**  
**Instructions**

year to date accumulation of the payroll. The final pay period is considered to be the master earning record of all employees. This record series documents the earning of individual employees for the duration of their employment. May include the directory information, gross pay, net pay, all withholdings, vacation and sick leave, Pay scale, payment date, payroll check#, and related information).

Payroll Register - Pay Period (This record series is created each pay period for all employees to document the gross pay, withholdings and net pay. This may be combined with the year end payroll register).

3

Destroy after  
audit.

Time and Attendance Record File (May include the Payroll Sheet, Time Sheet, Time Card, Pay Vouchers and Daily Attendance Report. Begins the payroll process for each pay period).  
(V)

3

Destroy after  
audit.

Leave Requests (These requests may be for personal leave, sick leave, absent from duty, professional meeting attendance, field trip or vacation).

3

Destroy after  
audit.

C=Confidential Record

P=Permanent

V= Vital

**Payroll, Financial Business  
Record Title and  
Description**

**Retain (Years)**

**Disposition  
Instructions**

Payroll Personnel File (certified and classified) (This is used for payroll preparation purposes only. Some documentation may duplicate the Personnel Master Folder. Office. Used in the preparation of payroll checks. May include: W-4 form, copy of teacher certification, leave requests, payroll authorization, rank, assignment, professional meeting attendance request, record of credit checks from lending institutions). (C) (V)

Indefinite

Destroy 5 years after termination Of employment

Payroll Deduction Reports (Monthly and Pay Period) (This record series is used to document totals of deductions made monthly from individuals payroll. These deductions are posted to the Master Earning Record. This record series may contain deductions for retirement, medical and life insurance, state deferred compensation credit union, garnishments, investments, annuities and others as added). (V)

3

Destroy after audit.

Monthly Summary of Wages Earned (This record series is a monthly summary of wages for certified school employees contributing to the Oklahoma Teacher Retirement System. A listing of individual employees along with their wages and contributions is attached).

3

Destroy after audit.

Family and Medical Leave Record File (This record series is used to document those who apply for leave under the Family and Medical Leave Act (FMLA). Covered employers must grant an eligible employee up to a total of 12 workweeks of unpaid leave during any 12 month

3

Destroy after audit.

C=Confidential Record

P=Permanent

V= Vital

**Payroll, Financial Business  
Record Title and  
Description**

**Retain (Years)**

**Disposition  
Instructions**

period for maternity, for adoption to care for an immediate family member, or because of a serious health condition. This file is maintained separately from other payroll and personnel records. This file may contain the application, approval or denial letter, doctor's statements, payroll information and leave records) (C) (V)

Disability Leave Files (This record series is used to document those who apply for leave because of an existing disability. This disability may have been job related or other circumstances. This is a separate file and is used as a reference when doing payroll and to denote that this is a special disability case. These applicants may apply under the Americans with Disabilities Act. This file may contain the leave request, doctor's statements, employee directory information). (C)

Transmittal Register of Direct Deposits

Reimbursing Employer's Quarterly Unemployment Wage Report (This record series documents the quarterly payment of unemployment insurance contributions).

Salary Schedule (V)

Payroll Worksheet (This record series is used as a working tool in the preparation of payroll checks).

3

3

3

3

3

Destroy after audit.

Destroy after audit.

Destroy after audit.

Destroy after audit.

Destroy after audit.

C=Confidential Record

P=Permanent

V= Vital

**Payroll, Financial Business  
Record Title and  
Description**

**Retain (Years)**

**Disposition  
Instructions**

Payroll Check List (Check-off sheet to be sure that time sheets have been received from each location).

1

Destroy

Payroll Check Copies

3

Destroy after audit.

Unemployment Compensation Quarterly Contribution Report

3

Destroy after audit.

Notification of Change of Employment Status (Duplicate- Documents transfer, leave of absence, termination, retired, etc.) (C)

1

Destroy when no Longer needed

Notification of classified/

Indefinite

Destroy when no longer needed

Professional Employment- Duplicate (C)

Worker's Compensation and Insurance Claims and Report File (C)

Indefinite

Destroy 5 years after termination of case or settlement and audit.

C=Confidential Record

P=Permanent

V= Vital

**Financial, Business, Payroll  
Record Title and  
Description**

**Retain (Years)**

**Disposition  
Instructions**

Individual Payroll Authority File (May include payroll authorization for each employee, W-4, K-4, time sheets, authorized deductions, leave requests, record of attachments or garnishments of salary or wages, health and welfare claims and direct deposit authorizations. This record series authorizes the production of the payroll for each employee in a given pay period).

Indefinite

Destroy 3 years after termination of employment or 3 years after superseded and audit

Wage and Tax Statements/W-2

5

Destroy after audit

Tax Payment Report Worksheet (a.k.a Electronic Federal Tax Payment System Voice Response System Worksheet. Used to authorize payment of all federal withholding each pay period. This takes the place of the Federal Tax Deposit Coupon Book).

5

Destroy after audit

Employee Direct Deposit Authorization

Indefinite

Destroy when superseded or termination of employment

Annual Return of Withheld Federal income Tax (Form 945)

7

Destroy after audit

Form 1099 (Includes 1099-Miscellaneous, 1099-R and 1099-G)

4

Destroy after audit

C=Confidential Record

P=Permanent

V= Vital

**Financial, Business, Payroll  
Record Title and  
Description**

**Retain (Years)**

**Disposition  
Instructions**

Employer's Monthly Return of Income Tax Withheld (This record series documents the total monthly withholdings of state income tax for school employees and functions as a reporting instrument to the State Revenue

5

Destroy after audit

Employer's Annual Return of Income Tax Withheld (This record series documents the total annual withholding of state income tax from wages of school employees).

7

Destroy after audit

Employer's Quarterly Federal Income Tax Return

5

Destroy after audit

Payroll Deduction Waiver Form

Indefinite

Destroy if Superseded or one year after termination of employment and after audit.

Payroll Update Forms (This record series documents individual employee payroll updates. May include updates of payroll generally, updates of deductions, updates of insurance, updates of payroll authorizations as well as Year-to-Date Update forms for payroll and fringe benefits).

3

Destroy after audit.

Oklahoma Teacher Retirement Systems Forms (This record series documents an employee's membership in the Oklahoma Teacher Retirement System and the employee's designation of a beneficiary.)

Indefinite

Retain until superseded or until 1 year after termination of Employee

C=Confidential Record

P=Permanent

V= Vital



**Financial, Business, Payroll**  
**Record Title and**  
**Description**

**Retain (Years)**

**Disposition**  
**Instructions**

Annual Financial Report ( Annual  
 Approve Audit)

P

Retain

Periodic Audits (Daily, Monthly, or  
 Quarterly) (This record series may  
 be completed daily, monthly or  
 quarterly and may document funds  
 received and expended from all funds  
 within the school district. Used to  
 reconcile accounts and to verify  
 postings. May serve as a daily check-  
 out sheet for the financial section.  
 After reconciliation is completed this  
 is no longer needed).

1

Destroy

Material/Supply Distribution Form or  
 List(This record series may be used  
 to disperse material, equipment and  
 supplies throughout the school district  
 from the Superintendent office. It  
 serves as a receipt for items delivered  
 to teachers, administration and all  
 other offices in the district).

1

Destroy

Funds Ledger (a.k.a. as General Ledger,  
 Accounts Ledger, Revenue and  
 Expenditure Ledger, Receipts and  
 Disbursement Ledger, Property Tax  
 Ledger and Annual Ledger. Contains the  
 annual accumulation of receipts and  
 expenses and the reconciliation of  
 each account and may be a part of the  
 year to date monthly reconciliation of  
 accounts. The final month of the fiscal  
 year (usually June) reconciliation is  
 the only portion to be kept permanently.  
 This series documents the receipts and  
 expenses of the District for the fiscal  
 year and becomes the fiscal history of  
 the District). (V)

P

Retain

Request for Stop Payment - Payroll

3

Destroy after  
 audit.

C=Confidential Record

P=Permanent

V= Vital

<b>Financial Record Title and Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Journals (a.k.a Monthly Reconciliations, Monthly Funds Ledger, Open Journal Entries. Includes Revenue, Expense, General Special Fund, Cash Receipt, Cash Receipt, Cash Disbursements, Purchase, Payroll, Expenditure Subsidiary Ledger, other subsidiary ledgers, special journals, fee books, day books and treasurers cash Book. This record series is used to document daily activities (receipts and expenses) and is reconciled monthly). (V)	5	Destroy after audit.
Audit Trail Lists (May include Audit Trail List by Document Reference #, Expenses. Revenues, Vendors and Balance Sheets. This record series documents the daily transactions concerning receipts and expenses and is used to track those by the above references.)	3	Destroy after audit.
Periodic Financial Statements/ Reports (This record series is used to document the financial status of the school district. These statements are prepared and submitted to the board of education, superintendent or principal. Such reports may be submitted monthly or quarterly. This includes the General Fund Report).	5	Destroy after audit.
General Fund Reports (This report provides periodic accounting of receipts and disbursements during the current school year and serves the school as a working budget document for the next year). (V)	5	Destroy after audit.

C=Confidential Record

P=Permanent

V= Vital

<b>Financial Record Title and Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
District Receipt and Expenditure Summary (This summary is used to report to the local board a reconciliation of receipts and disbursements for each month by fund and by each school. It is informational).	3	Destroy after audit.
Student Activity Fund File (This record series is used to document financial activities of the School Activity Fund. This includes the Annual School Activity Fund Report and supporting documentation. These records are maintained by the Activity Fund Manager and are an audit trail for those funds that are spent or received for school activities. This record series may contain the central ledger, individual activity ledger, standard invoices, periodic reports, annual report, interfund transfer slips, activity fund manager's (70-5-122) receipts and other documentation).	5	Destroy after audit.
Trial Balance	1	Destroy
Accounts Payable File (May include order of the treasurer, list of claims, claims, claim stub book, requisition, purchase order, vendor invoice, receipts, travel requests, travel vouchers, voucher copies, check copies, receiving orders, receiving reports, cash receipt register, treasurers receipt book and supporting documents. This series is used to document the requisitioning, purchase and remitting process.	7	Destroy after

C=Confidential Record

P=Permanent

V= Vital

<b>Financial Record Title and Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Accounts Receivable File (This record series is used to document fee receipts, tax receipts, reimbursements for transporting students, reimbursement for transporting students, reimbursements for media and other materials, reimbursement for outlays under grant programs, and any other monies received through daily transactions including lunchroom tickets and receipts). (V)	7	Destroy after audit.
Purchase Order/Requisitions and Tracking Instruments (May include the Purchase Order Log, Requisition Log, Purchase Order Activity Report, Purchase Order Status Report and other reference material related to the tracking of the fiscal history of a purchase order whether active or inactive. Each of the instruments may contain the purchase order #, date of issuance, date of report, name or requesting agency or department, vendor name, vendor #, amounts. This record series is used primarily for the tracking and referencing of the purchase orders).	7	Destroy after audit.
Voucher Register ( This record series is used to document the authorization to pay for purchases or services).	7	Destroy after audit.
Banking Records File (May include cancelled checks and warrants, bank statements, bank account reconciliations, deposit tickets, check stubs, duplicate copies of checks, check register and warrant register).	7	Destroy after audit.
C=Confidential Record	P=Permanent	V= Vital

<b>Financial Record Title and Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Annual approved Budget (a.k.a the Official Budget or Annual Budget). (V)	P	Retain 1 copy Permanently
Budget Draft/Proposal (a.k.a Preliminary Estimate or Working Budget. May include executive budget proposal, each fund program school or department, proposed budget program requests, budget estimates, 3 previous years' expenses, budget summary, current year expenses. budget summary, current year expenses, and estimated expenses for current year. This series serves as a reference tool for the working budget process. It is used only to verify amounts, details, etc., until the final budget is approved). (V)	1	Destroy at end
Budgetary Control Summary (This is a recapitulation of expenditures and receipts to see if a school is in compliance with its Approved Annual School Budget.	3	Destroy after audit.
Bond Record File (This record series contains the Bond Register, Bond Coupon Redemption Register and certificate of Disposal for Bonds and Coupons). (V)	P	Retain
Cancelled Bonds and Coupons	Indefinite	Destroy 3 years after maturity and audit
Bid Files - Successful (May include the invitation to bid, legal notice for newspaper, bid specifications, bid proposal, notice to bidders, list of bidders, bid sheets of bidders, administrative orders, draft copies of	Indefinite	Destroy 5 years after specifications met or contract or agreement

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<b>Financial Record Title and Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
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contracts/agreements, pre-construction information, copies of minutes of progress meetings, correspondence, and purchase

orders. This record series is used to document vendors that have successfully bid on goods and services). (V)

Bid File - Unsuccessful	Indefinite	Destroy 5 years from date of opening bid or 3 years from the date of completion
List of Bidders	2	Destroy
Monthly Return of Utility Gross Receipts License Tax for Schools (V)	3	Destroy after audit.
Utility Gross Receipts License Tax for Schools Tax Collection Audit (V)	3	Destroy after audit
Employer's Quarterly Return of Occupational License Tax for Schools	3	Destroy after audit.
Capital Improvement Requests (This is the formal request from the principal to the School Superintendent for grounds and facilities improvements allocations).	2	Destroy
Tuition Reimbursement Records (C) 20 USC Section 1232g et seq.	2	Destroy after audit.
Building, Grounds, and Facilities Usage and Rental Application File	2	Destroy after audit.

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P=Permanent

V= Vital

<b>Financial Record Title and Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Asset/Equipment Inventory (This record series may be a card file, a list or electronic database and is used to document assets (equipment, office furniture, vehicles and other items owned by the school district). It is updated when new items are purchased and when old items are sold or given away. Used to track each item and know its whereabouts and for the annual audit. May include the name of the asset and #, description of asset, equipment #, location of asset, purchase date, serial number, purchase order #, acquisition cost, current value and totals).	1	Destroy 3 years after update is completed and audit.

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<b>Athletic/Activities Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Oklahoma Secondary Schools Activities Association Certificate of Eligibility (C)USC Section 1232g et seq. (V)	1	Destroy
Oklahoma Secondary Schools Activities Association Contract for Athletic Contest (C)USC Section 1232g et seq. (V)	3	Destroy
Oklahoma Secondary Schools Activities Varsity Participation List (C) 20 USC Section 1232g et seq.	1	Destroy
Athletic Budget	5	Destroy after audit.
Daily Treatment Log (C) 20 USC Section 1232g et seq. (V)	1	Destroy one year after student reaches age of majority
Athlete's Medical History File (Record of student medical history, insurance coverage, parental permission for emergency medical treatment) (C) 20 USC Section 1232g et seq.	1	Destroy one year after student reaches age of majority
Sports Candidate Questionnaire/Pre- Participation Examination (C) 20 USC Section 1232g et seq.	1	Destroy one year after student reaches age of majority
Student Participation Parental Approval Form (C) 20 USC Section 1232g et seq.	1	Destroy one year after student reaches age of majority
NCAA Student Athlete Information Form (C) 20 USC Section 1232g et seq.	1	Destroy one year after a student finishes high school
Student Activities Budget Form (Planning document outlining estimated income and expenses by club/activity for the school year)	1	Destroy

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<b>Athletic/Activities Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Fund Raising Activity Request Form	1	Destroy
Requisition and Report of Ticket Sales Special Events	3	Destroy after audit.

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<b>Personnel Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Personnel File (This record series is used to document the employment history of both certified and classified personnel) (C) (V)	Indefinite	<p>Destroy the following 70 years from date of hire:</p> <ol style="list-style-type: none"> <li>1)Applications for positions</li> <li>2)Name</li> <li>3)Last known address</li> <li>4)Social security #</li> <li>5)Letters of resignation</li> <li>6)Starting and ending dates of employment</li> <li>7)Retirement information</li> <li>8)Verification of positions held.</li> </ol> <p>Destroy the following 5 years after termination of employment:</p> <ol style="list-style-type: none"> <li>1)Employee evaluations</li> <li>2)Letters of intent</li> <li>3)Sign off for reading of district policies/procedures</li> <li>4)Copies of transcripts</li> <li>5)Copies of certification</li> <li>6)Health/life insurance membership</li> <li>7)I-9 verifying legal residency</li> <li>8)Job descriptions</li> <li>9)W-4</li> <li>10)Copies of contracts</li> </ol>

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Personnel Description	Retain (Years)	Disposition Instructions
		11)Leave records 12)Criminal background checks 13)Experience verification forms 14)Copies of driver's license and birth certificates 15)Resumes 16)General correspondence/ memos 17)Commendati ons
<p>Personnel Medical File (This record series is used to document the health status of an employee and is made or maintained by a physician, nurse, or other health care person or technician. This record series includes medical and employment questionnaires or histories (including job description and occupational exposures), results of medical exams and lab tests (including chest and other xray exams taken for the purpose of establishing a baseline or detecting occupational illness, and all biological monitoring not defined as an "employee exposure record"). Included are medical opinions, diagnoses, progress notes and recommendations, descriptions employee medical complaints) (C)</p>	1	<p>Destroy 30 years after termination of employment</p> <p>With the following exceptions:  A. Health insurance claims maintained separately  *Destroy 3 years after termination of employment  B. First aid records of one time treatment which is completed by a person who is not a physician, nurse or other health care personnel.</p>

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Personnel Description	Retain (Years)	Disposition Instructions
		<p>These do not include health histories and are for minor scratches, cuts, burns, and the like.</p> <p>*Destroy 3 years after termination of employment</p> <p>C. Employees who have worked less than a year and their medical records are returned to them upon employment.</p> <p>*Return the medical records to the employee upon termination. If copies are provided, destroy the originals upon employee termination.</p>
Personnel Hazardous Materials Exposure File (Paragraph (d)(1)(ii) of 29 CFR 1910.1020 states that "Each employee exposure record shall be preserved and maintained for at least thirty (30) years" This record series is used to document personnel exposure to hazardous materials, lead, chemicals, toxic substances, blood borne pathogens, biological agents, bacteria, virus, fungus, radiation or other related conditions). (C)	1	Destroy 30 years from date of each exposure
School District Superintendent Evaluation by School Board. (V)	Indefinite	Destroy 30 years after termination of employment
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<b>Personnel Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Applications - Persons Not Hired	3	Destroy
Hiring Procedures Fil (May include name of person applying, address, social security #, previous employer, test scores, and hiring information. Documents information used in reporting to the EEOC).	1	Destroy 3 years from the date of the making of the record or after litigation resolved, which ever comes later. (29 CFR 1602.30-31)
Employee's Weekly Work Schedule	1	Destroy
Application Screening Profile (Individual scoring and evaluation of each candidate for employment) (C)	3	Destroy
Applicants Recommended for Employment (Interview committee's or administrator's recommendations report to the Superintendent of candidates for employment) (C) (V)	3	Destroy
complaints Against Staff (This record series documents incidents or complaints against staff members. They are used to inform staff members of allegations brought against them, inform Child Protective Services of action taken, when necessary, and to record how staff has handled the complaint. If there are persistent problems of physical or other abuse by a staff member, the record may be helpful for the school district in preparing grounds for dismissal or for law enforcement agencies in handling a complaint. However only one incident can result in a termination and consideration for revocation of the teacher's certificate. In may districts this now falls under due process). (C) 20 USC Section 1232g et seq. (V)	1	Destroy 5 years after staff retirement or termination

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<b>Personnel Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Employee Personnel Folders - Principal's Copy (This record series may contain items that are used by the principal as a reference and are not forwarded to the personnel file in the superintendent's office. Information placed in this folder may or may not be maintained in the superintendent's office personnel folder. This file may be divided into Certified Personnel Folders and Non Certified/Support Folders and may contain the employee's annual evaluation and other school related correspondence to or from the employee).	1	Destroy three years after the employee ceases to be an employee of the school.
Employee Grievance File (This record series is used to document grievances by employees, both classified and certified, Concerning violations, misapplication or misinterpretation of specific provisions of employee/employer agreements. A grievance is a complaint filed by an employee which concerns some aspects of the conditions of employment over which occurred or which the employee has become aware, through the exercise of due diligence. This record series also includes EEO complaints which may be appealed to the Office of Civil Rights.) (C)	1	Destroy original 3 years after resolution. Duplicate files may be destroyed after resolution.
Application for Re-employment-Support (C) (V)	1	Destroy
Employee Intention Slips (This record is used to document the intentions of employees to remain with the school system, change position or assignment, or other plans. This is done at the end of school year).	1	Destroy
Employers First Report of Injury or Illness File (This series documents the employer's report to the Department of all work-related injuries, fatal or non-fatal, received by employees in the course of their employment, for which no claim or compensation was filed).	10	Destroy

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<b>Personnel Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
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Labor Statistic Log and Summary of Occupational Illnesses and Injuries	5	Destroy
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<b>Attendance Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Teacher's Daily Register (C) 20 USC Section 1232g et seq. (V)	Indefinite	Retain if register includes record of student grades. Destroy after 20 years if register includes record of attendance only.
Record of Daily Attendance (C) 20 USC Section 1232 et seq.	20	Destroy
Teacher's Monthly Attendance Report (C) 20 USC Section 1232g et seq.	Indefinite	Retain Teacher's Monthly Attendance Report 20 years.
Quarterly Pupil Attendance Register	5	Destroy
Annual Statistical Report (ASR) (This report is submitted to the Department of Education no later than 10 days after the close of school. 70 O.S. Supp. 2001 Section 5-128	5	Destroy
Yearly Comparison of Enrollment for first 15 Days	10	Destroy
Daily Student Attendance Record-By School	1	Destroy
Student Absentee Information Card/Record (C) 20 USC Section 1232g et seq.	1	Destroy
Home/Hospital Program (Homebound or out-of-school) (This record series is used to report the attendance of Home/Hospital Bound Students and the time taught by home/hospital program teachers). (C) 20 USC Section 1232g et seq.	3	Destroy after audit.
Monthly Pupil Attendance Report (Principal's Copy)	1	Destroy after audit.
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<b>Attendance Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Class Size Audit Report	Indefinite	Destroy when superceded
Pupil Accounting Withdrawal/Change Form (C) 20 USC Section 1232g et seq.	1	Destroy
Statement of Membership and Attendance for out-of-district students (Contract between 2 districts that the average daily attendance of non-resident pupils will be counted in the district where the pupil attends school.)	5	Destroy after audit.
Non-Resident Student (Transfer) Application (C) 20 USC Section 1232 et seq.	1	Destroy
Student Enrollment Information-Captures directory/vital information about entering the school district. May contain the name of student, grade, age, birthday, grade, homeroom, date of entry, race, sex, guardian's name, relationship, district entering from, address, person living with, phone, transportation and other personal information. (C) 20 USC Section, 1232g et seq.	Indefinite	Destroy 4 years after the students withdrawal or graduation
Student Absentee Permit (C) 20 USC Section 1232g et seq.	1 day	Destroy
Student Tardy Permit	1 day	Destroy
Student Absentee Appeal (C) 20 USC Section 1232g et seq. (V)	Indefinite	Destroy when the student completes high school.
Request to Attend School out of School District (C) 20 USC Section 1232g seq.	2	Destroy

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<b>Attendance Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Attendance Records File (This record series is used to document those' attendance records that are created by teacher in PreK-12 and are used to list and report attendance to the Superintendent's Office as mandated by district and state policy. These are not the official copy of attendance that is sent to the Oklahoma Department of Education. These must be kept for a short period of time to verify attendance. This record is basically a working copy that is essential for reporting to the Superintendent's Office. This record series may contain student enrollment information, class absentee reports, student daily absence log, daily absentee list, temporary daily attendance sheet, program and attendance record card, and teachers monthly attendance report {duplicate}. (C) 20 USC Section 1232g et seq.	1	Destroy
Principal's Student Attendance File (This record series is used to document student attendance in the homerooms and to maintain the principal's monthly report of attendance which becomes a part of the official attendance record. This file is no longer useful after a year once the official attendance has been reported). (C) 20 USC Section 1232g et seq.	1	Destroy
Student Entry and Exit Log (This record series is used to document a student entering and leaving the school system. This record provides verification that a student has enrolled in the district and the departure of that student. Used in reporting attendance in the district. This record series may contain the date, student name, grade/homeroom, time in, time out, parent signature and reason for leaving). (C) 20 USC Section 1232g et seq. (V)	2	Destroy

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<b>Attendance Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
School Schedule (This record series is used to delineate instructional time periods and non instructional time periods for all grade levels served and schedules provided. If entry level students are on a schedule separate from the upper elementary, a separate schedule must be provided).	2	Destroy
Student Record Release Form (This record is used to request and authorizes the release of student records pertaining to withdrawals and transfers of students. This is to be maintained in the student permanent records file). (C) 20 USC Section 1232g et seq.	P	Retain

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<b>Pre School/Pre Kindergarten Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Pre-Kindergarten - Student Folder (Folder contains records which document child's eligibility and participation in the Pre Kindergarten Program. May include: application, program and attendance record, medical records (including immunization records), AML behavior rating scale, social work home visitation record, correspondence to and from parents, permit and agreement form, parent's input into curriculum form, family needs assessment form, child nutrition survey, post medical history, questionnaire, dental permission form, community needs assessment form, family income verification, application for free and reduced school meals, tuberculosis skin test certificate, dental health record, medical examination form, height and weight form, Learning Accomplishment Profile (LAP) scoring booklet, learning accomplishment profile, individual education plan -(IEP)parent consent forms, child health records, parental consent for release of information) (C) 20 USC Section 1232g et seq.	3	Destroy
Pre-Kindergarten - Performance Standards Self-Assessment/Validation Instrument SAVI	P	Retain
Pre School and Pre Kindergarten - Annual Program Information Report (Program evaluation submitted to Federal Department of Health and Human Services, Office of Human Development Services, Administration for Children Youth and Families (ACYF)	P	Retain
Preschool Student File (This record series is used to document activities of the student enrolled in the district's preschool program. These include art, block building, cooking, motor activities, housekeeping, dramatic	4	Destroy

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<b>Pre School/Pre Kindergarten Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
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play, language arts/library, math/problem solving, multimedia, science, and social studies. The materials are to be developed to reflect the cultural and ethic background of the children. Tests and workbooks are not to be used. May contain student assessments, evaluations and performance gauges). (C)  
20 USC Section 1232g et seq.

Preschool Administrative File (This record series is used to document preschool programs in the school district. The program operated directly by the district. The program is designed to include and meet the needs of children across a wide range of abilities in a mainstream setting. This record series may contain the program application, periodic reports, transportation records, free lunch information, curriculum information, program comparison data and supporting documentation).	4	Destroy
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Preschool Parent Needs Assessment (This series is a guided questionnaire covering parent training topics, parent education and needs and social and health needs of the child or family. The series is used to track non-instructional components of the preschool program. It is also useful in profiling parents and their educational interests and needs for program planning purposes).	4	Destroy
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Preschool Family Component-Social Service and Health Needs (This record series serves as a tracking record for families needing social services or health services based on the needs assessment. It is useful in indicating areas where increased support or assistance may be needed which impact program planning and budgeting).	4	Destroy
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<b>Pre School/Pre Kindergarten Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Preschool Screening Log for Referrals (This record series serves a log-in sheet for all children referred for medical and other screenings at the time of registration. The log is used for quality assurance so that students may obtain services they need. Patterns of need can also be determined through a review of the series).	4	Destroy
Preschool Student Information Form This record series serves to track general information about preschool attendance during the school year. It is used for screening purposes to ensure all entrance requirements and testing have been met. The series can be used as a monitoring document assuring all services and requirements have been met). (C)	4	Destroy
Preschool Student vision/Hearing Referral (This record series acts as a tracing sheet for children needing follow-up for vision/hearing problems. It is used as reminder that the referral has taken place. The series might be used to protect district from any claims regarding failure to treatment).	4	Destroy
Preschool Parent Meeting Sign-in Sheet (This series serves as an attendance sheet for parent meetings. Statistical data gathered from the series used in preparing grant applications. The series documents parental interest in their children's preschool program).	1	Destroy

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<b>Professional Staff Development Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Professional Staff Development Data Form File (This records series contains forms for Professional Staff, Paraprofessional Staff, Non Certified Staff and Teacher Aide Staff. Professional Staff Data Forms are included in this series. Certain persons employed by the school district in positions which require some type of certification by the Oklahoma Department of Education needs to complete a data form. This record series is used to document staff data including certified staff, para-professionals, non certified staff, teacher aides, and has salary changes and corrections. Also each paraprofessional employed by a school district as teachers assistant is identified with their qualifications on the forms in this file. This report may be prepared by the principal of each school at the beginning of the school year. Identifies every non certified staff person employed in the school with their qualifications). (V)	2	Destroy
Professional Staff Development Program File (This record series is used to identify areas for school-based professional development, activities, attendance by staff and sources for funding development tied to planning. This file may include the professional development plan, the personal design plan and the professional development proposal. The series is used to outline the entire planning process at the school district level for both regulatory requirements and staff responsibilities. This includes types of workshops and meetings that are suitable for attendance).	5	Destroy
Professional Staff Development Credit File (Includes Travel) (This record series is used to document an individual request for and proposal for professional development	3	Destroy

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<b>Professional Staff Development Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
credit for an activity involving travel and is used as a check off list to ensure the appropriateness for credit. The series is a detailed description of the travel project with narrative detail as to what took place. This includes international travel. This series is used for those staff members wishing to obtain credit for attending a professional development conference and is used to document participation. Credits obtained may assist in promotions, salary changes, or fulfilling job requirements.)		
Performance Evaluation Plan for District Certified Personnel/Administrators	3	Destroy
In-service Teacher Registration (This record series is used to verify the attendance and participation in the in-service program for professional improvement. This form insures that the teacher receives proper credit for participation. The Superintendent's Office or school principal keeps a record of the total inservice hours attained by each teacher).	1	Destroy
Teacher Evaluation of In-Service Activity (This is the participating teacher's evaluation of the inservice workshop or activity. It is used by the Professional Development Coordinator in evaluation of the workshop or activity).	1	Destroy
Request for Permission to Attend Professional Meeting	1	Destroy
Professional Development Committee Minutes	4	Destroy
Personnel Evaluation (Certified/Administrator) (This record series is used to document the annual evaluation of nontenured certified	Indefinite	Destroy

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<b>Professional Staff Development Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
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personnel and administrators as well as tenured certified personnel who are evaluated in accordance with State law, Board policy and negotiated agreement. This is a summative evaluation that is based on formative evaluations done over the school year. The evaluation is completed by a state trained evaluator.)  
(C)

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**Tribunal, School-Based Decision Making Groups (Safe Schools, School Improvement and other School Committees)**  
**Description**

**Retain (Years)**

**Disposition Instructions**

School-Based Decision Making Group Minutes (V)	P	Retain
School-Based Decision Making Group Committee Minutes (V)	P	Retain
School-Based Decision Making Group Meeting Announcement (V)	3	Destroy
School-Based Decision Making Group Annual Budget (Allocation) (V)	P	Retain
School-Based Decision Making Group Budget Expenditure Report (V)	3	Destroy after audit.
School-Based Decision Making Group Laws	P	Retain
School-Based Decision Making Group Annual Transformation Plan	5	Destroy
School-Based Decision Making Group Policy Appeals (This series documents the appeals process to School-Based Decision Making Group policy. A person requests in writing to be heard and includes information about the grievance issue. The group considers the merit of the complaint, makes a decision and responds in writing to the complainant. If not satisfied, the complainant can appeal to the superintendent or Board of Education, in accordance with Board policy.) (V)	5	Destroy
School-Based Decision Making Group Request for Waiver of Board Policy (This series documents requests for waivers of the school board policy by the School-Based Decision Making Group. The waivers are requested when the group	5	Destroy

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V= Vital

**Tribunal, School-Based Decision  
Making Groups (Safe Schools,  
School Improvement and other School  
Committees)  
Description**

**Retain (Years)**

**Disposition  
Instructions**

determines that local school board policies limit its effectiveness. The request must be in writing and identify the policy and the rationale for the request. Waivers are generally granted for one year). (V)

School-Based Decision Making Group  
Request for Professional Development  
(V)

3

Destroy

School-Based Decision Making Group  
Policy (This series documents policies established by the School-Based Decision Making Group for its activities and decisions. The policies covered are required by law which may include determination of curriculum, assignment of staff, assignment of students, determination of school schedule, space allocation, planning and resolution of instructional practice, selection and implementation of discipline, selection of extracurricular programs and procedures consist with local board policy). (V)

P

Retain

School-Based Decision Making Group  
Request for Professional  
Development (V)

3

Destroy

School-Based Decision Making Council  
Annual School Report (This series documents an individual schools objectives, outcomes and task accomplishments. The report will be distributed to all parents affiliated with the school and shall include at least a three year comparison of dropout rate, retention rate, attendance, achievement scores, percent of free and reduced lunches and number of transfer students. The series is used to track annual progress taking place at an individual school). (V)

P

Retain

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V= Vital

**Tribunal, School-Based Decision Making Groups (Safe Schools, School Improvement and other School Committees)**  
**Description**

**Retain (Years)**

**Disposition Instructions**

School-Based Decision Making Group Annual Financial Audit Report (This series documents the annual financial audit of the School-Based Decision Making Council. The financial audit is submitted to the Superintendent and follows guidelines established by the board of education with advice from a certified public accountant. The series is used to insure compliance with the auditors letter to management).

P

Retain

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<b>School Technology Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
On-Site Service Request (This record series documents a service request to school technology from an individual school. It is used as a planning and scheduling tool to ensure prompt and effective responses to service requests. It is used as the equivalent of a work order).	1	Destroy
Computer Repair Statement (This record series serves as a cost statement for repairs made to a particular computer at a school which outlines work done and the cost of the repair. It can be used for decision making whether the computer is worth maintaining or needs replacement).	2	Destroy
Audio Visual Repair Tag (This record series serves as a work order or request for repair of a piece of audio visual equipment at the school level and is attached to the item under question. Cumulative information gathered could be used in decisions regarding replacement).	1	Destroy
Vendor Files (This record series is used to reference purchases from a particular vendor for easy retrieval for technology projects at a school and for district-wide purposes. The series is simply a folder titled by vendor name with the most recent activity at the front of the folder).	5	Destroy

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<b>Special Education Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Attendance and Accounting for Special Education student Services. (This document reports to the Department of Education a record of the delivery of services by the school district to handicapped children. It is used for monitoring and compliance purposes).	2	Destroy
Special Education Due Process Student Folder (May include the individual Education Program (IEP) for the special ed student. Other items included may be psychological evaluations. Procedural checklists, record of parent contacts, referral to program, parental permissions for individual testing), notification of conferences, individual education programs, conference summary reports, parental permissions for placement, notification of placement recommendations, parental permissions for changes in placement, parental permission for reevaluation, parental refusal of placement, behavioral observations of referred student, development and social histories, permission for individual evaluations, evaluation notices, records of disclosures, learning disabilities written reports, notice of admissions and release committee meeting short term objectives). (C) 20 USC Section 1232g et seq. (V)	Indefinite	Destroy 3 years from date of last activity and after notification of parent(s) or student
Application for Federal Assistance for the Education of handicapped Children (V)	3	Destroy
Quarterly Summary Report - Education for the Handicapped (V)	3	Destroy
Annual Data Report (This record series provides narrative and statistical data concerning the education of the handicapped).	P	Retain
Application for Tentative Approval for Classroom Units for Exceptional Children (V)	2	Destroy

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V= Vital

<b>Special Education Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Follow-up file for Emotionally and Behaviorally Disabled Students Who Have Been Moved into Regular Classroom Programs (C) 20 USC Section 1232g et seq.	3	Destroy
Student Application for Program - Student Not Accepted (C) 20 USC Section 1232g et seq.	3	Destroy
Evaluation Tests for Students with Special Needs. (C) 20 USC Section 1232g et seq.	1	Destroy

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V= Vital

<b>Student Records Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
<p>Student Cumulative Record Card/Folder (Current, Graduates, &amp; Withdrawals) (This record series is used to document the educational history of the student. It is the essential documentation for student evaluation, placement, and graduation. After graduation it becomes a data file on the student that is necessary for job placement, college entrance, and other purposes vital to the individual. The Exact content of the student cumulative folder may vary by site).</p> <p>Record series that may be in the student folder:</p> <ol style="list-style-type: none"> <li>1). Cumulative Student Record Card (Retain Permanently)</li> <li>2). Student Record Release Form (Retain Permanently)</li> <li>3). Duplicate "Copy of Record" (Destroy when no longer useful)</li> <li>4). Non-Permanent Record Series per School District Retention Schedule</li> </ol> <p>(Records filed in this folder, which are included in this schedule as non permanent, may be separated from this folder and destroyed in accordance with the stated disposition instruction).</p>	P	Retain. Record Series included in the folder which are Designated as non permanent may be destroyed in accordance with the stated disposition instructions.
Primary Work Book (Contains student class assignments: penmanship, art, composition, language, etc.	P	Retain
Student Withdrawal Checklist and Clearance Sheet (C) 20 USC Section 1232g et seq.	P	Retain

C=Confidential Record

P=Permanent

V= Vital



<b>Student Records Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Parent Notification to School for Student Withdrawal from School Form (Required by KRS 159.010 for student between ages 16-18 to terminate education (prior to graduation.) (C) 20 USC Section 1232g et seq.	P	Retain
Student Activity Participation Sheet (Record of student's co-curricular and extra curricular activities, and honors received) (C) 20 USC Section 1232g et. Seq.	Indefinite	Destroy one year after graduation
Section 504 Record File (504 Plan) (This record series is used to document student activity under section 504 of the Rehabilitation Act of 1973. It may contain the referral, eligibility determination, accommodation plan, termination status, evaluations and re-evaluations. This file documents the individual 504 student plan and the evaluation process). (C) 20 USC Section 1232g et seq.	Indefinite	Destroy 4 years after either of the following: (1) Termination of 504 Plan (2) Graduation of Student (3) Withdrawal of Student
Student Aptitude, Achievement & Academic Test Score Results (This record series are the results of tests including aptitude, achievement, academic, PSAT, SAT and ACT may be attached to the transcript, permanent Student Cumulative Card or Folder. In this case the records become permanent and should not be destroyed. If they are kept separate from the transcript or card they may be destroyed according to the retention schedule). (C) 20 USC Section 1232g et seq.	Indefinite	Destroy 4 years after student leaves
Referral to Special Education Programs (Federal, State and Other) (This document is used for entrance into special programs, including state and federal programs operated by the schools. The students must meet certain criteria). (C) 20 USC Section 1232g et seq.	1	Destroy

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<b>Student Records Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Register of Individuals Reviewing Students Records (This record series is used to register, in chronological order, those persons who have authorized releases to review student information. The purpose is to protect school staff against unauthorized release of information by keeping a record of what was released and to whom).	5	Destroy
Guidance Counseling Service Application (This requests services (home visit, conference with student, petition for student for: truancy, illness, parental indifference, behavior, etc.) of the Guidance Counseling Services. This is usually a matter of student absenteeism, but other problems could be the issue). (C) 20 USC Section 1232g et seq.	2	Destroy
Final Notices, Petitions, Court Actions for Truancy Violations (log of absentee/truancy follow-up activities of Guidance Counseling Services) (C) 20 USC Section 1232g et seq.	5	Destroy
Final Notice to Parent/Guardian (Student Absenteeism) Final Notice to parent/guardian that student is not attending school as required by law) (C) 20 USC Section 1232g et seq.	2	Destroy
Student Transfer Document (This record series is used to certify a student's attendance in the school system along with grades and credits earned in course work to date. In effect, this is a transcript of grades. This document is used to transfer a student's school record to another school district. All original information is in the student's cumulative folder and remains in the transferring school. (C) 20 USC Section 1232g et seq.	Indefinite	Destroy when obsolete
C=Confidential Record                      P=Permanent                      V= Vital		

<b>Student Records Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Student cumulative Health Record (May contain the student medical record, immunization record, dental record, religious-medical exemption and related documents. These records ensure that the student has met state mandated health requirements to attend school. They verify immunizations and health history. Used to qualify student to attend public school and as the basis to protect the health of the general school population. These may be found in other agencies such as local health departments and private doctor's offices. May contain the medical examination form signed by physician, immunization history, request and consent for immunization, pupil health appraisal. Religious/Medical Exemption Form may replace the medical, immunization, and dental form). (C) 20 USC Section 1232g et seq.	Indefinite	Release to graduates at the time of graduation; or destroy one year after graduation; or retain until non graduate student reaches the age of 21
Counseling Referral Form (This record is used by school district personnel, including teachers in referring students to the guidance counselor or another agency for counseling and evaluation. (C) 20 USC Section 1232g et seq.	Indefinite	Destroy one year after graduation
Student Request for Change in Schedule (C) 20 USC Section 1232g et seq.	Indefinite	Destroy when new schedule is made
Student Parental Permissions/Requests (Extracurricular Activities in School Hours, To Leave School Early, To Stay After School, To Ride a Different Bus)	1	Destroy
Parental Waiver of Student Attendance in Any Federally Funded Class (This record is used to certify that the parent or guardian has been informed of a federally funded program available	5	Destroy

C=Confidential Record

P=Permanent

V= Vital

<b>Student Records Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
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for their child to attend and has chosen not to allow the child to participate. This record is maintained in the student cumulative folder). (C) 20 USC Section 1232g et seq.

Grade Deficiency Report (Communication to parent that student is in academic difficulty) (C) 20 USC Section 1232g et seq.	1	Destroy
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Student Sign-In Sign-Out (Log of students who leave school with permission during the day)	1	Destroy
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Student Scholarship and Senior Awards (Compiled for graduation, lists student's scholarships and awards)	1	Destroy
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Student Schedule Card (This record series documents a students class schedule and day to day activities. Used to track whereabouts of student while at school). (C) 20 USC Section 1232g et seq.	1	Destroy
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Teacher Class Schedule/Worksheet (Created by teachers in each department or administrator in setting up class schedules for the upcoming school year).	1	Destroy
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Achievement/Aptitude Test Answer Sheets (The form is used to record answers to questions provided in aptitude and achievement tests administered by a school to its students. Test results are used to determine student academic achievement and aptitude and assist in student placement. Since the results are eventually to be found in the Aptitude and Achievement Test Score Report or Student Cumulative Folder the sheets need not be kept to document mental deficiency). (C) 20 USC Section 1232g et seq.	2	Destroy
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<b>Student Records Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Graduate Survey/Annual Performance Report (Periodically the school may survey graduates to ascertain how they are doing in their careers and lives and how well they feel their schools prepared them. The results are summarized and reported to the local Board of Education, the faculty, and the news media. The information is used to gauge the success of students and to locate possible weaknesses in the educational process of the district. It indicates what graduates, as a class have done in college work, in military science, and in fields of employment. This instrument is used to gauge possible weaknesses in the educational process of the district and as a reference to use in planning curriculum for future classes).	1	Destroy
Student Suspensions, Expulsions and Dismissal File (The record series documents the suspension or expulsion of pupils from school. It is required that all pupils comply with the lawful regulations of school government. Any willful disobedience or defiance may lead to suspension or expulsion. Due process shall precede any suspension and statute further provides that any suspension action shall be reported to the superintendent and parent or guardian of the pupil. The form will generally have a distribution to the parent/guardian, superintendent and school principal. If the infraction is serious enough to warrant expulsion the recommendation needs to accompany the form distribution. The expulsion request will then be presented to the School Board by the Superintendent. If the Board votes to expel the student, the Superintendent will prepare a formal letter of expulsion to be sent to the	5	Destroy

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P=Permanent

V= Vital

<b>Student Records Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
parent/guardian and school principal. Copies of dismissals, expulsions and suspensions should also be filed in the student cumulative folder). (C) 20 USC Section 1232g et seq.		
Emergency Cards for Students (This card is completed by the parent/guardian upon a child's entry into school and is completed yearly thereafter. It provides specific information for use in an emergency).	Indefinite	Destroy when the card has been replaced with an updated one
Student Discipline or Student Behavior Log (These are daily records of student behavior at a special behavior area. This is a structured program for students identified as emotionally and/or behaviorally disabled and whose needs are best served in a specialized (i.e., positive, structured, education-oriented) environment. Placement may be initiated by the principal or counselor at the student's parent school).	10	Destroy
Juvenile Justice Student Record File (Day Treatment Center) (This record is used to document that students were referred to, and took part in the Juvenile Justice Day Treatment Center program. Day treatment centers provide educational alternatives for youth between the ages of 12 and 17 whose behavior precludes participation in a regular school setting and who have been referred by the court or school system. These programs are the least restrictive and most cost-effective placement alternative to institutional care. The centers are organized around curriculum, with individualized instruction. These centers are operated by the Oklahoma Department of Juvenile Justice but the student records are considered part of the student's home school district). (C) USC Section 1232g et seq.	Indefinite	Destroy 3 years after student is discharged

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<b>Student Records Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Plans of Study (4-6 years) Individual Student Graduation Plan (This record series is used to document student's goals for graduation, how they plan to get there, what classes and possibilities. These records identify areas Where the student may be deficient or proficient through testing and questionnaires. This record series contains copies of student abilities questionnaires, list of possible jobs & careers, student report that consists of test results (subjects) that ranks the students proficiency with those nationwide, individual profile report, individual student report, test results, Individual Student Report and achievement tests). (C) 20 USC Section 1232g et seq.	Indefinite	Return to student at time of graduation. If not returned destroy one year after graduation or withdrawal.
Student Health Education Data Survey Forms (C) 20 USC Section 1232g et seq.	Indefinite	Destroy one year Preparation of report.
Student permanent Record (This record is used to document student enrollment in the school district. May be a card, roster or printout. This record series contains the student name, school grade date, sex, birth date, student address, home phone, parent and guardian. Used extensively by the Guidance Counseling Service and may consult on a daily basis. Statistical reports may be attached which include migrant work report, racial category report, non-enrollment report, report of 18 year olds and overage students, non-resident student report, district census roster, school census roster, and annual census report to state department). (C) 20 USC Section 1232g et seq.	P	Retain

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V= Vital

<b>Student Records Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Student Discipline Record (Card, File or Log) (This record series is used to document disciplinary action taken against students. This record is used as a quick reference when trying to identify students that have been disciplined. This may be on individual cards according to name of the student, in a file or kept as a log by those dispensing the discipline. Some of this information may find its way to the student cumulative folder). (C) USC Section 1232g et seq.	Indefinite	Destroy one year after student leaves the District
English-as-a-Second-Language Program Student Folder (C) 20 USC Section 1232g Et seq.	Indefinite	Destroy 3 years after student graduates
Vision, Hearing and/or Scoliosis Screening Records (C) 20 USC Section 1232g et.seq.	1	Destroy

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<b>Title IX Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Title IX Complaint File (This record series contains all complaints and reports of possible non-compliance with Title IX. These are complaints by students, staff and others. This file contains those complaints that go through formal process whether substantiated or unsubstantiated. May include the name of the accused, review documents, complaint form, investigation reports, responses from accused, appeals, findings and or remedies, correspondence and actions taken). (C) 20 USC Section 1232g et seq. (V)	Indefinite	Destroy 5 years after student graduates or withdraws
Title IX Policies, Procedures & compliance File (This record may contain the compliance reports, self assessment audit, annual verification of procedures, grievance procedures and policy statement. This file is used to document compliance with Title IX by all areas within the school district including athletics and activities. Covered institutions, those receiving federal funding, must assess their own policies and procedures to ensure that gender equity is practiced in their organizations. Adjustments to policies and procedures are made as needed to eliminate any discriminatory practices. Schools must establish grievance procedures and appoint a contact person to coordinate compliance. Public Notice must be given in the local newspaper).	P	Retain
Vehicle Maintenance and Inspection File (This is a record which was created to keep all maintenance activities and inspections for a particular bus. This file contains the preventive maintenance inspection reports, work orders, pre-trip inspection, inspection reports, inspection certifications, is put in the folder. This is used as a reference in comparing maintenance done to a bus over the years). (C)	5	Destroy after audit.

C=Confidential Record

P=Permanent

V= Vital

<b>Transportation Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Monthly Fuel and Mileage Record (This record is used to document the daily consumption of fuel and the mileage run of each bus on a daily basis. This report is then compiled and issued as a monthly fuel report).	1	Destroy
Annual Bus Fuel Consumption Report File	3	Destroy after audit.
Bus Driver Extra Trip Pay Voucher	3	Destroy after audit.
Extra Curricular Trip Mileage Monthly Report	1	Destroy
School Bus Driver Evaluation File (New Driver's Test required for Certification and Employment-may be placed in the Personnel Master Folder)	1	Destroy five five after last entry
Medical examination Report for School Bus Drivers and Subs. School. Bus Drivers (V)	1	Destroy five years after last entry.
School Bus Driver's Physical Fitness Certificate (V)	1	Destroy five years after last entry.
School Bus Evacuation Drill Report	2	Destroy
Extra Curricular Trips Monthly Summary	3	Destroy
Yearly Bus Repair Summary Report	1	Destroy
Annual Summary of Bus Transportation Report (The purposes of this report is to inform the district board of education on an annual basis of the maintenance and gasoline consumption costs for the previous year's operations. It is background information needed for budget planning.	1	Destroy

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P=Permanent

V= Vital

<b>Transportation Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Oklahoma School Bus Accident Report	4	Destroy
School Bus Route and Schedule (V)	2	Destroy
School Bus Route and Schedule - Exceptional Children (C) 20 USC Section 1232g et seq. (V)	2	Destroy
Standard Bus Route Time Determination Record (This series documents an agreement between the school bus driver and the supervisory staff in school transportation as to the amount of paid time a driver has accrued on a given day as well as the number of miles driven. The series is critical should questions arise regarding driver pay and will reflect changes in routes and assignment which may take place over a school year. Some districts use time sheets for payment records). (V)	3	Destroy after audit.

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P=Permanent

V= Vital

<b>Food Services Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Free and Reduced Meals Eligibility File (This record series is used to determine eligibility of families for free and reduced meals in the public schools. Includes copies of eligibility standards, sample parent letter, application for free and reduced meals, notification to parent, public release, collection procedures and declaration of intent, general guidelines for verification, recommended guidelines for selecting applications for verification, recommended verification time frames, parent letter of notification, income verification statement, notification of adverse action, and verification summary sheet). (C) 20 USC Section 1232g et seq. (V)	5	Destroy after audit.
Application for Free and Reduced Price School Meals (C) 20 USC Section 1232g et seq. (V)	5	Destroy after audit.
Monthly Allocation of Food, Milk and Other Costs (This file is maintained for five years to document reimbursement of school lunch funds and to determine the allocation of costs for the audit trail).	5	Destroy after audit.
Daily Goods and Services Received and Other Direct Costs File	5	Destroy after audit.
Non-Expendable Equipment Depreciation Schedule	5	Destroy after audit.
Purchased Food and Milk Inventory	5	Destroy after audit.
USDA Commodity Perpetual Inventory	5	Destroy after audit
List of Food Suppliers/Bid List	1	Destroy after audit
School Menu	1	Destroy after audit

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P=Permanent

V= Vital

<b>Food Services Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
United States Department of Agriculture (USDA) Quarterly Food Inventory	3	Destroy after audit.
Notice of Delivery of Donated Foods to Schools and Other Recipient Agencies	3	Destroy after audit.
Notice of Allocated Donated Food	3	Destroy after audit
Notice of Arrival-Donated Food at Distributor's Warehouse	3	Destroy after audit.
Report and Claim for Reimbursement	3	Destroy after audit.
Breakfast Participation Report	3	Destroy after audit.
Lunch Participation Report	3	Destroy after audit.
Daily Program Invoice	3	Destroy after audit.
Inter-School Transfer Sheet for USDA Commodities	1	Destroy after audit.
Lunch Menue and Production Record (This record series is used for planning meals each day and to document statistics on meals served, both for food groups and numbers served). (V)	1	Destroy after audit.
Food Establishment Inspection Form	1	Destroy
Lunchroom Reports - Monthly	1	Destroy after audit.
Pest Control Service Record (This record series is used to document that an inspection has been made of the facilities and that there have been pest control delivered either by an independent vendor or school staff).	1	Destroy

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P=Permanent

V= Vital

<b>Instruction Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Student Teacher Placement Request (College or University request to school district for placement of its students as student teachers)	1	Destroy
Student Teacher Placement Form (This is an agreement signed between the school district and the placing college or university which stipulate the arrangement for placing student teachers in the district. One placement form is completed for each student the college or university is placing in the district as a student teacher).	1	Destroy
Substitute Teachers File (Principal's Copy) (This file is used to document the information given to the substitute concerning things he/she needs to know to prepare to be a substitute in class. This file may contain a report which serves as the substitute teacher's notification to the regular teacher of what was accomplished and/or occurred in the classroom while the regular teacher was absent).	Indefinite	Destroy when no longer useful
Equal Employment Opportunity (EEO) School Compliance & District Report File (This file is done to comply with the federal law which requires The Equal Employment Opportunity Commission and the Office for Civil Rights of the Department of Education to prescribe such records and reports as are necessary for the enforcement of the Civil Rights Act of 1964, as amended).	3	Destroy
Textbook Committee Minutes	1	Destroy
Textbook Committee Agenda	1	Destroy
C=Confidential Record	P=Permanent	V= Vital

<b>Instruction Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Textbooks - State Multiple List	6	Destroy
Textbook Adoption and Purchase Schedule	Indefinite	Destroy when superseded
Textbook Evaluation Instrument (This is a tool for evaluating textbooks being considered for adoption in the district). (V)	1	Destroy
Textbook Inventory (This is a textbook inventory of books held by the school district).	3	Destroy
Teachers' Assistant File (This record series is used to document and validate that persons have met all qualifications to be a teacher's assistant in preschool, kindergarten, elementary school and secondary school. Provides documentation that the applicant for a teacher's assistant has completed all training including the basic learning examination. Evaluations of the individual may also be in this file. A copy of the evaluation will be maintained in the person's official personnel file). (V)	3	Destroy after
Evaluations of Tenured/Non-tenured Teachers and Administrators (Principal's Copy) (These are duplicate copies of the evaluations and this file also contains classroom visit and observation sheet and teacher evaluation coding sheet. The originals are placed in the Master Personnel Folder in the Superintendent's Office. This record series is used to evaluate all teachers and administrators. This evaluation is based on personal observations by designated persons. Formative evaluations are used as the basis for summative evaluations. The local district plan and negotiated agreement dictate the number of formative evaluations needed).	1	Destroy

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V= Vital

<b>Instruction Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Schedule of Classes (V)	1	Destroy
Teacher Plan Book (To record an individual teacher's daily and weekly lesson plans. It documents what an individual teacher will be teaching and assigning on a given day or week. The lesson plan will assist them in their class preparation and will serve as general guide to what will be covered in an individual class). (V)	2	Destroy
Class Record Book )(This record series is used to document student academic and attendance data on a daily basis. It is maintained by the teacher and may be used in recording results of tests, other assigned curriculum and attendance. This information is transferred to attendance and academic records of each student) (C) USC Section 1232g et seq.	2	Destroy
Oklahoma Resident Teacher Program File (This record series documents the year long residence that all new teachers with less than one year of successful teaching experience must have in order to attain certification. This record series may contain the Resource Teacher Time Sheet, resident Teacher Performance Record, Confirmation of Employment along with observations, committee meeting information and professional growth plans, etc., for teachers who were resident teachers and have completed the process).	2	Destroy

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P=Permanent

V= Vital



<b>Curriculum and Assessment Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
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The Oklahoma Core Curriculum tests (OCCT) are given at state specified grades in accordance with the Oklahoma School Testing Program (OSTP) Act. The tests are aligned to the Oklahoma Priority Academic Student Skills (PASS).

By 2005-2006 school year Oklahoma must begin testing students in grades 3-8:

- 3<sup>rd</sup> grade - Mathematics and Reading
- 4<sup>th</sup> grade - Mathematics and Reading
- 5<sup>th</sup> grade - Mathematics, Reading,  
Science, Social Studies  
and Writing
- 6<sup>th</sup> grade - Mathematics and Reading
- 7<sup>th</sup> grade - Mathematics, Reading  
and Geography (online)
- 8<sup>th</sup> grade - Mathematics, Reading,  
U.S. History, Constitution,  
Government, Science and  
Writing

Oklahoma Performance Index (This report is based on the Oklahoma Core Test (OCCT), writing portfolio, alternate portfolio Criterion Referenced Test (CRT), results for students in grades 3 through 8 and End-of-Instruction Test results. The report summarizes information for the school, district and state. The report includes building level performance reports.

P

Retain

OCCT School and District Summary Reports

5

Destroy

OCCT Individual Student Assessment Report (This record series may be in each individual school). (C) 20 USC Section 1232g et seq.

Indefinite

Destroy when  
student reaches  
22 years of age

OCCT Student Performance Report (The series is used to summarize student performance at a school and district-wide level on the OSTP (Oklahoma School Testing Program) tests. The results are used to lead instruction toward realizing goals of the Oklahoma School Testing Program Act

P

Retain

C=Confidential Record

P=Permanent

V= Vital

**Curriculum and Assessment  
Description**

**Retain (Years)**

**Disposition  
Instructions**

and the District. It may be published in the newspaper by the State Department of Education. May contain reading results, End-of-Instruction test results. Includes student performances at unsatisfactory, limited knowledge, satisfactory and advanced scoring levels plus descriptive data by gender, ethnicity, Title 1, migrant, ELL, student with disabilities, and other exemptions.

OCCT Assessment Report

10

Destroy

OCCT Annual Performance Report

P

Retain

The statute mandates that an annual performance report to the public be published in the local newspaper. The report provides a brief overview on the operation and academic performance of the local district. Student data including test results, dropout rate, retention rate, average daily attendance, post secondary training, students with disabilities, and numbers of economically deprived. May include staff data including student/teacher ratio, teacher/administrator ratio, salary data by rank, teachers teaching out of field as well as number of classes taught by those teachers, average cost per staff for staff development and percentage of attendance by professional staff. Management data including cost per pupil transported, current expenses per pupil, percent of revenue received from local, state and federal sources, local revenue per child, assessed property value per child and district goals for succeeding year).

Curriculum Guide (Listing and Description of Courses Offered) (This record series is the school district's curriculum guide which lists all courses to be offered for

P

Retain one copy,  
destroy  
remainder

C=Confidential Record

P=Permanent

V= Vital

**Curriculum and Assessment  
Description**

**Retain (Years)**

**Disposition  
Instructions**

the school year. Information is by department, indicating course title, course description, grade levels, and number of credits. The curriculum guide is prepared each year).  
(V)

Office of Accountability Annual  
Profiles District and School Reports  
(These reports are issued by the Oklahoma  
Office of Accountability. The report is  
provided to the public by the district and  
the school).

P

Retain one copy,  
destroy  
remainder

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P=Permanent

V= Vital

<b>Gifted and Talented Education Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Gifted and Talented Education Committee Minutes (V)	P	Retain
Gifted and Talented Education Program Annual Summative Evaluation (Annual Report)	P	Retain
Gifted and Talented Student File (This record series is used to document that a student has been selected to be a part of the Gifted and Talented program. This record is kept for the purpose of verifying that the student has qualified through testing and performance. It is basically a reference while a student is a part of the gifted and talented program. Any grade, testing scores or evaluations are filed in the student's cumulative folder. This record series may contain name of student, address, phone, ID#, evaluations, testing information, performance measurements, classes attended, accomplishments and classroom work). (C) 20 USC Section 1232g et seq.	Indefinite	Destroy 1 year after graduation or after withdrawn students reach age 23
Gifted and Talented Education Program Report (Each School)	3	Destroy

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P=Permanent

V= Vital

<b>Extended School Services Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Extended School Service Program Administrative File (This record series documents the application for funds by the school district to operate extended school services. These programs are held outside the normal school day and provide funding to offer more time and assistance to students who have fallen behind or need additional help to keep up with their academic studies. The application documents that need and speaks to the scope of services to be provided. This file is used to maintain documentation of the program including the description, personnel information, goals, checklists of projects, budget information, and summaries of results).	4	Destroy
Extended School Services Student File (This record series is used to document activities of students taking part in the extended school services program including summer school. These document the application process and the activities, achievements of the students, the needs of the students, reasons for inclusion in the program are documented. This record series contains the notification to parents of student needs, application for program participation, referral of students to the program, student contracts, progress reports, tutorial needs, intercession information, data forms, and other correspondence and documentation dealing with students enrolled. (C) 20 USC Section 1232g et seq.	4	Destroy
Extended School Service Program Evaluation Form (This record series evaluates the extended schools services provided by the district and is submitted at the end of the school term and any summer term. It serves to account for services provided and may document	P	Retain

C=Confidential Record

P=Permanent

V= Vital

**Extended School Services**  
**Description**

**Retain (Years)**

**Disposition**  
**Instructions**

unmet needs where expanded services could be proved. It is used to document performance of the area of extended school services. May include student data including qualitative and quantitative performance data, student attendance at extended school services and promotion and graduation data resulting from participation in extended school services).

Extended School Service School-Based Plan (This series documents an individual schools' extended school services plan in indicating those involved in the process, the needs at the school level, the budget costs involved, and a description of the planning process. It is used to document district aspirations in the area of extended school services and acts as guide in the implementation of that plan. School name, principal, district name, date, student incentives for participation, criteria for selection of staff, methods used to make programs accessible, types and descriptions of all contracts, instructional materials and supplies plus a description of strategies for involving parents).

P

Retain

Summer School Administrative File (This record series is used to document summer school activities and programs. The application is submitted to the Department of Education and approval is given. This file may contain the application, approval letter, news release, information sheet and the teacher's final report. The summer school teacher uses this form to report to the summer school principal at the end of the session, grade level, grade achieved, and credit for each student taught. The summer school principal gives report to the counselors who in turn record grades on permanent student record cards at the high school. If student is out of the district,

5

Destroy except  
Summer School  
Accreditation  
application is  
retained

C=Confidential Record

P=Permanent

V= Vital

<b>Extended School Services Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
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the grades are sent to that district).

Extended School Service student Update (C) 20 USC Section 1232g et seq.	1	Destroy
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C=Confidential Record

P=Permanent

V= Vital

<b>Library Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Overdue Fine File (Contains the overdue notice and register of student payment)	1	Destroy
School Library Report (This record series documents information about the library/ media center and the librarian/library media specialist. Financial information concerning the amount appropriated and spent per pupil, a detailed list of materials and equipment, a detailed list of media equipment housed in the school building, and answers to questions relating to the organization and program of the library/media center. It is signed and dated by the library media specialist (librarian) and the principal and documents the school's compliance with the State Department of Education guidelines for the operation, staffing, facilities and equipment, and program organization of the library/media center).	5	Destroy after audit.
School District Staff Net User Agreement (This series documents staff agreement with the Net Use rules and responsibilities adopted by the school district. Employees agree to comply with these rules and any violations of these rules and responsibilities may result in loss of access, disciplinary or legal action. It is used to show that the rules and responsibilities have been read and that the user is subject to legal actions as a result of violations. May contain the signature of employee, date, full name, work location, job title, date of birth, home address, home telephone number, daytime telephone number).	1	Destroy when superceded or After termination or retirement of employee
Student Net User Agreement and Parent Permissions (This series documents the agreement between the student and the school district that the student will abide by the rules and responsibilities for net use issued by the district. In addition, permission is given by the parent or guardian for the student to access networked computer services as well as	Indefinite	Destroy when Superceded or When student withdraws or graduates from district

C=Confidential Record

P=Permanent

V= Vital



<b>Library Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
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assume responsibility for violations made by the child. As a result all impacted parties are informed and acknowledge what is involved in net use in the vent of any conflict or violation. May contain student's signature, date, student's name, student's school, grade, date of birth, parent/guardian's signature, date, parent/guardian's name, address, telephone number, and daytime telephone number).

User File/Log (Computer) This record series is used to document those students, teachers, and others who use school computers. It is used as a reference when questions arise. This may be either a paper or an electronic file. May contain the name of user, date and time, ID information, and whether a student, faculty member or administrator).

1

Destroy

C=Confidential Record

P=Permanent

V= Vital

<b>Grants Administration Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Federal Grant Program Files (This record series may contain grant documentation for the following federal programs: (1) Title 1 - Improve the education opportunities of deprived students to help them attain grade level proficiency, improve achievement in basic and more advanced skills and succeed in a regular program. Includes migrant education and Even Start Family Literacy Program. (2) Title II - The Dwight D. Eisenhower Professional Development Program and No Child Left Behind Act (3) Title IV - Safe and Drug-Free Schools and Communities (prevention and education programs) (4) Title VI - Encourages the initiation of innovative education programs. Other programs such as Individuals with Disabilities Education act (IDEA), Carl D. Perkins Vocational and Technical Education Act, Title VII Stewart B. McKinney Homeless Assistance Act, Education for all Handicapped Children (EHA), Head Start, Job Training Partnership act (JTPA), Summer Youth, No Child Left Behind and Workforce Investment Act and Impact Aid. The school district may have other federal grant programs that are a part of this file. This file may contain the application, periodic reports, programmatic records, financial records, student evaluations, ranking reports, data reports, comparability reports, budget and expenditure reports, referrals, equipment inventories, test forms, homeroom directories, loss and gains test form along with correspondence). (V)	Indefinite	Destroy 3 years after submission of final Expenditure report and audit.
Grants Administration File (This record series documents the application for and the administration of grant projects, including State Grants, other than those listed under Federal Grant Program Files. May include the application/agreement, award notice, income level survey forms, primary financial documents such as warrants/checks, vouchers, purchase orders,	Indefinite	Destroy 3 years after submission of the final report and audit

C=Confidential Record

P=Permanent

V= Vital

<b>Grants Administration Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
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receiving reports and warrant, check or  
voucher registers, working papers, engineering  
drawings, periodic and final reports,  
correspondence, reference material, and  
financial and statistical data). (V)

C=Confidential Record

P=Permanent

V= Vital

<b>Impact Aid Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Impact Aid Application for School Assistance (V)	1	Destroy
Impact Aid Student List (Identifies total number of students living in government housing for impact aid application purposes). (C) 20 USC Section 1232g et	1	Destroy

C=Confidential Record

P=Permanent

V= Vital

<b>Facilities Maintenance Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Heating and Cooling System Service Log	1	Destroy
School Maintenance Work Request	1	Destroy

C=Confidential Record

P=Permanent

V= Vital

<b>Security Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
Paging Device Release Form - Security Personnel (This series documents the release of a paging device to school district resource officer by an appropriate school administrator. (This record series documents that a student in a public school shall not possess a gaging device while on school property or while attending a school-sponsored or school-related activity on or off school property unless the student is an active member of a volunteer fire fighting organization or emergency medical services organization. A paging device may include pagers, cellular phones or other telecommunications devices as defined by state law. A district's Cod of Conduct shall include a prohibition of these devices. A person discovering a student in possession of a device reports to the appropriate school administrator who shall order a peace officer or appropriate school employee to confiscate the device. The paging device shall be forfeited to the school district).	1	Destroy
Paging Device Release Form - Parent /Student (This record series documents the release of a paging device to the parent/ owner by school district security on the first violation. State Statute and Board Policy prohibits the possession of a paging device by a public school student while on school property or while attending school-sponsored or school-related activity on or off school property. The series is used to protect the district from potential liability).	1	Destroy
Statistical Investigative Report - Annual (This record series documents on an annual basis in statistical format the types of investigations undertaken by school district resource officers for administrative and planning purposes. Information gathered	P	Retain

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P=Permanent

V= Vital

<b>Security Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
is useful for employment decisions, budget decisions relating to security as well as potential regulations or legislation directed toward these security problems. May contain the investigator, numbers of victims, perpetrators, referrals, total incidents, student assaults, teacher assaults, drug/alcohol, extent of injuries, weapon analysis by type of crime).		
Paging Device Inventory List (This Record series provides an inventory of paging devices confiscated by school district security and is used as a control document to know what devices are on hand and their disposition. KRS 158.165 prohibits possession of a paging device by a student and allows for confiscation by a peace officer or appropriate school employee. It is used to insure that all confiscated devices are accounted for).	2	Destroy
School Property Trespass Notice (This record series is used to document anyone who remains on the school district premises without permission from the principal's office and are considered trespassing or loitering. Violations are usually reported by the principal or other administrative staff at the school to the investigatory or security unit in the district. These special units then issue a trespass notice/letter to the violator outlining the violation location, hour and day along with an outline of district policy and the potential for legal action).	2	Destroy
Incident Investigative Report (This record series is used to report the investigation of an incident reported on or near a school operated by the district. The incident is usually brought to the attention of the administrator who compiles the data and	1	Destroy

C=Confidential Record

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V= Vital

<b>Security Description</b>	<b>Retain (Years)</b>	<b>Disposition Instructions</b>
creates a narrative report. The report contains no mention of student/trespasser names. However, one might find the name of the school principal, teacher or other employee. The report might be of assistance in pursuing court actions or increasing security activities at or near the school). (V)		
Crime Laboratory Examination Report (C) (V)	1	Destroy
Severe Incident Referral Cases (This record series documents cases referred from the school district to the police or the investigations unit of the school which involve burglary, vandalism, theft, or related offenses to school property after school hours. These cases are ones in which juveniles are the perpetrators. The data compiled by them may be helpful in the adjudication of the case against the juvenile). (C) (V)	1	Retain until student reaches age of 19, then destroy
Juvenile Court Records (This record series documents legal actions filed on behalf of the victim in a criminal case for prosecution when both the victim and perpetrators are juveniles. The records maintained document the involvement with the juvenile which is frequently an investigative report initiated through the school or with school security. It will also include a summary disposition of the case. The original case will be filed with the court and will be maintained by the court). (C) (V)	Indefinite	Retain until the student reaches age of 19, then destroy

C=Confidential Record

P=Permanent

V= Vital





## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### WELLNESS POLICY

E-10

#### WELLNESS POLICY

##### Preamble

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;

Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of the deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;

Whereas, 33% of high school students do not participate in sufficient vigorous physical activity and 72% of high school students do not attend daily physical education classes;

Whereas, only 2% of children (2 to 19 years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid;

Whereas, nationally, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes;

Whereas; school districts around the country are facing significant fiscal and scheduling constraints; and

Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Thus, the Millwood Public School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Millwood Public School District that;

- The District will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- All students in grades PreK-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, all schools in the District will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program [including after-school snacks], Summer Food Service Program, and Fruit and Vegetable Snack Program).

- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

## TO ACHIEVE THESE POLICY GOALS

### I. Healthy/Fit and Safe Schools Committees

Each school within the District will strengthen or work within existing Healthy/Fit and Safe Schools Committee to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. The committees also will serve as resources to school sites for implementing physical activity policies. The committees also will serve as resources to school sites for implementing those policies. (A Healthy/Fit and Safe Schools Committee should include teachers, parents, students, representatives of the Child Nutrition Service, members of the school board, school administrators, health professionals, and members of the public.)

### II Nutrition Education

- A comprehensive curriculum approach to nutrition in PreK through 12<sup>th</sup> grade will exist.
- Beginning with the 2006-2007 school year, all PreK-12 instructional staff will be encouraged to integrate nutritional themes from the Oklahoma Department of Education and the Oklahoma Department of Health into daily lessons when appropriate. The health benefits of good nutrition should be emphasized.
- Nutrition education is offered in school cafeteria as well as in the classroom. (§210.12 and 227)
- The USDA guidelines of MyPyramid nutrition education resources or equivalent are recommended for use in the cafeteria and classroom.
- Staff responsible for nutrition education shall be adequately prepared and regularly participate in professional development activities to effectively deliver the nutrition education program as planned.
- Nutrition education will involve sharing information with families and the broader community to positively impact student and the health of the community.

- The District will provide information to families that encourage them to teach their children about health and nutrition and to provide nutritious meals for their families.

### III. Physical Education

- Students in physical education classes will participate in an annual health related fitness test, as selected by the instruction.
- Students will not be denied participation in recess, physical education or other physical activity as a form of discipline.
- Physical education instruction is taught by a teacher certified to teach the course by the Oklahoma State Board of Education
- Students in Grades K through 5 will participate in 60 minutes of physical activity each week. (Oklahoma Senate Bill 312)
- Students in Grades K through 5 will receive a 15-minutes recess before lunch each day, rather than recess after meals. Recess before lunch will be implemented to increase consumption and nutrient intake, decrease plate waste and improve cafeteria and classroom behavior.
- Information will be provided to families to help them incorporate physical activity into their children's lives.
- Schools are encouraged to provide community access to and encourage students and community members to use the school's physical activity facilities outside of the normal school day.
- Schools should encourage families and community members to institute programs that support physical activity.

### IV. Nutrition Guidelines for all Foods on School Campus

- School lunches and breakfasts will meet menu-planning system guidelines as required by the USDA. (§210.10 and 220.8)
- All foods made available on campus during the School Day will comply with the current USDA Dietary Guidelines for Americans:

Vending machines  
A la carte  
Beverage contracts  
Fundraisers  
Concession stands  
Student stores  
School parties/celebration

- Food providers will take every measure to ensure that student access to foods and beverages meets federal, state and local laws and guidelines. Food providers will offer a wide variety of age appropriate healthy food and beverage selections for elementary schools, middle school, and high school.
- Foods of minimal nutritional value (FMNV) are defined as foods belonging to the specific categories of soda water/carbonated beverages, water ices, chewing gum, hard candies, jellies and gums, marshmallow candies, fondant, licorice, spun candy, and candy-coated popcorn. (Oklahoma Senate Bill 265)
- In the high school, beverages that are FMNV as well as some electrolyte replacement drinks are allowed as long as it is not served during a meal, in the cafeteria area, or in areas where USDA reimbursable meals are served or eaten.
- In the high school only, carbonated beverages, including regular, diets and caffeine-free may be sold. In the common areas of the high school, vending machines that contain carbonated beverages or foods of minimal nutritional values should remain locked or be rendered inoperable until after the last lunch period. (§210.10)
- Carbonated beverages may not be sold in schools where grades 6 through 8 are located from ½ hour before the start of the school day until after the last class period.
- For grades 6 through 8 vending machines may only contain diet carbonated beverages and shall remain locked or be rendered inoperable until after the end of the last lunch period. Foods of minimal nutritional value are prohibited from being sold or served during student meal service in the food service area where USDA reimbursable meals are served or eaten. (§210.10)

- Students in grades PreK-5 will not have access to FMNV except on special occasions (Oklahoma Senate Bill 265), including the offering of these products after school activities, including sports.

## V. Monitoring and Policy Review

The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policy and regulations. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the school district superintendent or designee.

School food service staff, at the school or district level, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent. In addition, the school district will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the district has not received an SMI review from the state agency within the past five years, the district will request from the state agency that an SMI review be scheduled as soon as possible.

The superintendent or designee will develop a summary report every three years on district-wide compliance with the district's established nutrition and physical activity and wellness policies, based on input from schools within the district. That report will be provided to the Board and also distributed to all healthy/Fit and Safe Schools Committees, parent/teacher organizations, school principals, and school health services personnel in the district.

The Healthy/Fit and Safe Schools committee at each school site will make recommendations regarding health education, nutrition, and health services. The committee will study and make recommendations regarding physical education and physical activity. (Oklahoma Senate Bill 1627)

Policy review. To help with initial development of the district's wellness policies, each school in the district will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies. The results of those school-by-school assessments will be compiled at the district level to identify and prioritize needs.

Assessments will be repeated every three years to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the school district will review its nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The district, and individual schools within the district, will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### NAMING FACILITIES AND DISTRICT PROPERTY

F-01

#### NAMING FACILITIES AND DISTRICT PROPERTY

The Board shall be responsible for all decisions relative to the naming of district facilities and property. The Board shall also be responsible for all decisions relative to formal recognition plaques or other forms of permanent recognition for the donation of property, equipment or furnishings by private sources, including those items acquired by the district from donated funds.

New facilities shall have a dedication plaque placed in an appropriate public location to commemorate the construction project. Dedication plaques shall be made of cast bronze, approximately 20" x 24" in size, and shall include the following information: The name of the facility, the year built or renovated, the name and district of the members of the Board of Education, the name of the Superintendent, the architectural firm's name, and the construction contractor's name. The design of the plaque shall be developed by the project architect as a part of the construction documents.

The names of the Board members and the Superintendent shall be those who were in office when the construction project was approved by the voters and those Board members who were in office when the construction was completed; if no public vote was required, the names shall include those persons in office when Board approval for construction was granted and those Board members who were in office when the construction was completed.



**FLAGS**

It is the policy of the Millwood Public Schools Board of Education that the American flag and the Oklahoma flag will be flown at the school during school hours except in bad weather. An assigned staff member will be responsible for raising and lowering the flags.

The school day will begin with a flag salute at least once every school week. However, foreign exchange students, students formally associated with a religious group whose tenets are not in accord with this practice, and any other students not wishing to recite the pledge will not be requested to salute the flag. A notice to this effect will be posted in a conspicuous place in each school building and/or classroom.

**REFERENCE:** 25 O.S. §91.2  
25 O.S. §153  
70 O.S. §24-106



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **EVALUATION OF CERTIFIED EMPLOYEES**

**G-01**

#### **EVALUATION OF CERTIFIED EMPLOYEES**

The Board of Education recognizes that a program of evaluation is conducive to the overall growth of the school district. Consequently, the Board shall establish, through negotiations, a written policy of evaluation for all certified employees in accordance with School Laws of Oklahoma.

All evaluations shall be made in writing and the evaluation document(s) and responses relative to it shall be maintained in a personnel file for each certified personnel. All certificated personnel shall be evaluated yearly by certificated administrative personnel designated by the Board of Education.

*Page 1 of 1*

*Adopted March 6, 1989*



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### TEACHER EVALUATION

G-01-R1

#### TEACHER EVALUATION

Teacher evaluation is a continuous process. It may include observations from walkthroughs that provide snapshots of the overall behavior of the teachers, complete observations or formative reviews that occur for an extended period of the class time and feed back from teacher self-observations.

The criteria for effective teaching performance is outlined on the Teacher Appraisal form. The principal is responsible for the teacher in-service on the teacher evaluation process and the criteria for effective teaching performance.

Teachers will be formally evaluated at least twice a year. Teacher evaluations are conducted by the principal and assistant principal.

The use of cameras in the classroom is permissible to record delivery of instruction and classroom activities for the sole purpose of teacher self-observation.

The administrators will adhere to the collective bargaining agreement in relation to teacher evaluation.



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **SUBSTITUTE TEACHER EMPLOYMENT**

**G-02**

#### **SUBSTITUTE TEACHER EMPLOYMENT**

The Board recognizes that a qualified substitute teacher should be provided in the absence of a teacher. The building principal or his or her designee shall make provisions to provide a substitute teacher in the event the regular teacher cannot be present and/or an alternative educational program is not provided for the students.

Approved methods for providing substitute teachers include:

- a. Regular certified substitute teachers assigned from an approved substitute list.
- b. Stand-by substitutes assigned from an approved qualified list.

*Page 1 of 1*

*Adopted March 6, 1989*



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **SUBSTITUTE TEACHERS**

**G-02-R1**

#### **SUBSTITUTE TEACHERS**

To be eligible to apply as a district substitute teacher, individuals must be at least twenty one (21) years of age and a citizen of the United States.

All substitute teacher applicants shall be considered for employment from a pool of available candidates by the respective building principals. Successful candidates shall be interviewed and approved by the building principal prior to being placed in a substitute teaching assignment. A successful orientation shall also be completed.

#### **CERTIFIED SUBSTITUTE TEACHERS**

Selected persons who possess a valid Oklahoma teaching certificate, license or endorsement issued by the State Department of Education shall be eligible to substitute on continuous assignment(s) throughout the school term.

#### **NON CERTIFIED SUBSTITUTE TEACHERS**

Persons without a valid Oklahoma teaching certificate, license or endorsement issued by the State Department of Education may be employed on a limited stand-by basis. A total of thirty-five (35) days may be served without a certificate within the school district.

#### **ASSIGNMENT**

The building principal shall be responsible for assigning each substitute teacher to a specific assignment based upon certification, managerial and personal abilities. During the assignment, the substitute teacher shall function as a responsible employee of the district.

Substitute teachers shall complete a Substitute Teacher Report Form at the close of each assignment. This form which communicates the transactions during the assignment will be filed with the principal's secretary and shall be available to the regular teacher upon his/her return to school or any time thereafter. Reports of misconduct shall be thoroughly investigated and prompt appropriate disciplinary actions shall follow as necessary.

*Page 1 of 1*

*Effective March 6, 1989*



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### EXTRA DUTY ASSIGNMENT

G-03

#### EXTRA DUTY ASSIGNMENT

The Millwood Board of Education recognizes the mission of the comprehensive school district in providing extra-curricular, co-curricular experiences for students. It further realizes that in order to provide extra-curricular (and co-curricular) experiences for students, it may be necessary to utilize (all) instructional staff members as sponsors.

The superintendent shall ensure that all certified personnel will rotate equally and equitably non-instructional duties. Assignments such as lunch room duty, hall duty, morning playground duty, and bus duty after school will be assigned by each building principal and/or his/her designee.

Extra-curricular activities after school hours shall be supervised by certified school personnel or responsible adult designee and will be in compliance with negotiated agreement.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### EXTRA DUTY ASSIGNMENT

G-03-R1

#### EXTRA DUTY ASSIGNMENT

##### NON INSTRUCTIONAL DUTY

Non instructional duty represents the supervisory tasks required for an effective and efficient school operation. Such duty occurs during the contractual work day which starts and ends thirty (30) minutes prior to the start of school and thirty (30) minutes after the close of school.

All certified personnel will rotate equally and equitable non instructional duties. Assignments such as lunch room duty, all duty, playground duty and bus duty will be assigned by each building principal.

##### EXTRA CURRICULAR DUTY

Extra curricular duty shall be categorized as non instructional and instructional. Extra curricular duty occurs beyond the contractual work day.

Non instructional extra curricular duties shall include

chaperone, ticket seller and taker, timekeeper in sporting events and other duties not related to instruction. Such duties shall be posted prior to the event.

Instructional extra-curricular duties shall include

in service preparation, task forces, workshops, board/school committees and other teaching-related duties. When attendance at such meetings or participation in such duties is required by the administration as a condition of employment, compensation shall be made according to the rates established by the collective bargaining negotiated agreement.

Teachers may express their preference in selecting extra-curricular assignments, but in the event preferences are not forthcoming, the principal shall select the best qualified staff member. Such assignments shall be posted, giving a fair opportunity to all staff members in accordance with Title IX. Assignments to unwanted positions shall be rotated among staff members.

All extra curricular assignments designated for compensation shall be paid commensurate with the rate/schedule provided for the Collective Bargaining Negotiated Agreement and the regulations as defined by the State auditing practices.

Page 1 of 1

Effective March 6, 1989



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### STAFF TRAVEL AND EXPENSE REIMBURSEMENT

G-05

#### STAFF TRAVEL AND EXPENSE REIMBURSEMENT

All travel requests of administrators, faculty and support staff must be submitted to the Superintendent's Office for approval at least three (3) weeks prior to the initiation of any travel arrangement. Staff may be reimbursed for itemized and documented travel expenses provided such expenses are related to the employee's duties.

Upon approval, the district business office shall arrange for related accommodations. In the event air travel is necessary, the district shall pay the current commercial coach rate of a round trip fare. The district shall pay the current commercial rate for ground travel, including buses and trains, when necessity dictates this means of travel.

When personal vehicles are used as transportation in approved travel, such travel shall be reimbursed at the Internal Revenue Service (IRS) or state rate of reimbursement (see State Travel Reimbursement Act) according to mileage indicated on an Oklahoma map.

Advanced funding of any expenditures beyond transportation, hotel accommodations, or registration shall not be made by the district. Only those items for which there is itemized documentation may be reimbursed.

Reimbursement may be made from School Activity Fund and or General Fund.

Travel expenses and other related expenses of prospective employees for sponsored visits to the school district shall be paid at the discretion of the Board under the same guidelines as those for school employees.

Legal References: Oklahoma Statutes 70 Section 5-117  
School Laws of Oklahoma, Section 68  
State Travel Reimbursement Act  
HB2909, 1998 Legislative Session

Page 1 of 1

*Adopted April 4, 1983 Revised November 2, 1998 and December 6, 2004*





## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **STAFF TRAVEL AND EXPENSE REIMBURSEMENT**

**G-05-R1**

#### **STAFF TRAVEL AND EXPENSE REIMBURSEMENT**

Employees on official travel for the district may be reimbursed for authorized and approved travel expenses essential to the employee's duties and the transaction of official business. A completed travel request form (TR-1) must be submitted to the Superintendent's Office at least three (3) weeks prior to the initiation of any travel arrangement.

Upon completion of travel, all expenses claimed for reimbursement must be fully denoted and properly declared under the appropriate section of the expense reimbursement claim form. Receipts for expenses must be signed and attached to the claim form. An Expense Reimbursement Form must be submitted within thirty (30) days after completion of authorized travel. Reimbursement requests shall not cover periods of more than thirty-one (31) days.

The State Travel Reimbursement Act, 74 O.S., Section 500.1, sets forth the guidelines to follow for staff travel and expense reimbursement. As of January 1, 2002, the mileage rate for reimbursement is \$.365 per mile.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### SCHOOL BUS DRIVERS

G-06

#### SCHOOL BUS DRIVERS

The school transportation system is a vital component of a comprehensive educational program. Without competent school bus drivers to assume responsibility for the various transportation related needs of the school system, the safety and welfare of students would be seriously jeopardized.

#### CERTIFICATION

All school bus drivers must be certified through and by the Oklahoma State Department of Education. State law forbids any driver, regular or substitute, from working without proper certification.

The two types of certificates issued by the State Department include Emergency Certificate and Standard Certificate. (Form A)

Emergency Certificates are issued for only one year. The specific requirements for this type of certification are as follows:

1. Applicant must meet established health requirements.
2. Applicant must not have received any emergency certificate previously.
3. Applicant must instigate the application through the superintendent or the director of transportation.

Standard Certificates are issued for a five year period. The specific requirements for this type of certification are as follows:

1. Applicant must meet established health requirements.
- \*2. Applicant must have successfully completed the Oklahoma State Department of Education school bus drivers' workshop.
3. The driver must file an application with the State Department of Education through the Superintendent or the Director of Transportation.

\*Note: The State driver's workshop runs for five days and contains twenty (20) hours of instruction. A schedule of each year's workshops can be secured through the Transportation Director.

## PERSONAL APPEARANCE

Although uniforms are not required, Millwood drivers are asked to dress in a manner which will reflect positively upon the school district. The drivers attitude and acceptance of duties and responsibilities reflect whether he or she will be successful in establishing a good working relationship with students. There, personal dress should exhibit acceptable taste as follows:

1. Cut-off pants or shorts should not be worn.
2. Shirt sleeves should extend below the shoulder.
3. Shoes should be worn with socks.
4. Further protective clothing should be worn as needed.

## HEALTH REQUIREMENTS

In accordance with State law, all bus drivers of the Millwood School system are required to successfully pass an annual physical examination. The results, thereof, must be on file in the office of the Superintendent or his/her designate, the Director of Transportation.

Upon employment as a regular or substitute driver, the driver should receive a physical examination form which must be completed within a period of ten (10) working days.

As established by State law, school bus drivers must not have less than 20-50 vision in each eye and not less than 20-30 vision in both eyes except those drivers presently holding Oklahoma School Bus Drivers Certificates. Other health requirements must be met as established by the Oklahoma State Department of Education.

The use of alcohol or drugs by any driver prior to or during the operation of a school bus is strictly forbidden and any action(s) thereof will be cause for immediate termination of the driver.

The use of tobacco by a school bus driver is not permitted during the operation of the school bus.

## ETHICAL CONDUCT CODE

A positive, cooperative and courteous working relationship with patrons, students, teachers and fellow workers of the transportation staff is highly desirable. Relationships with students should always be on a strictly business basis. **DO NOT BECOME TOO FAMILIAR!** A hands-off policy is good to practice.

Personal character traits deemed a necessity are as follows:

1. Dependability
2. Initiative, self-reliance and leadership
3. Ability to get along with others

4. Freedom from use of undesirable language
5. Personal habits of cleanliness
6. Moral conduct and reputation above reproach
7. Honesty
8. Freedom from use of or addiction to alcohol, narcotics or other non-prescription drugs.
9. Freedom from use of tobacco while on duty as a driver.
10. Freedom from the habit of gossiping.

## **EVALUATION**

All Millwood school bus drivers are under continuous evaluation by the Superintendent of Schools, the Supervisor/Director of Transportation and building administrators. This continuous method of evaluation will be done in such a manner so as to ensure that the transportation department is operating at its safest and most efficient level.

Occasionally, the Superintendent of Schools or his designate, the Director of Transportation and/or the building principals will monitor/evaluate drivers of the Millwood School District. The "Driver Evaluation Form" (Form) B will be utilized for such observations and a completed copy thereof will be forwarded to the driver, the superintendent of schools and/or his designee, the building principals and a copy placed in the driver's personnel folder. Drivers will be reprimanded for negative observations and applauded for positive observations.

The "Bus Driver's Rating" (Form C) form will be utilized to evaluate each driver at the close of each school year. The summation of this rating, along with the periodic Evaluation Observation, will be the basis for recommendations relating to the driver's continued employment with the school district.

Because of the significant responsibilities involved in transporting students, drivers whose performances are unacceptable will not be allowed to continue to drive a school bus.

## **ABSENTEE PROCEDURES**

If it becomes necessary for a driver to be absent the following procedures should be followed:

1. The driver should notify the Superintendent of his/her designee at the earliest possible time.
2. The regular driver should anticipate and report when he expects to return to the regular post of duty.

Note:

1. Failure to follow the above procedures is just cause for the driver to be subject to disciplinary action.
2. The school district reserves the right to request a doctor's verification if circumstances warrant.

### **TRAFFIC CITATIONS**

Each individual bus driver is personally responsible for any traffic citations received whether the citations be for moving violations or for vehicle accidents. The Transportation Department or Board of Education will accept no responsibility for any traffic citations or any vehicle being impounded. The driver alone is responsible for such actions. Drivers who accumulated more than one (1) citation will be evaluated and may be placed on probation for a period of up to one (1) year. At such time a special evaluation will be conducted to ascertain continued employment.

### **KEEPING SCHOOL BUSES AT HOME**

No school bus will be released from the bus lot to be driven home by regular bus drivers unless performing field trip duties. School buses are expressly forbidden to transport any material or persons except pupils on recognized educational activities. Bus drivers who utilize a school bus for any purpose other than transporting students or take the vehicle to any area or location not approved by the transportation department are subject to immediate dismissal.

### **PERSONS OTHER THAN PUPILS ON BUSES**

A driver is prohibited from allowing any unauthorized persons on a school bus. Only school officials may determine who may board or ride a school bus. Drivers are not to allow parents, relatives or friends of any student on a school bus unless properly authorized to do so.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### SUBSTITUTE TEACHERS

G-07

#### SUBSTITUTE TEACHERS

The Millwood Board of Education realizes that teachers may occasionally be absent from the classroom and recognizes the need for qualified substitute teachers. In recognizing that need, non certified substitute teachers or substitute teachers with a lapsed or expired teaching certificate shall be paid at the rate of sixty dollars (\$60.00) per teaching day. Certified substitute teachers shall be paid seventy-five dollars (\$75.00) per day.

Substitute teachers are to be approved by the superintendent. All substitutes will be employed by the Millwood Public School District and paid by the district. The district will provide in-service training for substitute teachers employed to teach in the absence of the classroom teacher.

No non-certified, non-degree substitute teacher shall be employed for a total period of time in excess of 90 days during a school year.

No substitute teacher with a lapsed or expired certificate shall be employed for a total of time in excess of 100 days per school year and may not be employed for the same assignment more than 20 days during a school year.

Substitute teachers who do not hold a valid certificate and who are employed to teach special education for physically handicapped students or mentally retarded students are not subject to these restrictions if no certified teachers are available to teach such students and the students would be denied instruction in special education if the substitute teacher were not employed. The district will provide specific in-service training for a substitute teacher employed to teach special education for more than 15 consecutive days or 30 total days in the same assignment.

A certified substitute teacher may be employed on a monthly or annual basis in accordance with the terms of a written employment contract in the same manner and under the same conditions as regular teachers. Such substitute teachers shall receive the same compensation as regular teachers, at the same salary level, and will be employed pursuant to a temporary employment contract.

Reference: 70 O.S. §6-105  
Attorney General Op. No. 80-112 (June 16, 1980)



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **EVALUATION OF CLASSIFIED EMPLOYEES**

**G-09**

#### **EVALUATION OF CLASSIFIED EMPLOYEES**

The Board recognizes that a program of employee evaluation is conducive to improvement of the educational program. Therefore, the Board of Education authorizes the superintendent to establish a program of employee evaluation to improve the support services and comply with the Oklahoma Statutes. The program shall be established with the input of employees who are representative of those groups of employees affected and shall be reviewed periodically. The person responsible for making the evaluation shall be the employee's immediate supervisor; unless otherwise designated by the superintendent.

The evaluation shall be based upon the employee's performance, according to standards described and developed through the job description and established professional goals and objectives.

*Page 1 of 1*

*Adopted March 6, 1989*





## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### EVALUATION OF CLASSIFIED EMPLOYEES

G-09-R1

#### EVALUATION OF CLASSIFIED EMPLOYEES

Millwood Public Schools maintain that the purpose of evaluation is to assist employees in developing to the maximum of their potential. This is accomplished through an evaluation process that:

- a. Establishes standards of performance;
- b. Utilizes the position description in the evaluation process;
- c. Reinforces strengths and identifies area for improvements;
- d. Provides for a plan for improvement when needed; and
- e. Encourages self improvement.

The following evaluation program for classified personnel promotes communication between the employee and the supervisor, allows for clarification of expectations and fosters an atmosphere where the individual can develop professionally.

#### Timelines

Ten month employees and employees assigned to schools will be evaluated prior to the end of school.

Twelve month employees will be evaluated before June 30 of each year of their employment.

Probationary employees will be evaluated during the 90 day probationary period. All evaluations will be reviewed by the next higher supervisor and sent to the staff development and training department for filing in individual personnel folders.

#### Rating

All employees will be rated on district forms. When rating an employee, the duties, tasks and responsibilities as stated in the position description, as well as the indicators for the Standards of Performance, must be used as the frame of reference.

Employees receiving ratings of "H" must have supportive comments noted on the summary evaluation forms documenting the superior rating. When employees receive an "I" or "U" on the

appraisal, a Plan for Improvement form must be developed. Employees who fail to improve and receive ratings of "U" must have supportive materials attached to the summary evaluation documenting the reasons for the unsatisfactory performance rating.

The first 90 calendar days of initial employment or transfer shall be considered probationary period in which the immediate supervisor shall have the opportunity to evaluate the employee's ability to perform the functions required of the position. Within the first 30 days the employee will have an initial evaluation conference, using form. Employees needing improvement will develop a Plan for Improvement form with their supervisors. Probationary employees will be given a minimum of thirty days to show improvement for skill related areas.

Timelines for other areas needing improvement or for extending the probationary period will be established at the discretion of the administrator/supervisor/department head. All probationary employees will be evaluated at the end of the 90 day period.

All regular employees must be evaluated at least annually. If the evaluator identifies areas needing improvement, the employee will develop a Plan for Improvement form with his/her supervisor.

Employees have from 30 days minimum to 90 days maximum to show improvement in skill related areas. Timelines for other areas needing improvement will be established at the discretion of the administrator/supervisor/department head. The rating scale assumes that every individual can improve in performance. A four point scale is used in the rating process:

H - High level of performance

S - Satisfactory level of performance

I - Improvement required

U - Unsatisfactory performance

While "NA" is not listed, it is assumed the evaluator will recognize that not all standards may be applicable to all jobs or all individuals and will adjust the rating accordingly.

#### Review Procedure

To insure accountability and equatability of the evaluation process, employees receiving either "H" or "U" ratings will have their evaluations reviewed by the level supervisor, or that supervisor's designee, providing the designee is not the evaluator.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### CERTIFIED STAFF WORK LOAD

G-10

#### CERTIFIED STAFF WORK LOAD

It is the intent of the Board of Education that the work load of the certified staff be assigned equitably and in line with their academic specialties. The Superintendent of Schools is empowered to establish operational procedures that will collaborate and implement this intent. All rules and regulations established shall adhere to state statutes and regulations of the State Department of Education.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### CERTIFIED STAFF WORK LOAD

G-10-R1

#### CERTIFIED STAFF WORK LOAD

In an effort to provide students with a broad range of quality experiences in the comprehensive school programs, all instructional certified staff shall be considered for extra duty assignments.

The co-curricular programs of the school shall be assigned by the principal to qualified teachers. In instances where assignments are not filled voluntarily, the principal shall select the most appropriate certified staff member to fill the extra duty assignment.

A rotation system may be devised by the principal to ensure that any hard to fill assignment is shared equitably among all available staff over a period of time, not to exceed one year.

Committee assignments shall also occur on a rotating basis in order to provide similar experiences for all certified staff members.

Any monetary compensation shall be consistent with that provided by the current negotiated agreement.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### VACATION - TWELVE MONTH EMPLOYEES

G-11

#### VACATION - TWELVE MONTH EMPLOYEES

The Board believes that all twelve-month employees should receive annual vacation days. The purpose of vacation is to allow rest and relaxation for these employees to promote their health, welfare and productivity. Employees are, therefore, expected to use their annual vacation days in the year in which they are earned.

Vacation, with pay, shall be granted in each fiscal year to twelve-month central office administrative staff personnel who are not members of any bargaining unit in accordance with the following schedule based on years of continuous service to district.

##### Years of Continuous Service to District\*

0-5 Years, 10 Days;

6-10 Years, 12 Days;

11-15 Years, 14 Days;

16 & Over, 20 Days.

\*For new employees hired after date of approval.

The amount of Superintendent of School's vacation shall be negotiated with the Board of Education and set forth in the Superintendent's employment contract. If such employee's employment begins after July 1, the employee's vacation will be earned for that fiscal year on a pro rata basis. If such employee's employment ends before June 30, the employee's vacation will be earned for that fiscal year on a pro rata basis.

Twelve-month employees who are members of a bargaining unit shall be entitled to such vacation as is provided by the negotiated agreement for such bargaining unit. Such vacation shall be administered in accordance with such agreement and shall not be subject to this policy.

Vacation earned prior to July 1, 1994, shall be used by the employee prior to June 30, 1995. Vacation earned after July 1, 1994 shall be used prior to the thirty-first day of August following the fiscal year in which it is earned.

Payment for unused vacation for which documentation has been provided shall be allowed upon resignation of an employee, but such payment will not be provided to an employee who is dismissed for cause.



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **DRUG FREE WORKPLACE**

**G-12**

#### **DRUG FREE WORKPLACE**

No employee engaged in work for the Millwood Public School District or in connection with a federal, state or local grant administered by Millwood Public Schools shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of, while on or in the work place, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15, or dispense, possess, use or be under the influence of marijuana or any alcoholic beverage while on or in the workplace. School authority shall immediately deliver any controlled dangerous substance, removed or otherwise seized from any minor or other person, to a law enforcement authority for appropriate disposition.

"Workplace" is defined to mean the site for the performance of any work done in connection with the Millwood Public Schools District or under a federal, state or local grant. This includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

Employees must inform their supervisor when they are legitimately taking medication which may affect their ability to work.

As a condition of employment with the Millwood Public Schools or any federal, state or local grant administered by Millwood Public Schools, each individual who is so employed shall notify his or her supervisor of his or her conviction of any criminal drug statute violation occurring in the workplace as defined above, no later than 5 days after such conviction.

As a condition of employment with the Millwood Public Schools or in any federal, state or local grant, each employee shall abide by the terms of the school district policy respecting a drug-free workplace.

An employee who violates the terms of this policy may be nonrenewed or his or her employment may be suspended or terminated, pursuant to employee disciplinary procedures.

Legal Reference: 21 U.S.C. 812  
21 CFR 1300.11, 1300.15  
70 O.S. §24-132





## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### EMPLOYEE DRUG TESTING

G-12-R1

#### EMPLOYEE DRUG TESTING

All employees who transport students, drive district vehicles, are in safety sensitive positions or who perform safety sensitive tasks, i.e., tasks whose proper performance is dependent upon the mental alertness, health and fitness of the employee such as the operation of hot water heaters, kitchen equipment, are subject to testing for alcohol and controlled dangerous substances. Employees will be tested for alcohol and for the following categories of controlled dangerous substances and their analogs:

1. Amphetamines
2. Opiates
3. Cocaine, metabolite (Benzoyllecgoine)
4. Phencyclidine
5. Cannabinoids

#### I. Testing Categories

Testing of employees will include, but not be restricted to the following categories:

1. Pre-Employment Testing - required with other pre-employment physicals.
2. Random/Annual Testing - Employees will be tested annually. Employees will be given three days prior notice to his/her scheduled appointment. Random detection procedure shall be utilized with employees who perform safety sensitive tasks. Random testing on drivers shall be done by a scientifically valid method. At least 25% of all drivers shall be tested annually for alcohol and 50% of all drivers shall be tested for drugs.
3. Testing based upon Reasonable Cause - Whenever the action, appearance, or conduct of an employee is indicative of the use of alcohol or a controlled dangerous substance, that employee is subject to drug testing. The conduct should be

witnessed and documented by at least two supervisors, whenever possible. The witness(es) must have received training in the detection of probable drug use by observation.

4. Post-Accident or Incident Testing - Any employee is subject to testing when involved in a job-related accident or incident that involves an apparent violation of a safety rule or standard, which did or could have resulted in bodily injury or property damage.

## II. Laboratory Standards

### A. Analysis

1. The school district shall utilize a laboratory that is currently certified by the National Institute of Drug Abuse (NIDA) as meeting the criteria at Subpart C of the Mandatory Guidelines for Federal Workplace Drug Testing Program. The laboratory will be chosen in accordance with the district's purchasing regulations.
2. The laboratory chosen for testing will be able to guarantee the following factors:
  - a. Adulteration or tampering of specimen has not taken place;
  - b. Documentation of all personnel who handled the specimen has been made;
  - c. Unauthorized access to the specimen did not occur and the specimen was handled in a secure manner;
  - d. Specimen belongs to the individual whose information is printed on the label;
  - e. "Chain of custody" forms will be used.
3. Specimens testing positive shall be automatically re-tested using a test which is different in format and chemical theory from the initial test procedure and which shall be conducted by the same testing facility.
4. At the time of testing, employees are required to bring to the test site a list of medications which they are presently taking or have taken within the last month so that the laboratory performing the test can account for the presence of any prescription drugs in the test results.

## III. Release of Test Results

Records of test results shall only be sent to the superintendent or superintendent's designee. The test results will be retained by the superintendent or superintendent's

designee and will not be released to any person without first obtaining written authorization from the employee or prospective employee.

If an employee or prospective employee prohibits the release of test results to the district, the employee will be subject to termination or the prospective employee will not be employed.

- A. Pre-Employment Testing - In the case of the pre-employment test, the district will notify applicants of the results of pre-employment test, provided the applicant requests such results, within sixty days of being notified of the disposition of the employment application.
- B. Periodic/Annual Testing - The district will notify an employee of the results of a periodic controlled dangerous substance test when the results are positive. The employee will also be advised as to what drug was found.

#### IV. Rehabilitative and/or Disciplinary Action

Employees who test positive for alcohol with a blood alcohol content which demonstrates the legal impairment level, and who are suspended rather than terminated will be referred to a listing of drug and/or alcohol counseling and/or rehabilitation programs. Employees who fail to participate in counseling will be subject to termination. Employees so suspended and who participate in a counseling/rehabilitation program will be subject to periodic testing. Employees who are in safety sensitive positions or who perform safety sensitive tasks who fail to submit to testing shall be considered insubordinate and shall be subject to disciplinary action.

Employees testing positive for alcohol or a controlled dangerous substance while in the performance of their regular duties shall be entitled to due process as set forth in Board Policy and the negotiated agreement of the employee group.

#### V. General Provisions

- 1. Any drug or alcohol testing by the district shall occur during or immediately after the regular work period of current employees and shall be deemed work time for purposes of compensation and benefits for current employees.
- 2. The district shall pay all costs of testing for drugs or alcohol required by the employer, including the cost of transportation from the workplace to the test site.
- 3. Any employee who is tested positive for a controlled dangerous substance shall have available as an affirmative defense, to be proven by the employee through clear and convincing evidence, that his/her use of a controlled dangerous substance

was prescribed by a licensed medical practitioner who is familiar with the employee's medical history and assigned duties.

4. Employees who unlawfully manufacture, distribute, dispense, possess, or use, while on or in the workplace, alcohol or any controlled dangerous substances cited in this regulation will be subject to disciplinary action consistent with Board Policy.
5. All employees tested for drugs will be afforded due process as established by state and federal law.

VI. Training

All supervisors of employees who are required to be tested or who review results as part of their official responsibilities shall receive training in the following areas:

1. District Policy, Procedure and Penalties;
2. Concept of the Drug Free Workplace;
3. Drugs and Their Effects and Dangers in the workplace; and
4. Recognizing Symptoms and What to Do (including availability of support programs and employee assistance programs).



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### EMPLOYEE DRUG TESTING CONSENT/RELEASE FORM

G-12-R2

#### EMPLOYEE DRUG TESTING POLICY CONSENT/RELEASE FORM

I have read the above statement of policy and agree to abide by the Millwood Public School District's drug and alcohol rules. I agree to submit to drug and alcohol tests at any time as a condition for my initial or continued employment. I authorize any laboratory or medical provider to release test results to the Millwood Public School District.

I expressly authorize the Millwood Board of Education to release any test-related information, including positive results, to the Unemployment Compensation Commission or other government agency investigating my employment or the termination thereof.

I understand that this agreement in no way limits my right to terminate my employment or be terminated in accordance with federal and state law.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

*Page 1 of 1*

*Effective April 3, 1995*



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### EQUAL OPPORTUNITY

G-13

### EQUAL OPPORTUNITY

The Board is committed to equal opportunities for all persons regardless of race, color, sex, gender, religion, age, veteran, family, or marital status, handicap, disability, national origins, or ancestry, and that no person shall suffer discrimination with respect to employment, recruitment, selection, retention, promotions, educational programs, classes, services, or activities. This policy shall be applicable to employees, potential employees, parents, patrons, and students. The Board complies with all applicable equal opportunity laws and regulations administered by the U. S. Department of Education; the U.S. Department of Labor; the U. S. Equal Employment Opportunity Commission; and the Oklahoma Human Rights Commission. Qualified disabled individuals will not be excluded from the participation in, be denied the benefits of, or subjected to discrimination under any program or activity operated by or through the district solely by reason of disability. Reasonable accommodations to the known physical or mental limitations of otherwise qualified disabled applicants or employees will be made unless such accommodations impose undue hardship on the operation of the district programs and activities.

Legal Reference: 25 O.S. 1990 Subsection 1901 et seq. Individuals with Disabilities Education Act, 10 USCA Subsection 1400, et seq. Rehabilitation Act of 1973, Subsection 504



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **STATEMENT OF NON-DISCRIMINATION**

**G-13-R1**

#### **STATEMENT OF NON-DISCRIMINATION**

Millwood Independent School District Number 37, Oklahoma County, Oklahoma, provides equal opportunities without regard to race, color, sex, gender, religion, age, veteran, family or marital status, handicap, disability, national origins, or ancestry to its educational programs. This includes, but is not limited to admissions, educational services, and employment. (Compliance with Title IV of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973; and The Americans with Disabilities Act of 1990, Titles I and V).

Inquiries concerning the application of the district's equal opportunity policy may be referred to the superintendent's office, 6724 Martin Luther King, Oklahoma City, OK 73111.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### SEXUAL HARASSMENT

G-14

#### SEXUAL HARASSMENT

The Millwood Public School District does not tolerate sexual harassment. All employees, students and patrons must avoid offensive behavior at work. All employees must keep the workplace and educational environment free of sexual harassment.

District policy prohibits unwelcome sexual advances, requests for sexual favors, with or without accompanying promises, threats, or reciprocal favors or actions; or other conduct of a sexual nature which has the purpose or effect of adversely affecting an employee's or student's performance or which creates a hostile or offensive working environment. Examples of prohibited conduct include, but are not limited to, lewd or sexually suggestive comments; vulgar or obscene language or jokes of a sexual nature; slurs and other verbal, graphic or physical conduct relating to an individual's sex; or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos, or cartoons.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

1. The victim as well as the harasser may be female or male. The victim does not have to be of the opposite sex.
2. The harasser can be the victim's supervisor, an agent or the employer, a supervisor in another area, a co-worker, a subordinate, or a non-employee.
3. The victim does not have to be the person harassed but could be directly affected by the offensive conduct.
4. Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
5. The harasser's conduct must be unwelcome.
6. A school employee explicitly or implicitly conditions a student's participation in an education program or activity or bases an educational decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature.



*Quid pro quo* harassment is equally unlawful when the student resists and suffers the threatened harm or submits and thus avoids the threatened harm.

7. *Hostile Environment Sexual Harassment*

Sexually harassing conduct (which can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another student, or by a third party that is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment.

It is in the complainant's interest to inform the harasser that the conduct is unwelcome. If the behavior continues, the complainant should use the appropriate complaint or grievance procedures.

Complaints of sexual harassment will be promptly investigated and all employees filing complaints will be free from retaliation. Employees using their positions to obtain sexual favors to imply that submission to or rejection of sexual advances will be used as a basis for employment decisions or those who create or allow a hostile work environment will be subject to disciplinary measures, including dismissal.

Reference: Board Policy G-25, Grievance/Complaint Procedures



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **SEXUAL HARASSMENT**

**G-14-R1**

### **SEXUAL HARASSMENT**

Any employee or student who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers, visitors, clients, vendors, or students, should immediately bring the problem to the attention of the principal or Educational Equity Officer.

The investigation will include interviews with all relevant persons including the complainant, the accused, and other potential witnesses. Employees and students are assured that the privacy of the complainant and the person accused of sexual harassment will be protected and that any information obtained will be kept strictly confidential.

At the conclusion of the investigation, if the investigation reveals that the complaint appears to be valid, immediate and appropriate corrective or disciplinary action, up to and including discharge, will be taken to stop the harassment and prevent its recurrence. If the validity of the complaint cannot be determined, immediate and appropriate action will be taken to assure that all parties are reacquainted with the sexual harassment policy and regulation and advised to avoid sexual harassment in the future.

Reference: Board Policy G-25, Grievance/Complaint Procedures



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### SMOKE FREE-TOBACCO FREE ENVIRONMENT

G-15

#### SMOKE FREE-TOBACCO FREE ENVIRONMENT

The Board recognizes that the use of tobacco is harmful to health. All students and adults have the right to freedom from tobacco and its use. In order to provide a safer school environment, the use of tobacco in any form by students, staff or visitors will not be permitted in the schools, on school property, within thirty feet of a school, on the bus, or at school sponsored activities twenty-four (24) hours a day, seven (7) days a week, including non-school hours.

Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the school premises. Students violating this policy will be disciplined according to the district's discipline policy.

Legal Reference: Oklahoma Statutes 63-1-1523 through 63-1-1527, 21-1242  
HB2529,2000 Legislative Session, effective November 1, 2000  
Cross Reference: Board Policy J-27, Student Use of Tobacco



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### SMOKE FREE-TOBACCO FREE ENVIRONMENT

G-15-R1

#### SMOKE FREE-TOBACCO FREE ENVIRONMENT

No smoking, the use of snuff, chewing tobacco electronic cigarettes, or any other form of tobacco or smokeless tobacco products shall occur in the buildings or on the grounds or property of Millwood Public Schools 24 hours a day 7 days a week, including non-school hours. Usage is barred for all persons, including, but not limited to, employees, students or patrons. Signs will be posted in prominent places on school property to notify the public that smoking is prohibited.

1. "School property" is defined as all property owned, leased, rented or otherwise used by any school in this district including but not limited to the following:

A. All interior portions of any building or other structure used for instruction administration support services, maintenance or storage. This also includes but not limited to areas normally reserved for the exclusive use of faculty or support staff.

B. All school grounds and buildings over which the school exercises control including areas surrounding any buildings, playgrounds, athletic fields, recreation areas and parking lots.

C. All vehicles used by the district for transporting students, staff, visitors or other persons.

2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff chewing tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking or both, and includes cloves; or any other product packages for smoking.

Electronic cigarettes (e-cigs) are a smokeless tobacco product. E-cigs mimic the effects of smoking, from holding the cigarette to smoke-like vapors they emit. These cigarettes look-alikes contain a batter-powered cylinder that holds nicotine-filled cartridges.

3. "Use" is defined as lighting, chewing, dipping inhaling or smoking any tobacco or smokeless tobacco product as defined within this policy.

4. District employees and students will not be permitted to use tobacco, tobacco products or smokeless tobacco productions while they are participants in any class or activity in which they represent the school district

5. This district will not participate in any type of services that are funded by the tobacco industry.

6. It is specifically designated that this policy will apply to school sponsored events held off campus.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products or smokeless tobacco products is prohibited. If students are found to be carrying cigarettes or other tobacco products or smokeless tobacco the tobacco or smokeless tobacco product will be confiscated and the students will be disciplined. Employees will be warned that violation of this policy may lead to disciplinary action. Visitors may be asked to leave the school premises.

Reference: HB2529 Smoking in Public Places Act



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### STAFF-STUDENT RELATIONSHIP

G-16

#### STAFF-STUDENT RELATIONSHIP

Staff-student relationship should be a positive relationship that is controlled by the staff. Student references to staff, by names, should be on a surname basis.

Reference to students by the staff should be limited to the content/parameters of the school environment with only staff who are related to the students' schedule. Discussion of children in other contexts or environments is in violation of school policy.

Confidentiality of all student information, including the status of the individual and or family circumstance, shall be maintained by all staff members.

Negative slang expressions, nor profanity, are not acceptable in staff-student relationships.



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **RESIGNATION AND RETIREMENT**

**G-17**

#### **RESIGNATION AND RETIREMENT**

Any employee who wishes to resign or to retire from employment with the District must do so in writing submitted to the Superintendent. Except as otherwise provided herein, such resignation or retirement shall be effective and may not be revoked when submitted to the Superintendent unless otherwise determined by the Board. Any resignation so received shall be listed as an "information only" item in the personnel report of the Board meeting agenda.

Subject to the provisions of any applicable negotiated agreement and in accordance with Oklahoma law, teachers shall be required to give notice by registered or certified mail of resignation or retirement by fifteen (15) days after the first Monday in June or else the teacher may be bound to perform pursuant to a continuing contract. The Superintendent shall not accept any resignation or retirement of a teacher submitted after August 1 which is to be effective during the current school year unless a qualified replacement may be obtained.

Reference: Oklahoma Statutes 70-6-101

*Page 1 of 1*

*Adopted June 29, 1998 Revised September 12, 2011*



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **RESIGNATION AND RETIREMENT OF STAFF MEMBERS**

**G-17-R1**

#### **RESIGNATION AND RETIREMENT OF STAFF MEMBERS**

Employees wishing to resign their employment shall notify the supervisor or administrator to whom they are directly responsible and shall complete the required resignation or retirement form. Resignation or retirement forms are forwarded to the Superintendent's Office.

Administrative and professional personnel are expected to give at least thirty (30) days notice prior to terminating employment. Non administrative and support personnel are expected to give at least two (2) weeks notice.

Final pay for resigning employees will be processed according to the regularly established payroll periods. Final warrants may be picked up from the Business Office. Warrants can not be mailed without the authorization of a signed affidavit.





## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### PERSONNEL RECORDS

G-18

#### PERSONNEL RECORDS

The Superintendent is authorized and directed to develop and implement a comprehensive and efficient system of personnel records under the following guidelines:

1. A personnel folder for each employee, certificated and classified, shall be accurately maintained in the Superintendent's Office.
2. In addition to the application for employment, such folders shall contain records and information relative to compensation, payroll deductions, evaluations, criminal record check, and other information as may be considered pertinent.
3. All personnel records of individual employees shall be considered confidential and therefore shall not be open for public inspection, with the exception of the following information, which must be made available upon request for public inspection:
  - a. Applications of past or current employees (transcripts of employees' grades are not considered part of the application).
  - b. Employment agreements.
  - c. Any amount paid or benefit provided incidently to termination of employment.
  - d. Performance ratings for support or classified employees.
  - e. Any compensation, including expense allowances and benefits.
4. The evaluation reports of certificated personnel, with the exception of those portions of the Superintendent's evaluation report specified in law, and all public records used in preparing the evaluation report, shall be confidential and available only to the evaluatee, o the administrators and officials with a legitimate supervisory interest, and to a hearing officer conducting a dismissal hearing or a court reviewing a dismissal decision.
5. Each employee shall have the right, upon request, to review the contents of his/her own personnel file, with the exception of references and recommendations provided

6. to the District on a confidential basis by universities, colleges, or persons not connected with the District.
7. Lists of District employees' home address and telephone numbers shall not be released for general public or commercial use.
8. The Superintendent and his/her designees shall take the necessary steps to safeguard against the unauthorized use of all confidential material.



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **RECORDS INVESTIGATION**

**G-19**

#### **RECORDS INVESTIGATION**

The Millwood Board of Education believes that it has a responsibility to employ only those who are qualified in every respect. The Board further believes that it should avail itself of all means and methods provided by the legislature to assist in the selection of employees. Therefore, it is the policy of this Board of Education that a national criminal history records check will be conducted on all prospective employees approved for employment by the Millwood Board of Education in addition to all substitutes. A national criminal history record check means a check of criminal history records entailing the finger printing of the individual and submission of the finger prints to the United States Federal Bureau of Investigation (FBI) for the purpose of obtaining the national criminal history record of the person. All prospective employees will consent to a national criminal history record check to be conducted as authorized by Oklahoma law. The national criminal history records check will be initiated by the school district's written request, through the Business Office, to the State Department of Education.

The prospective employee will be required to furnish two fingerprint cards that will be submitted with the request to the State Board of Education by the Business Office. The prospective employee must pay the cost of the national criminal history records check up to \$50.00 and any related fee.

If the applicant for employment meets all other criteria for employment in this school district, the applicant may be employed on a temporary basis for up to sixty (60) days pending receipt of results of national criminal history records check requests. If the applicant is offered permanent employment following the review of the national criminal history records check, the OSBI and FBI search fee, will be reimbursed in full.

Any person applying for employment as a substitute teacher will consent to a national criminal history check to be conducted as authorized by Oklahoma law. The substitute teacher applicant must pay the cost of the national criminal history record check up to \$50.00 and any related fee.

Payment for the total amount due may be made in the form of a certified check, cashier's check, or money order payable to the Oklahoma State Bureau of Investigation.

Reference: 70 O.S. §5-142 70 O.S. § 150.9 (Senate Bill 2199)



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### STAFF ORIENTATION

G-20

#### STAFF ORIENTATION

A program of orientation shall be conducted for new employees moving to a different position. The program for new employees shall provide at least four hours of general orientation in Board policies and regulations, job related issues, and general information about the district, its goals and organization. New employee orientation sessions shall be held twice a year. Job-specific orientation will occur at the job site.

Persons moving to a different position will also receive inservice as determined by the building administrator.

*Page 1 of 1*

*Adopted April 2, 2001*



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### VIOLENCE FREE WORKPLACE

G-21

#### **VIOLENCE FREE WORKPLACE (Assault and Battery of School Employees)**

The Board of Education believes that no employee engaged in work for the Millwood Public School District or in connection with a federal, state or local grant administered by Millwood Public Schools should be subject to assault, battery, assault and battery, or aggravated battery or aggravated assault and battery in the work place.

“Workplace” is defined to mean the site for the performance of any work done in connection with the Millwood Public School District or under a federal, state or local grant. This includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

Any school employee upon whom an assault, battery, assault and battery, or aggravated battery or aggravated assault and battery is committed shall notify the principal. The principal shall immediately notify the superintendent of schools. The employee who reports such information to the appropriate school officials shall not be subject to civil liability.

The superintendent shall notify the Board and the State Department of Education of all incidents of assault, battery, assault and battery, or aggravated battery or aggravated assault and battery.

The superintendent is charged by the Board of Education to develop procedures to ensure that the intent of this policy and Oklahoma Statutes 21-650.7 is implemented and that the district moves toward totally violence free schools.

Legal Reference: Oklahoma Statutes 21-650.7  
[2000 S.L.O.. §1041.1]

Page 1 of 1

*Adopted September 4, 2001*



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **VIOLENCE FREE WORKPLACE**

**G-21-R1**

#### **VIOLENCE FREE WORKPLACE**

##### **(Assault and Battery of School Employees)**

The assault, battery, assault and battery, or aggravated battery, or aggravated assault and battery upon a school employee while such employee is in performance of any duties as a school employee is punishable by imprisonment and/or fine. Pursuant to Oklahoma Statutes 21-650.7 and Board Policy G-21, the following procedures shall be adhered to:

1. Every school site shall post in a prominent place a notice having the following language:  
"FELONY CHARGES MAY BE FILED AGAINST ANY PERSON(S)  
COMMITTING AN AGGRAVATED ASSAULT OR BATTERY UPON  
ANY SCHOOL EMPLOYEE."
2. Any employee, upon whom an assault, battery, assault and battery, or aggravated battery or aggravated assault and battery is committed shall notify the principal. The principal shall notify the superintendent.
3. The superintendent shall notify the Board of Education of all incidents of assault, battery, assault and battery, or aggravated battery or aggravated assault and battery.
4. The superintendent shall submit to the State Department of Education a written report on July 1 of all incidents of assault, battery, assault and battery, or aggravated battery or aggravated assault and battery for the previous year. The report shall include a description of the incident and the final disposition of each incident.
5. Each school employee shall receive a copy of Board Policy G-21, Violence Free Workplace, and Administrative Regulation G-21-R1.

*Page 1 of 1*

*Effective September 4, 2001*



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **STAFF JOB CLASSIFICATIONS & SALARY SCHEDULE JOB CLASSIFICATIONS G-22**

#### **STAFF JOB CLASSIFICATIONS AND SALARY SCHEDULE JOB CLASSIFICATIONS**

The Board recognizes that with the changing needs of the district, additional or revised positions or job classifications may be necessary to accomplish the district's goals and objectives. The Personnel Office shall maintain comprehensive and up-to-date job descriptions for all positions in the district. Annually, the superintendent shall review administrative job classifications and positions for any needed additions, revisions, consolidations, or deletions. The superintendent will annually submit to the Board a comprehensive listing of all job classifications. New administrative positions that are additional beyond budgetary allocations must be submitted to the Board for approval.

#### **SALARY SCHEDULE**

Based upon relevant previous experience, training, and/or educational background, the superintendent shall be responsible for the placement of new employees on the proper step of the appropriate salary schedule as established through negotiations, agreements and individual contracts. Years of previous teaching experience recognized by the Oklahoma State Department of Education, which includes limited out-of-state teaching and military service, shall be used for placement of certified personnel.





## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### STANDARDS OF CONDUCT

G-23

#### STANDARDS OF CONDUCT

The following standards are not all-inclusive but are intended to be illustrative of the minimum expectations for acceptable work performance and workplace behavior.

**A. Attendance**

1. Employees should report to work as scheduled.
2. If employees cannot report as scheduled
  - a. Employees should arrange planned absences, including reporting to work late or leaving work early, in advance with supervisors.
  - b. Employees should report unexpected absences, including reporting to work late or having to leave early, to supervisors as promptly as possible.
3. Overtime
  - a. Employees should work overtime hours as directed by their supervisors.
  - b. Non-exempt employees (as defined by the Fair Labor Standards Act) should not work overtime without advance authorizations from their supervisors.

**B. Satisfactory work performance**

1. Employees are expected to meet established performance standards.
2. As needed, supervisors should assist employees in understanding the expectations of these Standards of Conduct and those set forth in employees' job description.

**C. Compliance with policies**

Employees are expected to abide by all policies promulgated by the Millwood Board of Education.

**D. Report circumstances that affect satisfactory work performance**

1. Employees should report to their supervisors any conditions or circumstances that prevent satisfactory work performance.
2. Employees should advise their supervisors of unclear instructions or procedures that may affect satisfactory work performance.

**E. Outside employment**

1. Employees may not engage in any other employment in other agencies, in private businesses, or in the conduct of professions during the hours for which they are employed to work.
2. No property belonging to or under contract to the Millwood Public School District may be used for outside employment activities.

## **REMOVALS DUE TO CIRCUMSTANCES WHICH PREVENT EMPLOYEES FROM PERFORMING THEIR JOBS**

### **Inability to meet working conditions**

An employee unable to meet the working conditions of his or her employment due to circumstances such as those listed below may be removed under this section. Reasons include:

1. loss of driver's license that is required for performance of the job;
2. incarceration for an extended period;
3. loss of license or certification required for the job;

## **UNACCEPTABLE STANDARDS OF CONDUCT (OFFENSES)**

### **A. Not all-inclusive**

The offenses set forth below are not all-inclusive, but intended as examples of unacceptable behavior for which specific disciplinary actions may be warranted. Accordingly, any offense that, in the judgment of school administrator, undermines the effectiveness of the district activities, may be considered unacceptable and treated in a manner consistent with the provisions of this section.

### **B. Grouped according to severity**

These offenses listed below are organized into three groups according to the severity of the behavior, with Group I being the least severe.

#### **1. Group I**

- a. Unsatisfactory attendance or excessive tardiness
- b. Abuse of district time, including, for example, unauthorized time away from the work area, use of district time for personal business, and abuse of sick leave.
- c. Use of obscene or abusive language.
- d. Inadequate or unsatisfactory work performance
- e. Disruptive behavior
- f. Conviction of a moving traffic violation while using a district-owned vehicle
- g. Violation of Board Policy G-12, Drug Free Workplace (considered a Group I offense depending on the nature of the violation)
- h. Violation of Board Policy G-14, Sexual Harassment (considered a Group I offense depending upon the nature of the violation)
- i. Violation of Board Policy G-13, Equal Opportunity (considered a Group I offense depending on the nature of the violation)

#### **2. Group II**

These offenses include acts and behavior that are more severe in nature and are such that an accumulation of two Group II offenses normally should warrant removal.

- a. Failure to follow a supervisor's instruction, perform assigned work, or otherwise comply with established written policy
- b. Violating a safety rule where there is not a threat of bodily harm

- c. Leaving the work site during work hours without permission
- d. Failure to report to work as scheduled without proper notice to supervisor or supervisor's designee
- e. Unauthorized use or misuse of district property or records
- f. Refusal to work overtime hours as required
- g. Violation of Board Policy G-12, Drug Free Workplace (considered a Group II offense depending on the nature of the violation, such as reporting to work when impaired by or under the influence of alcohol, or the unlawful use of a controlled drug)
- h. Violation of Board Policy G-14, Sexual Harassment (considered a Group II offense depending upon the nature of the violation)
- i. Violation of Board Policy G-13, Equal Opportunity (considered a Group II offense depending on the nature of the violation)

### 3. Group III

These offenses includes acts and behavior of such a serious nature that a first occurrence normally should warrant removal.

- a. Absence in excess of three days without proper authorization or satisfactory reason
- b. Falsifying any records, including, but not limited to, vouchers, reports, insurance claims, time records, leave records, or other official district documents.
- c. Willfully or negligently damaging or defacing district records, district property or property of other persons (including but not limited to, employees, students, supervisors, and visitors)
- d. Willfully or negligently fail to maintain the security of confidential student information, including but not limited to computerized student records. Violation of Family Educational Rights and Privacy Act (FERPA)
- e. Theft or unauthorized removal of district records, district property, or the property of other persons (including but not limited to, employees, students, supervisors, and visitors)
- f. Gambling on district property or during work hours
- g. Fighting and/or other acts of physical violence
- h. Violating safety rules where there is a threat or physical harm
- i. Sleeping during work hours.
- j. Participating in any kind of work slowdown or similar concerted interference with district operations
- k. Unauthorized possession or use of firearms, dangerous weapons, or explosives
- l. Threatening or coercing persons associated with the district (including but not limited to, employees, students, supervisors, and visitors)
- m. Criminal convictions for illegal conduct occurring on or off the job that clearly are related to job performance or are of such a nature that to continue employees in their positions could constitute negligence in regard to the district's duties to the public.

- n. Violation of Board Policy G-12, Drug Free Workplace (considered a Group III offense depending on the nature of the violation, such as the use of alcohol or unlawful use or possession of a controlled drug while on the job)
- o. Violation of Board Policy G-14, Sexual Harassment (considered a Group III offense depending upon the nature of the violation)
- p. Violation of Board Policy G-13, Equal Opportunity (considered a Group III offense depending on the nature of the violation)

## **CORRECTIVE ACTION**

### **A. When corrective action should be used**

As soon as a supervisor becomes aware of an employee's unsatisfactory behavior or performance, or commission of an offense, the supervisor should use corrective action to address such behavior.

### **B. Which corrective action is appropriate**

The following are possible corrective actions:

- 1. referral to professional assistance or professional development
- 2. counseling; and/or
- 3. disciplinary action.

### **C. Choice of corrective action**

Whether a supervisor uses informal counseling or formal disciplinary action depends upon the nature of the behavior and surrounding circumstances. Administrators should apply corrective actions consistently as set forth in the applicable negotiated agreement and/or Board policy, while taking into consideration the specifics of each individual case.

- 1. Professional Assistance or Professional Development
 

Before the need for, or in addition to, corrective action, supervisors may refer employees to a professional assistance (employee assistance) program, as appropriate. Referral to an employee assistance program shall not be considered a substitute for any disciplinary action imposed for the commission of an offense. Professional development referrals will be made as deemed appropriate.
- 2. Counseling
  - a. While it is hoped that most performance and behavior problems can be resolved through informal counseling, counseling is not a prerequisite to formal disciplinary action.
  - b. Counseling should consist of private discussion between employees and their supervisors regarding:
    - (1) the desired course of action to improve the employees' performance and/or behavior; or
    - (2) supervisors' expectation for employees.
  - c. Documentation of counseling
    - (1) Documentation permissible
 

Counseling may be documented by a letter or memorandum.
    - (2) Retention of counseling documentation
 

Documentation regarding counseling should be retained in the supervisors' file, not in the employees' personnel files, except as necessary to support subsequent formal disciplinary action.

## **PROCEDURES FOR IMPLEMENTING DISCIPLINARY ACTIONS**

### **A. Disciplinary action**

Disciplinary action should be used in response to the commission of offenses, and consistent with the procedures set forth in the respective negotiated agreements and/or Board policy. Disciplinary action may consist of a Written Reprimand and:

1. suspension;
2. transfer or demotion along with a disciplinary salary action; and/or
3. termination.

### **B. Procedures regarding issuance of Written Reprimands**

#### **1. Timeliness**

Administrators should issue a Written Reprimand as soon as possible after an employee's commission of an offense.

#### **2. Retention of Written Reprimands**

Written Reprimands shall be kept in employees' personnel files.

#### **3. Exception to retention of Written Reprimand in personnel files**

- a. A Written Reprimand may be removed from an employee's personnel file if the administrator modifies or vacates the disciplinary action. If, through the grievance procedure, it is determined that the Written Reprimand issued was not justified, the superintendent or Board of Education may direct its removal from the employee's personnel file.
- b. A Written Reprimand removed from an employee's personnel file according to the above section (B)(3)(a) shall not be destroyed but shall be retained in a grievance file or separate confidential file.
- c. A Written Reprimand removed from an employee's personnel file according to the above section (B)(3)(a) shall not be considered in relation to any future disciplinary or other personnel action.

### **C. Mitigating circumstances**

#### **1. While the disciplinary actions imposed shall not exceed those set forth in this policy for specific offenses, supervisors may reduce the disciplinary action if there are mitigating circumstances, such as:**

- a. conditions that would compel a reduction in the disciplinary action to promote the interests of fairness and objectivity; or
- b. an employee's long service or otherwise satisfactory work performance.

#### **2. Alternatives to discharge**

- a. Mitigating circumstances may result in an employee's demotion or transfer and a disciplinary salary action, and/or suspension, as an alternative to discharge.
- b. When suspension is determined to be the appropriate alternative to discharge, it shall be done in accordance with State law and Board policy.

### **D. Disciplinary actions for specific offenses**

#### **1. For Group I offenses**

##### **a. Normal disciplinary action**

The normal disciplinary action for a Group I offense is the issuance or a

- warning or a Written Reprimand.
- b. Group I Written Reprimands are cumulative.
  - (1) Upon the accumulation of three active Written Reprimands for Group I offenses, the employee normally should be suspended for not more than five workdays.
  - (2) A fourth active Written Reprimand for Group I offense normally should result in a recommendation for termination of employment, except that mitigating circumstances may justify the transfer or demotion.
- 2. For Group II offenses
  - a. Normal disciplinary action  
The normal disciplinary action for a Group II offense is issuance of a Written Reprimand only, or a Written Reprimand and recommendation of suspension during an investigation of offense.
  - b. Group II Written Reprimands are cumulative.
    - (1) A second active Group II Written Reprimand normally should result in an recommendation for termination of employment.
    - (2) A Group II Written Reprimand following three active Group I Written Reprimand normally should result in a recommendation for termination of employment.
  - c. Mitigating circumstances
    - (1) Mitigating circumstances related to an employee's commission of a second Group II offense may result in the employee's demotion or transfer.
    - (2) If an employee is not discharged due to mitigating circumstances, the superintendent will notify him or her that a subsequent Written Reprimand for any level of offense that the employee may receive during the active life of the Written Reprimand may result in a recommendation to the Board of Education for termination of employment.
- 3. For Group III offenses
  - a. Normal disciplinary action  
The normal disciplinary action for a Group III offense is issuance of a Written Reprimand and recommendation for termination of employment.
  - b. Mitigating circumstances
    - (1) Mitigating circumstances related to an employee's commission of a second Group III offense may result in the employee's demotion or transfer.
    - (2) If an employee is not discharged due to mitigating circumstances, the superintendent will notify him or her that a subsequent Written Reprimand for any level of offense that the employee may receive during the active life of the Written Reprimand may result in a recommendation to the Board of Education for termination of employment.

**E. Procedures related to disciplinary suspension, demotion or transfer, or termination (due process)**

**1. Role of Principal or Supervisor**

Prior to any action being taken, the principal or supervisor is responsible for:

- a. reviewing all disciplinary actions involving demotion or transfer, suspension, or discharge to determine whether mitigating circumstances exist that warrant a modified disciplinary action and/or referral to professional assistance program;  
and
- b. making recommendations to the superintendent regarding the appropriate disciplinary action.

**2. Advance notice to employees**

Prior to any (1) disciplinary suspension, demotion, and/or transfer, or (2) disciplinary removal action, employees must be given oral or written notification of the offense, an explanation of the site's or division's evidence in support of the charge, and a reasonable opportunity to respond.

**3. Employee response**

Employees must be given a reasonable opportunity to respond after receiving notification, in accordance with State law, respective negotiated agreements and Board policies.

- a. Principal or supervisor may immediately remove an employee (with pay) from the work area, without providing notification, when the employee's continued presence:
  - (1) may be harmful to the employee, other employees, students, and/or visitors;
  - (2) makes it impossible for the school or division to conduct business;  
or
  - (3) may constitute negligence in regard to the district's duties to the public and/or other employees.
- b. As soon as possible after an employee's removal from the work area for reasons stated above, the principal or supervisor must provide the employee with notification of the intended disciplinary action and evidence of the offense for which the disciplinary action is being contemplated, and provide the employee with a reasonable opportunity to respond, in accordance with State law, respective negotiated agreements and Board policies, before taking any disciplinary action.
- c. The principal or supervisor shall report an employee's removal from the work area pursuant to (E)(4)(a) above to the superintendent as "Pre-disciplinary Action Leave." Pre-disciplinary Action Leave is a leave with pay without charge to an employee's leave balances for a period normally limited to up to five workdays.
- d. **Written Notice**  
A Written Notice confirming the cause and nature of the disciplinary action, and stated the employee's right to due process, shall be provided to any employee who subsequently is disciplined. A copy of the Written Notice shall be placed in the employee's personnel file.

## PROCEDURES RELATED TO SUSPENSION

### A. Suspended employees' access to premises

Employees on suspension normally shall not be allowed on the district's property, nor shall they be allowed to work except to fulfill previously scheduled court obligations or to file and process a grievance.

### B. Suspensions pending investigation or court action

1. A suspension may be imposed pending:
  - a. an investigation of an employee's conduct by his or her supervisor; or
  - b. an investigation involving the employee's conduct by federal, state, or local law enforcement agencies, or a court action.
2. Written notice of suspension  
Written notification of suspension pending an investigation or other action should be by memorandum.
3. Application of accrued annual leave
  - a. At an employee's request, and at the district's option, an eligible employee's accrued annual leave may be charged to the period of suspension pending an investigation or court action so that he or she does not experience a loss of earnings, provided that the eligible employee has sufficient accrued annual leave.
  - b. If, following the conclusion of the investigation, the district determines that a superintendent determines that a disciplinary action, such as suspension or discharge, is not appropriate, any accrued annual leave that was applied to the period of suspension pending investigation or court action shall be reinstated.
  - c. The superintendent determines that a disciplinary suspension is warranted if during, or upon the conclusions of, the period of an employee's suspension pending an investigation or court action, the superintendent determines that a disciplinary suspension is warranted, the disciplinary suspension shall begin immediately, and the period of suspension that the employee has served pending the investigation or court action shall count towards the period of disciplinary suspension.
4. Provisions specific to suspension pending school's or division's investigation
  - a. Length of suspension
    - (1) The period of suspension pending a site's investigation shall be limited to ten workdays.
    - (2) If the site administrator does not make a decision regarding disciplinary action within ten days, the employee shall be permitted to return to work pending completion of the site's investigation.
  - b. The investigation concludes no employee misconduct  
If the administrator's investigation clears the employee of any misconduct, the superintendent shall reinstate the employee with back pay for the period of suspension, if applicable.
5. Provisions specific to suspension pending investigation by law enforcement agencies or pending court action



- a. Length of suspension  
The ten day limit on the period of suspension that applies to suspensions pending district investigations shall not apply if
    - (1) the court action or investigation by law enforcement agencies involves alleged criminal misconduct that occurred either on or off the job; or
    - (2) the misconduct under investigation is of such a nature that to retain the employee in his or her position could constitute negligence in regard to the district's duties to the public, its students and employees.
  - b. Treatment of suspended employee upon conclusion of investigation or court action.  
Upon the conclusion of the investigation by law enforcement agencies or of the court action, the superintendent has the discretion to:
    - (1) impose disciplinary action, including recommendation for termination; or
    - (2) not to impose discipline, in which case the employee must be reinstated with full back pay, if applicable.
6. Disciplinary suspensions of exempt employees
- a. When necessary to impose a suspension for an exempt employee for reasons other than an infraction of a safety rule of major significance, the suspension shall be not less than a full workweek, i.e., 40 hours, or as outlined in the negotiated agreement.
  - b. Suspension of an exempt employee for a infraction of a safety rule of major significance may be applied for less than a full workweek. Safety rules of major significance are defined as provisions intended to prevent serious danger to the workplace or to other employees.

**C. Pay and benefits during suspension**

The provisions regarding compensation and benefits set forth in State law, specific negotiation agreements and below apply to suspensions, whether initiated pending an investigation or court action, or imposed for disciplinary reasons.

- 1. Compensation
  - a. All suspensions are without pay, except those exempted by State law or that employees suspended pending and investigation or court action may be allowed to use accrued annual leave to receive pay, where applicable.
  - b. The Business Manager's Office should update payroll and personnel records immediately upon notification that an employee has been suspended, and upon subsequent demotions or transfer with disciplinary salary action, terminations, or reinstatements.
- 2. Sick leave and personal business leave accrual  
An employee on suspension will not accrue sick leave or business leave, except that:
  - a. if a suspension extends into a second pay period, accrual of sick leave or personal business leave shall resume in the second pay period unless the period of suspension exceeds 15 calendar days; and

- b. if a suspension extends into a third pay period, accrual of sick leave or personal business leave shall resume in the third period unless the period of suspension exceeds 32 calendar day, and so on.
- 3. Insurance
  - a. Health Insurance
    - (1) A suspended employee's health insurance coverage continues until the end of the month in which the suspension began, except that there shall be no break in coverage if the employee is reinstated in time to work half of the workdays in the following month, unless otherwise stipulated in State law or respective negotiated agreements.
    - (2) If the length of the period of suspension results in a break in health insurance coverage, the suspended employee may retain his or her group insurance coverage for 12 month by paying the monthly insurance premiums (both the employee's and state's contribution) in advance, unless otherwise stipulated in State law.
    - (3) Upon reinstatement
      - (a) If the district reinstates a suspended employee with back pay for any period of the suspension, the district shall make appropriate refund(s) to the employee for the State portion of any health insurance premiums that he or she paid to continue coverage during the suspension, unless otherwise stipulated in State law.
      - (b) If the district reinstates a suspended employee without back pay, there shall be no reimbursement for any portion of health insurance premiums that he or she paid to continue coverage, unless otherwise stipulated in State law.
  - b. Life insurance
    - Life insurance coverage may continue for up to 12 months with the agency making the full contribution.

Page 10 of 11

## **USE OF THE GRIEVANCE**

Use of the Employee Grievance or Complaint Procedure

Employees may challenge disciplinary actions through the Employee Grievance Procedure as outlined in the respective negotiated contracts, or the Employee Complaint Procedure as set forth in Board policy.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### STAFF LEAVES AND ABSENCES

G-24

#### STAFF LEAVES AND ABSENCES

The Board recognizes that employees may have a need to be absent from their regular work assignments. Therefore, employees are entitled to paid absence from work under conditions prescribed by Board policy.

1. Sick leave (and anticipated disability)
2. Personal Business (emergency) leave
3. Bereavement leave
4. Injury leave
5. Legal leave
6. Military leave
7. Professional leave
8. Vacation
9. Family Leave (paid and unpaid)

Other categories of leave may be provided through negotiated agreements. The applicable negotiated agreement outlines the specific number of days and the eligibility requirements for each type of paid leave.

#### SICK LEAVE . . . ALL EMPLOYEES (except temporary employees)

Sick leave is provided in the amount of one day for each contract month and shall accumulate from year to year. The cumulative sick leave allowance for regular part-time employees shall be proportional to the amount of time worked.

To remain on sick leave with or without pay for an extended period of time, employees may be required to furnish a statement from a physician indicating they are not able to work. To return to work, employees must have a physician's statement indicating that they are able to work.

An employee's position will be held open for an interval not to exceed three days after a physician states the employee is able to return to work.

The district may make an investigation at any time it appears that the sick leave is not being used for the purposes specified. If employees abuse the sick leave policy, they will be subject to disciplinary action and/or dismissal.

An employee may transfer into or out of District unused sick leave days up to a maximum of 60 days earned in an Oklahoma public school district.

Employees who have terminated their employment with the district and who subsequently are re-employed by the district within one year are eligible for reinstatement of their earned sick leave days. After one year, days may not be reinstated.

SICK LEAVE -	TEACHERS:	See Current Negotiated Agreement
SICK LEAVE -	SUPPORT STAFF	See Current Negotiated Agreement
SICK LEAVE -	BUILDING ADMINISTRATORS	Eleven (11) days annually.
SICK LEAVE -	PROFESSIONAL/TECHNICAL	One (1) day for each month of their contract year.
PERSONAL BUSINESS OR EMERGENCY LEAVE -		ALL EMPLOYEES: Three (3) days annually.
BEREAVEMENT LEAVE - TEACHERS		See Current Negotiated Agreement
BEREAVEMENT LEAVE - SUPPORT STAFF		See Current Negotiated Agreement
BEREAVEMENT LEAVE -	BUILDING ADMINISTRATORS PROFESSIONAL/TECHNICAL	

Up to five (5) days per year, excluding Saturdays and Sundays, may be granted to eligible employees without loss of pay for bereavement in the immediate family, beginning the date the death occurs. If no working days exist between the date of death and the end of the fifth (5<sup>th</sup>) day, no bereavement leave shall be granted.

The immediate family shall be defined as the eligible employee's spouse, parent or guardian, child, brother, sister, grandparent, grandchild, or each similar relationship, as established by marriage on a person residing in the same household as the eligible employee. Any other cases shall be referred to the superintendent in writing for consideration.

#### TEMPORARY DISABILITY LEAVE - ALL EMPLOYEES

Temporary disability leave may be granted to an employee who will temporarily be prevented from performing his/her regular duties because of medical reasons.

Accumulated sick leave will be accrued during the time of paid temporary disability. An employee who remains unable to return to work after sick leave benefits have expired will be placed on automatic unpaid leave. Employees may request an extended leave of absence according to the criteria for such absences.

#### LEGAL LEAVE - ALL EMPLOYEES

An employee who is summoned to jury duty or subpoenaed by a Court of Record as a witness for testimony relating to the official business of the district or directly resulting from employment by the district will be entitled to paid legal leave. The employee will turn over to the district all jury pay and witness fees received, excluding any parking or mileage reimbursements.

If an employee is subpoenaed as a witness by a Court of Record and testimony is not related to official business of the district or a result of employment by the district, the absence may be charged to personal business leave. If the employee has used all personal business leave, the employee may request to have the specified absence charged to accumulated sick leave.

MILITARY LEAVE - ALL EMPLOYEES:      See State Statutes

#### PROFESSIONAL LEAVE - ALL EMPLOYEES

Professional leave may be granted to an employee to participate in activities related to the employee's professional growth, such as workshops, seminars, and conferences.

## UNPAID LEAVE - ALL EMPLOYEES

Employees may apply for and receive approval for unpaid personal leave when the reason for absence does not meet the criteria for paid leave or when the employee has exhausted appropriate leave. Unpaid leave is subject to the same approvals and conditions as paid leave.

## EXTENDED LEAVE OF ABSENCE CRITERIA

All extended leaves of unpaid absence are non cumulative and, unless excepted by law, are for one (1) contractual year or for the remainder of the contractual year if it has begun. Reinstatement may be approved during the period of leave if the services of the employee are needed.

No employee, unless excepted by law, is eligible to apply for an extended unpaid leave until a minimum of three (3) years qualifying service has been completed. Employees will normally be expected to complete three (3) additional years of qualifying service before becoming eligible for another extended leave of absence.

Renewal of extended leaves of unpaid absence may be granted for one (1) additional year, except where otherwise provided by Board policy or negotiated agreement. Requests for reinstatement or extension of an unpaid leave of absence must be filed with the superintendent on or before March 15 for the following contractual year.

An employee failing to submit a request for reinstatement from leave of absence or an extension of leave terminates affiliation with the Board of Education at the expiration of the leave.

Eligible employees may request extended leave of absence in the following categories: medical leave; study leave; political leave; military leave; family leave.

## MEDICAL LEAVE - ALL EMPLOYEES

Medical leave of absence may be granted to an employee who has exhausted sick leave benefits, but is unable to return to work for medical reasons.

#### STUDY LEAVE - ALL EMPLOYEES

An extended leave of absence for academic or professional study may be granted to an employee to pursue an approved course of study. Employees granted study leave will be required to participate, during the period of the leave, in an educational program designed to contribute to the employee's professional growth.

An extended leave of absence may be granted to teach abroad, provided the teaching experience abroad is obtained within an accredited school and will qualify as approved teaching experience in accordance with the guidelines of the Teacher Personnel section of the State Department of Education.

#### POLITICAL LEAVE - ALL EMPLOYEES

Employees may be granted a leave of absence for up to one year in order to become a candidate for public office or to participate in political campaigns.

If elected to public office, the employee may return to his/her employment after the term of office (including any reelection to the same or other public office) has expired at the discretion of the district, providing there is a vacancy for which he/she is qualified. The employee will be reinstated at the salary step to which he/she was entitled when the leave was granted.

If participating in a political campaign, the employee may be required to take the entire school year or an acceptable portion thereof as the period of leave. Granting of such leave will be contingent upon obtaining a suitable replacement for the employee.

#### EXTENDED MILITARY LEAVE - ALL EMPLOYEES

An employee who is involuntarily called to active duty in the Armed Services of the United States, or who is a member of a reserve component and involuntarily ordered to active duty, will be entitled to reinstatement and benefits to the extent provided by applicable state and federal laws.

## FAMILY LEAVE - ALL EMPLOYEES

Employees are provided with up to 12 weeks of unpaid family leave. Before an employee will be placed on unpaid family leave, the employee must first exhaust any accumulated sick leave, personal business leave, and vacation leave. Such leave will be deducted from the 12 weeks of eligibility.

Leave may be granted for the birth, adoption, or foster placement of a child by the employee; to care for a spouse, son, daughter, or parent who suffers from a severe health condition; or for a severe health condition the employee is experience. Eligibility and other conditions for family or set forth by Board policy.





## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **GRIEVANCE/COMPLAINT PROCEDURES**

**G-25**

#### **GRIEVANCE/COMPLAINT PROCEDURES**

The Millwood Board of Education believes the school workplace should be as positive and productive as possible. Therefore, the Board authorizes the superintendent to establish procedures for employees to remedy what they believe to be violations, misinterpretations, or misapplication of Board policy or administrative regulations. There will be no reprisals against employees who use the grievance/complaint procedure.

The procedure shall be designed to solve individual problems on as low a level as reasonable and as quickly as feasible in an attempt to prevent minor problems from becoming major ones. The final authority in resolving such grievances/complaints is the Board.

*Page 1 of 1*

*Adopted November 6, 2006*



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### GRIEVANCE/COMPLAINT PROCEDURES

G-25-R1

#### GRIEVANCE/COMPLAINT PROCEDURES

The purpose of the grievance/complaint procedure is to secure at the lowest possible level equitable solutions to issues that may arise with respect to an employee's terms and conditions of employment. In filing a complaint, an employee may use either the procedures set forth in Board policy/administrative regulation or the grievance procedure outlined in the applicable negotiated agreement; if the alleged violation also violates a provision of the negotiated agreement.

#### Definitions

1. Grievance - a complaint by an employee that there has been a misrepresentation or violation of any provision of the respective employee group negotiated agreement.
2. Grievant - The employee who is a member of the bargaining unit and who files the grievance.
3. Complaint - An allegation that there has been a violation, misinterpretation a misapplication of District policies, administrative regulations, or procedural guidelines that pertain to the individual employee.
4. Complainant - The employee making the claim.
5. Days - The days when the superintendent's office is open for business, unless otherwise defined in the negotiated agreement.

#### Procedure

1. Level I - Informal Resolution - Immediate Supervisor

An employee with a grievance/complaint shall first discuss the concern individually with the immediate supervisor within five (5) days of the alleged violation, citing the specific Board policy, administrative regulation or provision of the agreement alleged to have been violated, with the objective of resolving the grievance/complaint informally. No written record will be made. However, a memo signed by both parties giving the date of the meeting shall be prepared.

2. Level II - Formal Resolution - Immediate Supervisor
  - a. If the employee is not satisfied with the discussion of the grievance/complaint at Level I, the employee may file the grievance/complaint with the immediate supervisor in writing, using the required official form within three (3) days of the Level I meeting.
  - b. The immediate supervisor shall schedule and hold a meeting with the grievant/complainant within three (3) days after receipt of the written grievance/complaint and shall transmit a written decision to the grievant within three (3) days of the meeting.
3. Level III - Formal Resolution - Superintendent or Superintendent's Designee
  - a. If the grievant is not satisfied with the disposition of the grievance/complaint at level II, he or she may file an appeal with the superintendent in writing, using the official grievance/complaint form within three (3) days of the Level II response.
  - b. The superintendent or the superintendent's designee shall schedule and hold a meeting with the grievant with three (3) days after receipt of the appeal and shall transmit a written decision to the grievant within three (3) days of the meeting.
4. Level IV - Formal Resolution - Board of Education
  - a. If the grievant is not satisfied with the disposition of the grievance/complaint, he or she may file an appeal with the board of education in writing, using the official grievance/complaint form within three (3) days of the Level III response.
  - b. The board will hear the appeal at its next regularly scheduled meeting or a special meeting which has been called for that purpose within forty-five (45) days of the receipt of the appeal. The board shall transmit its written decision to the grievant within (3) days of the meeting. The decision of the board shall be final and non appealable.

#### **General Provisions**

1. The grievant/complainant shall have sole responsibility for pursuing the grievance/complaint through all levels and within the time limits specified in these procedures.
2. Failure at any level of this procedure to appeal to the next level within the specified time limits shall be deemed to be acceptance by the grievant/complainant of the decision at that level.

3. Failure at any level of this procedure to respond to a grievance/complaint within the specific time limits shall permit the grievant to appeal to the next level.
4. Time limits at any level may be extended by mutual agreement, and such agreements shall be made in writing and placed in the record for that grievance/complaint.
5. A grievance which arises from an action of an authority above the level of immediate supervisor may be initiated at Level III of this procedure.
6. Evidence and testimony presented by the grievant/complainant at any level of this procedure shall be limited to that which was presented at previous levels.
7. Copies of official grievances/complaints, all documents, communications and records dealing with the processing of a grievance will be filed in a separate grievance/complaint file and will not be kept in the personnel files of the grievant.
8. No reprisals shall be taken against the grievant or other participants in the grievance procedure by reason of such participation.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### NEGOTIATIONS GOALS

H-01

#### NEGOTIATIONS GOALS

It is the intent of the Millwood School Board to utilize negotiation procedures which achieve the following goals:

- A. To retain the Board's legal, ethical and financial responsibilities;
- B. To permit administrators to carry out their responsibilities;
- C. To provide access to the Board's decision-making processes;
- D. To provide an orderly means for resolving disputes; and
- E. To meet all legal requirements of state statutes.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### NEGOTIATIONS PROCESS

H-02

#### NEGOTIATIONS PROCESS

The Millwood School Board shall designate its representatives to meet and confer with representatives of employee organizations to negotiate a procedure for negotiations.

The Board believes that employees of the district should represent the Board during the negotiations process. The superintendent shall submit to the Board a list of those employees who will represent the Board on its negotiating team. The Board may employ persons for consultative purposes.

When a final negotiated agreement is reached, the agreement shall be reduced to writing and, when approved by the employee organization and the Board and signed by the parties, shall be come a part of the official minutes of the Board. The terms and conditions of the agreement shall become binding. The district shall cause the preparation of sufficient copies of the agreement to be made for distribution to each employee covered by the agreement.



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **SCHOOL BOARD NEGOTIATING POWERS AND DUTIES**

**H-03**

#### **SCHOOL BOARD NEGOTIATING POWERS AND DUTIES**

The Millwood School Board will negotiate with the recognized representative(s) of the employee groups regarding salaries, wages, hours, and other conditions of employment.

The Board will meet, through its designated representative(s), with the recognized representatives of those employee groups. The Board will negotiate for the purpose of reaching agreements that are consistent with the United States Constitution and School Laws of Oklahoma.

The Board's authority to make final decisions as provided by law may not be delegated or abdicated. The Board's representative(s) may exercise discretion during the bargaining process, however, commitments should be based on guidelines or decision adopted by the Board.

State School Law, Sections 750, 752, and 753.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### CURRICULUM EVALUATION

I-01

#### CURRICULUM EVALUATION

The Millwood Public School District has a comprehensive curriculum evaluation plan to ensure continuous improvements in development and implementation of sound educational programs; to implement a basic skills evaluation program for four (4) core subject areas of math, science, language arts, and social studies. Priority is given to the following objectives:

1. Annually, the Millwood School District will determine if curricular offering for grades EC4-12 should be broadened.
2. Administrative and instructional personnel will determine if current instructional goals and objectives should be strengthened, revised, or modified.
3. Conduct a curriculum audit every five (5) years with an annual curriculum review.





## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### EDUCATION OF ALL STUDENTS WITH DISABILITIES

I-02

#### EDUCATION OF ALL STUDENTS WITH DISABILITIES

It is the commitment of the Millwood Public School District to provide all students with disabilities within its legal school boundaries a free and public appropriate education. Educational services for all young people should be provided in the normal environment of the school and in the least restrictive environment appropriate for meeting their educational needs.

The Board believes that in most instances students should be served in regular classes; however, students may be provided special services when it is determined that special education classes can provide the most appropriate education. Students may be removed from the regular environment only after documenting supplementary aids and services have been attempted and are not successful; a comprehensive evaluation is conducted; and the eligibility Individualized Education Program (IEP) team determined special education services and removals are necessary to ensure a free appropriate public education.

Legal Reference:      Public Law 94-142  
                                 Individuals with Disabilities Education Act (IDEA) of 1990  
                                 Individuals with Disabilities Education Act (IDEA) Amendments of 1997



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **EVALUATION AND PLACEMENT OF STUDENTS WITH DISABILITIES**

**I-02-R1**

#### **EVALUATION AND PLACEMENT OF STUDENTS WITH DISABILITIES**

To ensure compliance with the Individuals with Disabilities Education Act of 1990 (IDEA), the laws of Oklahoma, and the direction of the State Department of Education, and to ensure nondiscrimination in the evaluation and placement of students, the following guidelines shall be followed:

- A. Parents, legal guardians, or surrogate parents must be contacted in writing each time there is a proposal or refusal to initiate or change the identification, evaluation, or educational placement of a student.
- B. Parents, legal guardians, or surrogate parents may request an evaluation for possible special education placement.
- C. Parents, legal guardians, or surrogate parents must be provided a description of the action proposed or refused.
- D. Parents, legal guardians, or surrogate parents must be provided an explanation of why there is a proposal or refusal to take the action.
- E. Parents, legal guardians, or surrogate parents must be provided a description of each evaluation procedure, test, record, or report used as a basis for the proposal or refusal, or other factors which are relevant to the proposal or refusal.
- F. A school team of appropriate personnel including the parent, legal guardian or surrogate parent will make all recommendations for a student to be evaluated and placed in a special education program.
- G. Results of intelligence tests alone shall not be used to qualify a student for a special education program.
- H. Upon determination by the team that eligibility for special education program is appropriate, an Individualized Education Program (IEP) will be developed.

- I. A copy of a description of the procedural safeguards must be provided to the parents, legal guardians, or surrogate parents of a child with a disability.
- J. Sources for parents to contact to obtain assistance in understanding the provisions of a free appropriate public education will be provided to parents, legal guardians, or surrogate parents.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### ADMINISTRATIVE REVIEW

I-02-R2

#### ADMINISTRATIVE REVIEW

If the parent, legal guardian, or surrogate parent and/or building team disagree about the placement of a student in a special education program, a conference or an administrative review of the specific disagreements may be requested through the Superintendent's Office.

- A. Request for Administrative Review - Complete the "Request for Administrative Review" form indicating specific disagreements with the special education eligibility status and/or services recommended for the student by members of the evaluation/IEP team. Alternative recommendations(s) and data supporting the recommendation(s) should be included. The "Request for Administrative Review" form, completed as described and submitted to the Special Programs Director, will initiate an investigation and a review of the facts and issues involved in the case. A response will be sent at the conclusion of this investigation
- B. Request for Conference - Within ten (10) days after a request for a conference is received, a "Parent Notification of Conference" form will be completed and mailed to conference participants. The conference will be held at the building site if possible. A "Technical Assistance Conference Report" form will be completed during the conference.
- C. Unresolved Disagreement - In the event that a disagreement is not resolved, a complaint/due process procedure has been established by the State Department of Education to resolve any disagreements which cannot be resolved at the local level. A parent/guardian or the district may request a hearing for the following reasons:

1. The proposal to initiate or change the identification, evaluation, or educational placement of the student or the provision of a free appropriate public education to the student;
2. The refusal to initiate or change the identification, evaluation, or educational placement of the student or the provision of a free appropriate public education to the student.

#### SPECIAL PROGRAM SERVICES



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### REQUEST FOR ADMINISTRATIVE REVIEW

I-02-R3

#### REQUEST FOR ADMINISTRATIVE REVIEW

NAME OF CHILD: \_\_\_\_\_  
First Middle Last

BIRTHDATE: \_\_\_\_\_ AGE: \_\_\_\_\_ GRADE \_\_\_\_\_ SEX: Female \_\_\_\_\_ Male \_\_\_\_\_

DISTRICT/AGENCY: \_\_\_\_\_ BUILDING/SITE \_\_\_\_\_

PARENTS: \_\_\_\_\_ PHONE \_\_\_\_\_  
HOME/WORK

ADDRESS: \_\_\_\_\_  
STREET ADDRESS/P.O. BOX CITY STATE ZIP

In the space provided, indicate specific disagreement status and/or services recommended for the student by members of the evaluation/IEP team.

Alternative recommendation(s) and data supporting recommendation(s)

--

_____	_____	_____
Signature	Title	Date

The completed "Request for Administrative Review" submitted to the Special Programs Director will initiate an investigation and a review of the facts and issues involved in the case. A response will be sent at the conclusion of this investigation.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### STUDENT RECORDS

I-03

#### STUDENT RECORDS

It is the policy of Millwood Board of Education that the principal of each school will be the legal custodian of all student records for that school.

Students and parents will have access to their school records. The school will notify parents and adult students annually of the following:

1. The type of records kept;
2. The procedure for inspecting and copying these records;
3. The right for interpretation;
4. The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement;
5. The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

The educational records or school records include all materials directly related to a student which a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, and which are not available to others are exempted from this definition.

The school will require a prior written consent before information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools in which the student seeks to enroll.

When schools transfer records to new educational institutions, the schools must notify parents of the transfer, and of their right to review and contest the material. State and national educational organizations which require student data for confidential research and statistical purposes are exempted from the parental consent prerequisite. An exemption also exists for material under court order. Parents must be notified of such order.



The superintendent is directed to establish procedures to ensure compliance with the Family Education Rights and Privacy Act 1974 (FERPA) and HIPPA and other applications.

Reference: 34 CFR99.1  
20 USC 1232



## MILLWOOD PUBLIC District BOARD POLICY

### COMPLIANCE WITH FAMILY EDUCATION

I-03-R1

#### COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

In accordance with the policy of the Millwood Board of Education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

#### DEFINITIONS

For the purpose of this regulation, the Millwood Public District hereinafter referred to as "District," has used the following definitions of terms:

##### **Student**

Any person who attends or has attended a program of instruction sponsored by the board of education of this District.

##### **Eligible Student**

A student or former student who has reached age 18 or is attending a post-secondary school.

##### **Parent**

Either natural parents of a student unless his or her rights under the Family Education Rights and Privacy Act (FERPA) have been removed by a court order; a guardian; or an individual acting as parent or guardian in the absence of the student's parent or guardian.

##### **Education Records**

Any record (in handwriting, print, tapes, film, or other medium) maintained by the District, an employee of the District, or an agent of the District which is related to a student except:

1. A personal record kept by a school staff member which meets the following tests:
  - A. It was made as a personal memory aid;
  - B. It is in the personal possession of the individual who made it; or
  - C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;

2. An employment record which is used only in relation to a student's employment by the District (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or
3. Alumni record which relate to the student after the student no longer attends classes provided by the District and the records do not relate to the person as a student

### **Personal Identifier**

Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information which would make the student's identity known.

### **ANNUAL NOTIFICATION**

Within the first three weeks of each school year, the District will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The District will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the District is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the District decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);
4. The right of any person to file a complaint with the Department of Education if the District violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The District will arrange to provide translations of this notice to non-English speaking parents in their native language.

## STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;
2. The right to exercise a limited control over the people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

## LOCATION OF EDUCATION RECORDS

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	Records Room	PreK-8 School
Cumulative Schools Records	Records Room	Arts Academy
Cumulative School Records	Counselor's Office	High School
Cumulative School Records (Former Students)	Storage Area in Gym	Registrar
	Counselor's Office	High School
	Records Room	PreK-8 School
	Storage Area in Cafeteria	
	Records Room	Arts Academy
Health Records	School Nurse's Office	PreK-8 School
	School Nurse's Office	Arts Academy
	School Nurse's Office	High School
IEP Speech Records	Records Room	PreK-8 School
	Records Room	Arts Academy
	Counselor's Office	High School

Psychological Records	Records Room	PreK-8 School
	Records Room	Arts Academy
	Counselor's Office	High School
Special Test Records	Records Room	PreK-8 School
	Records Room	Arts Academy
	Counselor's Office	High School
Occasional Records	Counselor will collect and make available at student's school	School Counselor

### **PROCEDURE TO INSPECT EDUCATION RECORDS**

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

The parent or eligible student should submit to the student's school principal a written request which identifies, as precisely as possible, the record or records he or she wishes to inspect.

The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the District will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

### **FEES FOR COPIES OF RECORDS**

The District will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the District reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The District may deny copies of records (except for those required by the FERPA) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student which warrants the denial of copies.

The FERPA requires the District to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;
2. At the request of the parent or eligible students when the District has provided the records to third parties by the prior consent of the parent or eligible student; or
3. At the request of the parent or eligible student when the District has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to twenty-five cents per page (Actual copying cost, less hardship factor). The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be twenty-five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

## **DIRECTORY INFORMATION**

The District proposes to designate the following personally identifiable information contained in a student's education record as "directory information," and it will disclose that information without prior written consent:

1. The student's name;
2. The names of the student's parents;
3. The student's date of birth;
4. The student's class designation (i.e., first grade, tenth grade, etc.);
5. The student's extracurricular participation;
6. The student's achievement awards or honors;
7. The student's weight and height if a member of an athletic team;
8. The student's photograph;
9. The school or District the student attended before the student enrolled in this District.

After the parent or eligible student has been notified, he or she will have two weeks to advise the District in writing (a letter to the school Superintendent's office) of any or all of the items they refuse to permit the District to designate as directory information about the student.

At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the District will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

## **USE OF STUDENT EDUCATION RECORDS**

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The District will use the following criteria to determine who are school officials. An official is:

1. A person duly elected to the school board;
2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The District will only release information from, or permit access to, a student's education record with a parent's or eligible student's prior written consent except that the school Superintendent, or a person designated in writing by the Superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another District or a post-secondary school (the District will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);
2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the District;
3. The parties who provide or may provide financial aid to a student to:
  - A. Establish the student's eligibility for the aid,
  - B. Determine the amount of financial aid,
  - C. Establish the conditions for the receipt of the financial aid, or
  - D. Enforce the agreement between the provider and the receiver of financial aid;
4. When the District has entered into a written agreement or contract for an organization to conduct studies on the District's behalf to develop tests, administer student aid, or improve instruction;
5. To accrediting organizations to carry out their accrediting functions;
6. To comply with a judicial order or lawfully issued subpoena (the District will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision); or
7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the District to designate that item as directory information for the student.

The District will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:



1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
2. The information is necessary and needed to meet the emergency;
3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; or
4. Time is an important and limiting factor in dealing with the emergency.

The District officials may release information from a student's education record if the student's parent or the eligible student gives prior written consent for disclosure. The written consent must include at least:

1. A specification of the records to be released.
2. The reasons for the disclosure;
3. The person, organization, or the class or organizations to whom the disclosure is to be made;
4. The parent's or eligible student's signature; and
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.

The District will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be disclosed without the parent's or eligible student's prior written consent.

### **RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS**

The District will maintain an accurate record of all requests for it to disclose information from or to permit access to a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, and local officials for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The District will maintain this record as long as it maintains the student's education record.

The record will not include requests for access or access granted to the parent of the student or to an eligible student; request for access granted to officials of the District who have a legitimate

educational interest in the student; requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent; or for requests for, or disclosure of, directory information designated for that student.

### **PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS**

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the District may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the District to correct a record.

To establish an orderly process to review and correct an education record for a requester, the District may make a decision to comply with the request for change at several levels in the procedure.

#### **First Level Decision**

When a parent of a student or an eligible student finds an item in the student's education record which he or she believes is inaccurate, misleading, or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester initiate a written request for the change; and
3. Follow the procedure for a second level decision.

### **Second Level Decision**

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the District to make. It should at least identify the item the requester believes are incorrect and state whether he or she believes the item:

1. Is inaccurate and why;
2. Is misleading and why; and/or
3. Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the District's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that the change has been made. Such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the record custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of the findings in the matter. The record custodian will transmit this summary and a copy of the written request to the school Superintendent.

### **Third Level Decision**

The Superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney, or the school board (in executive session). The Superintendent will then make a decision concerning the request and complete the steps at this decision level.

Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the Superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made.

If the Superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as at the second level.

If the Superintendent decides the record is correct, he or she will prepare a letter to the requester which will include:

1. The District's decision that the record is correct and the basis for the decision;
2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the District will grant such a hearing;
3. Instructions for the requester to contact the Superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (the District will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and
4. Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### **HOMEWORK**

**I-04**

### **HOMEWORK**

The Board of Education believes that homework is an important part of the educational process. Homework shall be related to the District's mission, goals, and philosophy of education. Assignments appropriate to the developmental level of a student shall be used for preparation, enrichment, reinforcement and extension of school experiences. The major purposes of homework assignments include helping students to become self-directed, independent learners and improve their achievement. Assignments shall be monitored, properly evaluated and considered in determining the student's overall grade.

Standards should be set for appropriate time limits students are expected to devote to assignments by grade level and subjects. The Board recognizes, however, that due to individual differences, some students learn at different rates and some students may take more or less time to complete specific assignments.

The Board recognizes that cooperation between parents and the school is essential to effective home study. Parents should provide conditions conducive for studying and should monitor the students' home study time. Students should complete and turn in assignments in a satisfactory and timely fashion.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### **HOMEWORK**

**I-04-R1**

#### **HOMEWORK**

Homework should be an extension or reinforcement of ideas, skills and concepts that have been presented in the classroom.

All homework assignments will be checked or graded, recorded, and calculated as a part of the total grade by the classroom teacher. Homework will be returned to the student by the classroom teacher.

Missed homework assignments may be made up for reasons related to personal illness which includes doctors' appointments and incapacitation, religious holidays, bereavement and school related excursions.

Homework shall not be used as a form of punishment.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### GIFTED AND TALENTED STUDENT EDUCATIONAL PROGRAM

I-05

#### GIFTED AND TALENTED STUDENT EDUCATIONAL PROGRAM

The Millwood Board of Education recognizes that educational programs are necessary for gifted and talented students as defined in Oklahoma Statutes Section 1210.301 of Title 70.

Therefore, the identification of gifted and talented students and the implementation of appropriate educational programs shall be done in compliance with the Education of Gifted and Talented Children Act. The parents or legal guardians of students so identified will be advised in writing of that fact and will be provided an overview of the gifted and talented student educational programs offered in the district.

Reference: Education of Gifted and Talented Children Act

*Page 1 of 1*

*Adopted 1985 Revised December 7, 1998*



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **GIFTED AND TALENTED STUDENT EDUCATIONAL PROGRAM**

**I-05-R1**

#### **GIFTED AND TALENTED STUDENT EDUCATIONAL PROGRAM IDENTIFICATION AND PLACEMENT**

Student placement in the District's Gifted and Talented Educational Program will be based on multiple criteria. Such criteria would include:

1. Score in the top 3% on nationally standardized test for intellectual ability
2. Advanced on state mandated standardized achievement tests
3. Score advanced on state test in one or more areas, i.e., language, mathematics, reading, science, social studies, on state mandated test
4. School records, student performance, and or portfolio
5. Written recommendations of teachers, parents/guardians and/or peers.

Parents/guardians may submit standardized test scores which have been generated privately only if such tests were administered by certified psychologists.

Identification of gifted students is an ongoing process extending from grades kindergarten through twelve. Identification of students on the basis of a nationally standardized test will remain valid for the student's entire educational experience. Therefore, once identified for the gifted program, students are not required to go through the annual identification-qualifying process.





## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **GIFTED AND TALENTED EDUCATIONAL PROGRAM**

**I-05-R2**

#### **GIFTED AND TALENTED EDUCATIONAL PROGRAM**

The District shall provide multiple program options and curriculum that are modified in pace, breadth, and depth. Options providing differentiated education shall be matched with students' needs and interests and shall include, but not be limited to, the following education components:

##### **Grades 1-5 Elementary Gifted Classes -**

Students are exposed to a unique curriculum. They are provided with enriched and/or accelerated instruction.

##### **Grades 6-8 Middle School Gifted Classes -**

Students are placed in honor classes. Eligible students may take an advanced course for high school credit. Enrichment activities are provided.

##### **Grades 9-12 Advanced Placement and Concurrent Enrollment Career Tech (See State Reg) -**

Pre-advanced placement and advanced placement courses provide students a rigorous curriculum approved by the College Board. Eligible students may enroll in courses at the collegiate level for college credits.



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **CURRICULUM DEVELOPMENT**

**I-06**

### **CURRICULUM DEVELOPMENT**

The heart of the educational process in the district is the curriculum; it is the total set of expectations (skills, concepts, and processes) that students are exposed to during their pre-kindergarten to 12th grade experience. Schools exist to provide children with organized sets of learning experiences which will accomplish the school district's mission.

The development and improvement of curriculum is a basic consideration in the attainment of the district's mission and goals. The objectives of each course or study unit should be expressed in terms which can identify and/or measure learning outcomes and the kinds of behavior to be developed by each student.

Education has a responsibility of providing order to the presentation of course content, and of providing appropriate means of changing the set of learning experiences when necessary. Communication and coordination among subject area teachers within the school system are necessary to maintain that responsibility, and is vital to the development of a quality educational program.

The purposes for the curriculum development process are:

- To respond to the district needs assessment.
- To establish definitive student learning outcomes in each curriculum area.
- To evaluate the school district's curriculum and its expectation.
- To close the gap between the real (what is actually taught) and ideal (what should be taught) curriculum.
- To provide a process for continual improvement of the curriculum.
- To provide for curriculum coordination within, between, and across grade levels.
- To determine how well individual students accomplish the program goals and achieve the learning outcomes.

To provide an orderly and systematic process which will reduce fragmentation in scope and sequence, unnecessary duplication, irresponsible use of resources and materials.

All professional staff members shall be responsible for fulfilling the purposes of the district's curriculum development process. The process for curriculum development will encompass five phases:

Development of program intent (program goals, grade, and course learning outcomes/performance criteria).

Selection of materials (where appropriate).

Implementation of the developed program.

Program evaluation.

Program improvement.

The Superintendent shall designate trained people as leaders for helping implement the district's approved process for developing its curriculum.

The Board has responsibility for maintaining a minimum program of instruction guaranteed by the state statutes, and of initiating improvement beyond the minimum. All professional staff members of the school district are responsible for maintaining the program of instruction in accordance with:

The provisions of the constitution of the State of Oklahoma.

The acts of the legislature.

The rules, regulations, and standards of the Oklahoma Department of Public Instruction.

The School Board Policies and Administrative Regulations.

The superintendent will present all new courses or new educational programs to the Board for approval. New courses and programs include not only complete additions, but those which may have extreme changes or are substituted for outdated or obsolete ones.



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **CURRICULUM DEVELOPMENT**

**I-06-R1**

#### **CURRICULUM DEVELOPMENT BASIC AND SPECIAL INSTRUCTIONAL PROGRAMS**

The Millwood Public School District's curriculum design shall meet or exceed the standards for accreditation as set forth by the Oklahoma State Department of Education and the North Central Association for Colleges and Schools. The District shall provide formal studies to meet the general academic needs of all students and, to the extent possible, opportunities for individual students to develop specific talents and interests in more specialized fields.

The general academic areas of English or language, writing, reading, mathematics, science, and social studies shall be provided at the elementary and secondary levels.. The pre-kindergarten through twelfth grade curriculum shall be interdisciplinary as well as sequential in scope and sequence to provide continuity in teaching and learning.

Special programs for enrichment shall be provided as local and state revenues are available to fund such programs. Special programs may include but are not limited to physical education, fine arts, practical arts, and foreign language.

#### **ELEMENTARY SCHOOL DIVISION**

##### **PRE KINDERGARTEN SUBJECTS/CURRICULUM**

Science

Fine Motor

Gross Motor

Math

Social Skills

Reading

#### **COURSES OFFERED**

Music

Physical Education

**KINDERGARTEN CURRICULUM/SUBJECTS**

Language  
Science  
Writing/Fine Motor  
Mathematics  
Social Studies  
Reading

**COURSES OFFERED**

Music (45 minutes)  
Physical Education  
Art

**FIRST GRADE CURRICULUM/SUBJECTS**

English  
Reading  
Social Studies  
Mathematics  
Science  
Writing  
Spelling  
Physical Education

**ELEMENTARY SCHOOL DIVISION**

**COURSES OFFERED FIRST GRADE CONTINUED**

Art  
Literature  
Health  
Music

## **SECOND GRADE CURRICULUM/SUBJECTS**

English  
Reading  
Social Studies  
Mathematics  
Science  
Writing  
Spelling

## **COURSES OFFERED**

Art  
Music  
Physical Education

## **THIRD GRADE CURRICULUM/SUBJECTS**

English  
Reading  
Social Studies  
Mathematics  
Science  
Writing  
Art

## **ELEMENTARY SCHOOL DIVISION**

### **COURSES OFFERED THIRD GRADE CONTINUED**

Dictionary  
Health  
Music  
Geography  
Library Skills  
Remedial Reading  
Spelling

## **FOURTH GRADE CURRICULUM/SUBJECTS**

English  
Reading  
Social Studies  
Mathematics  
Science  
Writing

## **COURSES OFFERED**

Art  
Health  
Music  
Dictionary  
Library Skills  
Remedial Reading  
Geography  
Literature  
Spelling  
Physical Education

## **ARTS ACADEMY CURRICULUM/SUBJECTS**

### **THIRD GRADE**

Reading  
Mathematics  
Social Studies  
Science  
Spelling  
Language Arts

#### **FOURTH GRADE**

Language Arts

Social Studies

Mathematics

Science

Writing

#### **ELECTIVE COURSES OFFERED**

Art

Band

Physical Education

Soaring High (SE)

Dance

Library Skills

#### **CURRICULUM AIDES**

Study Island Software Program

Buckle Down Test Prep

Reading Academy Software

Prepare to PASS Workbooks

#### **ELEMENTARY SCHOOL DIVISION**

#### **FIFTH GRADE CURRICULUM/SUBJECTS**

English

Reading

Mathematics

Writing

Science

Social Studies

Geography



## **COURSES OFFERED**

Dictionary  
Library Skills  
Remedial Reading  
Literature  
Spelling  
Health  
Physical Education  
Music  
Art  
Band

## **ARTS ACADEMY CURRICULUM/SUBJECTS REQUIRED**

### **FIFTH GRADE**

Language Arts  
Reading  
Social Studies  
Science  
Mathematics  
*Writing (State Writing Test)*

### **ELECTIVE COURSES OFFERED**

Art  
Band  
Physical Education  
Dance  
Ballroom Dancing (5<sup>th</sup> grade)  
Soaring High Remedial Classes  
Spelling

**MIDDLE LEVEL DIVISION**  
**SIXTH GRADE CURRICULUM**

Language Arts

Mathematics

Science

Social Studies

**OTHER COURSES THAT MAY BE OFFERED ARE:**

Study Skills

Art

Physical Education

Health

Music

Family and Consumer Science (FCCLA)

Band

Peer Mediation

**SEVENTH & EIGHTH GRADE CURRICULUM**

**SUBJECTS REQUIRED**

Language Arts

Mathematics

Algebra 1 (8<sup>th</sup> Grade)

Science

Social Studies

**OTHER COURSES OFFERED ARE:**

FCCLA (*Family, Career and Community Leaders of America*)

Technology Education

Physical Education

Vocal Music

Drama

Dance  
Art  
LEAP (8<sup>th</sup> Grade)  
Memorial Mentors  
Business Math (8<sup>th</sup> Grade)

**ARTS ACADEMY CURRICULUM/SUBJECTS REQUIRED**

**SIXTH GRADE**

Language Arts  
Social Studies (*World Studies*)  
Science  
Mathematics

**ELECTIVE COURSE OFFERED**

Library Skills  
Art  
Band  
Dance  
Physical Education  
Choir  
FCCLA (*Family, Career and Community Leaders of America*)  
Drama  
Spanish

**ARTS ACADEMY CURRICULUM SUBJECTS REQUIRED**

**SEVENTH AND EIGHT GRADES**

Language Arts  
Mathematics  
Algebra 1 (8<sup>th</sup> Grade)  
Science  
U.S. History  
Geography

## **ELECTIVE COURSES OFFERED**

FCCLA (*Family, Career and Community Leaders of America*)

Art

Dance

Band

Drama

Physical Education

Vocal Music

Business and Computer Technology

Remedial Reading (extended day)

Remedial Mathematics (extended day)

- ▶ Character education lessons are incorporated into the curriculum
- ▶ Soaring High tutorial after school sessions are offered to all students in Arts Academy grades four through eight two days a week
- ▶ Students in Arts Academy grades four through eight are using the following curriculum aides:
  - ✓ Study Island
  - ✓ Reading Academy
  - ✓ Prepare to Pass Workbooks
  - ✓ Buckle Down Workbooks
  - ✓ Houghton Mifflin Workbooks

## **HIGH SCHOOL DIVISION**

### **NINTH GRADE REQUIRED COURSES**

#### **Language Arts**

English I or Pre-Advanced Placement English I

#### **Mathematics**

Algebra I

Algebra II (Algebra I pre-requisite)

#### **Social Studies**

Oklahoma History

U. S. Government

## **Science**

Physical Science or Biology

## **FRESHMEN ACADEMY ELECTIVES**

Band

Fundamentals of Technology

Vocal Music

Physical Education

Health

Performing Art/Theater

FCCLA (*Family, Career and Community Leaders of America*)

Art Appreciation

Art I

Spanish I

French I

Dance I

Remedial Reading (extended day)

Remedial Mathematics (extended day)

Character education lessons are incorporated into the Freshmen Academy curriculum

- ✓ Soaring High tutorial after school sessions are offered to all students in the Freshmen Academy two days a week
- ✓ Students in the Freshmen Academy are using the following curriculum aides:
  - ✓ Study Island
  - ✓ Reading Academy
  - ✓ Prepare to Pass Workbooks
  - ✓ Buckle Down Workbooks
  - ✓ Houghton Mifflin Workbooks

## **TENTH GRADE REQUIRED COURSES**

### **LANGUAGE ARTS**

English II or Pre Advanced Placement English II

### **Mathematics**

Algebra II or Plane Geometry

**Social Studies**

U.S. History

**Science**

Biology I or Biotechnology

Human Anatomy and Physiology

**ELEVENTH GRADE COURSE REQUIREMENTS**

**Language Arts**

English III or

Pre Advanced Placement Language and Composition

Pre Advanced Placement Literature and Composition

**Mathematics**

Algebra II or

Plane Geometry

**Social Studies**

Economics/Geography

**Science**

Chemistry I or Advanced Placement Chemistry

A.P. Biology

**TWELFTH GRADE COURSE REQUIREMENTS**

**Language Arts**

English IV or Advanced Placement Language and Composition

Advanced Placement Literature and Composition

**Social Studies**

World History

**Mathematics**

Algebra III/Pre Calculus or Trigonometry

Advanced Placement Calculus AB/BC

## **HIGH SCHOOL DIVISION ELECTIVES**

Instrumental Music I (Band)

Instrumental Music II (Band)

Instrumental Music III (Band)

Vocal Music

Art I

Art II

Art III

Art IV

Advanced Placement Studio Art Drawing

Spanish I

Spanish II

French I

French II

Yearbook I/II

Dance I

Dance II

Dance III

Performing Art/Theater I/II

Health

Speech

Academic Commitment to Education (ACE)

Fundamentals of Administration Technologies I/II

Francis Tuttle Career Tech Programs

See Millwood Public Schools' High School Course Description Guide for more detailed information.



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **CURRICULUM DESIGN TEACHING METHODS**

**I-06-R2**

#### **CURRICULUM DESIGN TEACHING METHODS**

The school principal, as the instructional leader, shall assess the appropriateness of each individual teacher's instructional method through the evaluation for effective teaching processes.

Criteria to be considered in the determination of appropriate versus inappropriate methodology shall include factors such as community values, school philosophy, district mission, district policies, administrative regulations and State and Federal laws.

The use of instructional techniques and methods should be directed toward written and approved goals and objectives. Methodology shall be consistent and in harmony with the unique characteristics of age, ability group and special interest of the students being taught.

*Page 1 of 1*

*Effective December 7, 1998*





## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### HOMEBOUND INSTRUCTION

I-07

#### HOMEBOUND INSTRUCTION

Realizing that occasional ill health or injury may come to affect the regular attendance and subsequent achievement of school students, the Board of Education supports the effort to provide an instructional program to bridge the attendance/learning gap.

Homebound instruction shall be considered for students who are temporarily incapacitated or infected to the degree that school attendance would endanger their health and/or well being, or that of others. Students who are ill or injured and expected to not attend school for a minimum of two (2) weeks, shall be eligible for homebound instruction, when application has been submitted by parents with the attending physician's signature.

Homebound instruction shall be limited, unless approved by the superintendent, to the core curriculum subjects, (math, English, social studies, science), and taught by a qualified certificated teacher. The rate for instructional services to be provided by the homebound teacher shall be consistent with the amount regulated by the state provisions on school reimbursements.

*Page 1 of 1*

*Adopted April 4, 1983 Revised December 7, 1998*



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### HOMEBOUND INSTRUCTION

I-07-R1

#### HOMEBOUND INSTRUCTION

Once a determination has been made that a student may qualify for homebound instruction, the following procedure should be adhered to:

1. Parents must complete the Request for Homebound Instruction form, including the notarized physician's statement and signature.
2. The Request for Homebound Instruction Form must be submitted to the appropriate principal and forwarded to the office of the superintendent for final approval.
3. Upon notification, the principal shall be responsible for the selection of qualified teachers to teach the homebound assignment.
4. Teacher qualification shall be determined by their current license and/or certification, approved by the State Department of Education.
5. When possible, the individual homebound instruction teacher should be qualified to teach the core curriculum subjects, i.e., mathematics, language arts, social studies, and science; otherwise, two (2) individual teachers may be utilized to fulfill the instructional needs (upon approval of the superintendent).
6. Upon selection and subsequent service, the homebound instruction teacher shall be responsible to submit a claim form to the principal by the 15<sup>th</sup> of each month.
7. The principal's signature shall verify the number of instructional hours and mileage claimed by the homebound instruction teacher.
8. Once approved, the principal shall forward the claim to the office of the superintendent for approval.
9. Homebound instruction teachers shall be paid once per month.
10. All grading of student performance shall be assessed and recorded according to school district policies/regulations and practices.

Page 1 of 1

Effective December 7, 1998



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### FIELD TRIPS AND EXCURSIONS

I-08

#### FIELD TRIPS AND EXCURSIONS

In recognition of the district's mission to prepare all students academically and socially for lifelong learning and achievement, the Board believes quality learning may occur outside of the four classroom walls. Field trips, designed to stimulate student interest and inquiry and provide opportunities for social growth and development, are considered appropriate extensions of the classroom.

The Board authorizes field trips to the extent that they provide an effective means for accomplishing general curriculum objectives of the district. The use of community resources for field trips and excursions shall serve to reinforce the instructional objectives being studied.

Students will be required to furnish a Parent's Permission Form before each trip.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### FIELD TRIPS AND EXCURSIONS

I-08-R1

#### FIELD TRIPS AND EXCURSIONS

Each student participating in an excursion, contest, etc. under the sponsorship of the school must secure the Parent's Permission Form and place it on file with the supervising teacher before the trip is taken.

The group or class sponsoring the trip will be responsible for paying a fee to cover gasoline, bus drivers' fees and other operational costs.

The same rules, regulations, and guidelines applied during the regular school day are in effect on all field trips and excursions.

1. Sponsor (s) or teacher (s) shall obtain permission for field trips from the principal.
2. The activity must comply with all regulations of the Oklahoma Secondary School Activities Association, if applicable.
3. A single activity may not cause the loss of more than two school days for participating students.
4. Each student club, organization or class will be limited to one off-campus activity per semester that requires the loss of school time.
5. Each request for a proposed off-campus activity shall contain a statement showing the educational or enrichment benefit to be obtained by participating students.
6. Students will be required to furnish a Parent's Permission Form before each trip.
7. Students on approved excursions or field trips are considered excused and shall not be counted absent from missed classes.
8. Students participating in an excursion are considered to be in an extended classroom setting. The responsibility for appropriate behavior and supervision rests with the certified sponsor and student.
9. No student who has been expelled or suspended for more than three days during the current school year may participate in the proposed activities.





## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### OUT-OF-DISTRICT TRIPS

I-08-R2

#### OUT-OF-DISTRICT TRIPS

Long and expensive out-of-district trips should not normally be undertaken during the school year. However, when the circumstances so dictate, such trips may be taken provided they can be adequately justified. The Oklahoma Secondary School Activities Association will approve a single out-of-state trip per year per activity if justification is present. Loss of teachers' time to the regular program, excessive cost of trips, missed classes by participating students, State Department of Education regulations, and Oklahoma Secondary School Activities Association policies are adequate reasons for not taking long out-of-state trips.

The Board authorizes field trips to the extent that they provide an effective means for accomplishing general curriculum objectives of the district. The use of community resources for field trips and excursions shall serve to reinforce the instructional objectives being studied.

Students will be required to furnish a Parent's Permission Form before each trip.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### INTERNET-BASED INSTRUCTION

I-09

#### INTERNET-BASED INSTRUCTION

Pursuant to state law and State Department of Education regulations, the Millwood Public School District may, at its discretion, offer web-based and/or two way interactive video instruction as a means to expand the district's course offerings. The Board shall determine courses and grant credit for internet-based instruction. Only regularly enrolled students of this District will be considered for internet-based/online instruction and course credit. Students taking such courses shall be subject to all State Department of Education regulations concerning the courses, including but not limited to the requirement to participate in all assessments mandated by the Oklahoma School Testing Program. The proposed course(s) may be evaluated by the State Department of Education.

#### Definitions

- ***Alternative Method Delivery System*** refers to the delivery of instruction through web-based or video-based technologies
- ***Asynchronous Instruction*** is not dependent on instructor and student(s) interaction in real time. It allows students to engage in learning activities anywhere at anytime.  
For instruction to be considered asynchronous, the primary format of instruction does not depend on real-time interaction of the participants.
- ***Blended or Hybrid learning*** describes a delivery method that combines online lessons for theory and periodic class meetings on campus to complete exercises and/or assessments.
- ***Educationally appropriate*** means an instructional delivery method best suited for an individual student to advance the student's academic standing toward meeting

the learning expectations of the district and the state graduation requirements for the student. The determination of educationally appropriate will be made at the local school district level.

- **Enhanced or Component Learning** describes a delivery method in which students attend face-to-face classes full-time while utilizing the Internet to access various instructional components for additional learning opportunities.
- **Netiquette** consists of the rules and guidelines for acceptable behavior in electronic communication.
- **Online instruction** uses the internet as the primary medium of instruction, with a computer serving as the primary tool of instruction. Online instruction by synchronous or asynchronous. Online instruction is sometimes referred to as web-based instruction.
- **Supplemental online course** is an online program that allows students who are enrolled in a public school to supplement their education by enrolling part-time in online courses that are educationally appropriate for the student, which are equal to the equivalent of classroom instruction time required by student attendance and participation in the district.
- Synchronous instruction occurs when the instructor and student's primary interactions are in real time interaction between student(s) and instructor as the primary format of instruction.
- Two-way interactive video instruction provides for real time interaction between student(s) and instructor by means of an electronic medium that provides for both audio (sound) and video (sight) signal. Students and instructor may see and hear each other in an approximation of real time.

#### General Guidelines

Prior to offering an Internet-based instructional course, the board of education shall comply with the following guidelines recommended by the State Department of Education:

1. Web-based and two-way interactive video instruction shall be viewed as methods by which the school district can expand the course offerings and access to instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.



2. The board of education will grant students credit for completion of courses offered by means of online instruction. School district policies governing grading scales and credits earned shall be applied to Oklahoma Supplemental Online Course Program courses under the same criteria as courses offered by the school district.  
A grade assigned for course credit that was completed through the supplemental online program shall be treated the same as any other course offered by the district.
3. Only students who are enrolled in Millwood Public Schools will be granted access to supplemental online courses.
4. Requests for enrollment in supplemental online courses shall be handled in the following manner:
  - a. Interested students shall be required to complete and submit a Request for Enrollment in Supplemental Courses form (EHDF-E) at least 28 days prior to the beginning of each semester.
  - b. The principal, working in consultation with the assist superintendent of educational services, shall evaluate the application and determine whether the supplemental online course is educationally appropriate for the student.
  - c. If the supplemental online course is not deemed to be educationally appropriate, notification shall be provided to the student in writing stating the reasons in support of the principal's recommendation. The student shall be afforded the opportunity to appeal the principal's decision to the board of education. The board's decision regarding the educational appropriateness of a course is final and nonappealable. A copy of the notification shall be provided to the director of instructional technology at the State Department of Education.
5. If enrollment in the supplemental online course is allowed, the principal shall appoint a certified staff member to serve as the building level contact person to assist the students enrolling in online courses and to serve as a liaison to the online teachers and provider(s). Students shall have a grace period for withdrawal from a supplemental online course of fourteen calendar days from the first day of a

supplemental online course enrollment without academic penalty. A written request for withdrawal should be provided by the student to the principal prior to the expiration of the fourteen (14) day period.

6. Failure to complete the online course(s) or withdrawal after the 14 day initial grace period will result in required reimbursement of the District by the student's family.
7. Students earning credit by means of online instruction shall participate in required state-level academic assessments in the same manner as other regularly enrolled students within the district. No student shall be allowed to participate in these assessments at a place other than the school site at which the student is enrolled.
8. Courses offered for credit by means of alternative delivery shall be aligned with the Common Core State Standards (CCSS).
9. Student progress shall be monitored on weekly basis by the supplemental online course provider. Attendance/participation in a supplemental online course shall be monitored in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, posting/submission of lessons. The student may be counted "present" or "in attendance" when the supplemental online course provider provides evidence of student/teacher/course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to students, parent, and the school district, reports that reflect daily attendance/participation, progress reports and grades, which shall be provided on a regularly weekly basis to parents/guardians and the school district via electronic format. Semester courses must be completed by the end of the school term and follow the site calendar.
10. All test must be scheduled and proctored at the school site.
11. The security of individual student data and records shall be maintained and received the same protection afforded students under state and federal laws. No individual student data obtained through participation in Internet-based instruction courses shall be used for any purposes other than those that support the instruction of the individual student.
12. District level aggregated data obtained through participation in Internet-based instruction courses shall be utilized for education purposes only and shall not

- be provided to commercial entities.
13. All federal and state statutes pertaining to student privacy, the posting of images on the World Wide Web, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district. (See cross-referenced policies concerning these issues.)
  14. Prior to the beginning of instruction, cooperating school districts sharing courses by means of two-way interactive video technology shall, by means of contractual agreement, address such issues as the instruction costs, bell schedules, school calendars, student behavior, teacher evaluation, textbooks, class periods, class periods, student grades and grading policies, teacher load, and instructor employment.
  15. Contractual agreements shall be established between the school district and parent(s), or legal guardian, of students participating in alternative instructional delivery system courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, and the responsibility for course costs and equipment.
  16. Instructors of online courses shall be: (a) certified in Oklahoma or another state to teach in the content area of the course offered, or (b) a faculty member at an accredited institution of higher education, possessing the specific content expertise necessary to teach the course.
  17. All student enrollment requests for Internet-based courses shall be evaluated and approved/disapproved by the home school principal and counselor, the principal from the high school providing the instructor, (if the course is taught as a part of the instructor's regular contract) the student, and his/her parent(s) guardian(s) must agree to the conditions listed in this policy in order to be enrolled in Internet-based courses.
  18. Students who participate in the online courses offered by the district will be responsible for providing their own equipment and Internet access.
  19. Annually, the board of education shall establish fees or charges for the provision of alternative instructional delivery system courses. The district shall not be liable for payment of any fees or charges for any Internet-based course for a student who has not complied with district policies and procedures.

## **Student Responsibility for Internet-Based Instruction**

### **Expectations of Students**

- a. Students are aware of the expectations, netiquette, skills, and technology required to participate in an online course. This information will be available on the District's public website.
- b. Students will abide by all applicable behaviors including but not limited to harassment and/or intimidation, obscene language and/or vulgarity, plagiarism, and cheating.
- c. Students will abide by all federal and state statutes pertaining to the use of copyrighted materials.
- d. By enrolling in an online course, students are declaring that they have the minimum computer skills to participate in an online course, including but not limited to Internet, file management, and e-mail skills. A basic skills self-assessment will be available on the District's public website.
- e. Students participating in online instruction will abide by the Millwood Public Schools policy on Internet and Electronic Internet Acceptable Uses. Students at remote sites who participate in the Internet-based courses offered by the district shall be responsible for providing their own equipment and Internet access.
- f. Tuition, books, supplies and any applicable fees required for online courses taught through the district shall be the responsibility of the student and/or parent/guardian.

Contract agreements between the school district and parents of students participating in alternative instructional delivery system courses shall be established prior to the beginning of instruction. Parents shall be provided a copy of this policy and related Board policy before signing the contract.

The parent shall agree to accept the terms of this policy and agree to accept the responsibility for the course cost and equipment. The parent should also sign that he/she understands the grading criteria, the need for the student to maintain school attendance and the need for the student to complete the course in a specified length of time. The parent must agree, to the extent he/she is able, to see that the student follows the rules and laws concerning internet usage and policies of the District.

References: 70 O.S. §1-111  
State Department of Education Rule 210:15-34-1  
Cross Reference:  
B-21 Open Records Act  
I-02 Education of All Students with Disability  
I-03 Student Record  
I-07 Homebound Instruction  
I-12 Graduation Requirement  
I-22 Proficiency Testing Program  
J-12 Promotion/Retention of Students  
J-33 Internet/Electronic Resource Information for Students



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **SENSITIVE AND/OR CONTROVERSIAL INSTRUCTIONAL MATERIALS**

**I-10**

#### **SENSITIVE AND/OR CONTROVERSIAL INSTRUCTIONAL MATERIALS**

As the governing body of the school district, the Board is legally responsible for the selection of instructional materials. Since the Board is a policymaking body, it delegates to professional personnel of the district the responsibility for the selection and use of instructional and library materials in accordance with the policy below.

Materials for school classrooms and school libraries will be selected by the appropriate professional personnel in consultation with the administration and faculty. Final decision on purchase will rest with the superintendent or designee, subject to official adoption by the Board in the case of basic textbooks.

The appropriate use of supplementary instructional visual aid materials, i.e., videos, computer software, etc., is encouraged and supported by the Board of Education.

The Board's first commitment in selecting and adopting textbooks, along with other instructional aids, will be the preservation of the students' rights to learn in an atmosphere of academic freedom. Secondly, the Board will support the teachers' rights to exercise professional judgement in their work; but, at the same time, will require teachers to balance this right with an awareness of their responsibility to meet the educational goals and objectives of the school system.

The Board recognizes the right of parents to influence the education of their child. Toward a purpose of protecting this right, it will be the policy of the Board that in such instances, before sensitive or controversial reading materials and/or visual aids are utilized within any classroom setting, individual parental authorization be secured from each students' parent/guardian.

It will be the responsibility of each divisional administrator to develop procedural staff guidelines to assure that students are exposed only to those textbooks and instructional materials that fall within the below perceived responsibilities of the district:

1. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served,

2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards,
3. To provide a background of information which will enable students to make intelligent judgements in their daily lives,
4. To provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of analytical reading and thinking,
5. To provide materials representative of the many religious and ethnic and cultural groups, showing their contributions to our heritage.

The aforementioned principles, adopted from the School Library Bill of Rights of the American Association of School Libraries, will serve as a guide in the selection of all instructional and library materials.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### SCHOOL HOURS/SCHOOL DAY

I-11

#### School Hours/School Day

School hours established for schools of the Millwood Public School District shall meet the requirements of state school law and the rules and regulations of the State Board of Education. State school law prescribes a school day of a minimum of six instructional hours (exclusive of lunch period) except for early childhood education (pre-kindergarten), kindergarten, and alternative education programs.

The school year will be not less than one thousand eighty (1,080) hours and the State Board of Education will be notified prior to September 15 of the applicable school year. If school is closed during the school day for inclement weather, the number of hours incurred before the school closure will count toward the 1,080 - hour requirement. The length of one or more school days may be extended to more than six hours and the number of days may be reduced as long as the 1,080 - hour requirement is met. The superintendent may make changes, consistent with state law, to provide a program of instruction to accommodate the needs of the individual students.

The established times for the regular school day are as follows:

PreK-8 School	8:35 a.m. - 3:40 p.m.
Arts Academy	7:40 a.m. - 3:15 p.m.
Freshman Academy	7:40 a.m. - 3:15 p.m.
High School	7:40 a.m. - 3:15 p.m.

Once students arrive at school, they must remain on campus until the end of the school day unless they have brought written authorization from their parents/guardians and received permission from school authorities to leave for a specific purpose.

After-school programming may extend the regular school day by up to three hours per day. The superintendent is authorized to change established times during periods of severe weather (including hot weather). The Board will be notified of any changes in established times.



Legal Reference: Oklahoma Statutes 70-1-111, HB1864 (2009 Legislative Session)  
Cross Reference: Board Policy E-04, Emergency Facility Dismissal  
Board Policy J-16, Closed Campus



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### SCHOOL DAY

I-11-R1

### SCHOOL DAY

The established times for the regular school day are set forth by the Millwood Board of Education pursuant to Oklahoma Statutes 70-1-111. After school programming may extend the regular school day by up to three hours per day.

Students are to arrive at school no earlier than thirty minutes before the first class period. Students who remain on campus after the end of the regular school day are required to participate in the after-school programs or activities. Unless under the supervision of staff members or prior arrangements have been made, students must vacate the building and campus immediately after the last class period.

*Page 1 of 1*

*Effective May 1, 2006*



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### GRADUATION REQUIREMENTS

I-12

#### GRADUATION REQUIREMENTS

The Board of Education recognizes that a 12 year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, in order to receive a high school diploma from the district a student must earn a minimum number of high school units or sets of competencies and must demonstrate mastery on Achieving Classroom Excellence Act (ACE) End-of-Instruction exams.

#### **Standard Diploma**

##### Units

- |                       |   |
|-----------------------|---|
| 4 English:            | 1 unit Grammar and Composition<br>3 units selected from American Literature, English Literature, World Literature, Advanced English Courses   |
| 4 Mathematics:        | 1 unit Algebra I, and<br>3 units selected from Algebra II, Geometry, Trigonometry, Math Analysis or Pre-Calculus, Calculus, Advanced Placement Statistics and/or Probability Mathematics of Finance, Applied Mathematics I and II, (Algebra Ia and Algebra Ib upon approval of Counselor)                                 |
| 3 Laboratory Science: | 1 unit Biology I, and<br>2 units selected from Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, or Applied Science (Biology/Chemistry, Physics, and Technology) or the 4 <sup>th</sup> year of agriculture education when taken in the 12th grade |
| 4 Social Studies:     | 1 unit United States History<br>1 unit World History<br>½ unit United State Government<br>½ unit Economics<br>½ unit Oklahoma History and<br>½ unit Geography   |
| 2 The Arts:           | 2 units or sets of competencies<br>(Includes Visual Art Music and Drama)  |

2 Computer Science Electives  
2 Foreign Language (Same)  
1 Career Exploration  
1 Personal Financial Literacy  
1 Physical Education/Health Elective  
6 General Electives  
30 units

Students will be required to complete a minimum of 30 hours of community service prior to graduation from Millwood High School.

Students shall demonstrate mastery of the state academic content standards in the following subject areas in order to graduate with a standard diploma:

1. ACE Algebra I;
2. ACE English II; and
3. Two of the following five:
  - a. ACE Algebra II,
  - b. ACE Biology I
  - c. ACE English III
  - d. ACE Geometry and
  - e. ACE United States History

To demonstrate mastery, the student shall attain at least a proficient score on the ACE End-of-Instruction (EOI) exams.

#### Achieving Classroom Excellence (ACE) Appeal

All students denied a diploma for failing to meet ACE requirements will have 30 days to file all appeals with the State Board of Education. The law gives the State Department of Education 45 days to take action on the appeal.

Students who need no more than one unit to graduate may participate in graduation exercises if proper arrangements for completion of the requirements are made with the high school principal.

Any variance to these requirements must meet state laws or State Department of Education regulations.

## **Diploma of Distinction**

*(Alpha Diploma)*

Units

4	English (Language Arts)
4	Science (Laboratory)
.5	Oklahoma History
1	United States History
1	World History
.5	Government
.5	Economics
.5	Geography
4(Algebra I or Higher)	Mathematics
1	Physical Education Electives
2	** Fine Arts
2	Computer Science Electives
2	Foreign Language
2	* College Prep
1	Career Exploration *
4	General Electives
31 Units	

\* Financial Literacy Education (Beginning with Class of 2015) 30 Units

\* College Prep includes any non-required English, mathematics, social studies, science, foreign language, or computer science courses. Also, concurrent enrollment courses or vocational education courses that meet the requirements for college credits.

\*\* The Fine Arts includes art, music, speech or drama classes.

## **Diploma of Distinction**

*(Alpha Diploma)*

1. Minimum G.P.A. of 3.25
2. 30 units with no grade lower than a "C" accepted. Beginning with Class of 2011, 31 units with no grade lower than a "C" accepted.
3. Satisfactory or advanced on all ACE End of Instruction (EOI) exams.
4. 40 hours of community service.
5. Must have ACT or SAT score; ACT score of 19 or above or SAT score of 860 or above. The valedictorians and salutatorians shall be selected from the alpha honor students.

The students with the highest weighted grade point average shall be declared as valedictorians; the students with the second highest weighted grade point average shall be declared as salutatorians. The grade point will be determined by carrying the average to the nearest tenth.

The grade point average will be determined at the conclusion of the third term of the graduating senior. Minimum community service hours must be completed by the conclusion of the third term.

A committee composed of one administrator, one counselor, and one teacher, appointed by the high school principal, will review any appeals or special problems that may arise.

References: HB 1759, Section 1, 1999 Legislative Session  
70 O.S. 11-103.6  
HB 2728, 2000 Legislative Session  
Oklahoma School Testing Program  
70. O.S. 1210.523  
Achieving Classroom Excellence Act of 2006



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### PROFESSIONAL LIBRARIES

I-13

#### PROFESSIONAL LIBRARIES

The Board recognizes that professional library should be maintained in each school. The library should contain pertinent books, articles, and other desired educational publications. Efforts will be made to provide staff members with information which might contribute to professional development and to an improved learning program

*Page 1 of 1*

*Adopted April 1, 1996*



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **CHILDREN AND YOUTH WITH DISABILITIES**

**I-14**

#### **CHILDREN AND YOUTH WITH DISABILITIES**

Millwood Public School District (I-037) has established an Extended School Year Policy (ESY) that will provide eligible children and youth with disabilities beyond the regular instructional year as a necessary part of a free appropriate public education required by the Individual with Disabilities Education Act (IDEA) P.L. 101-476 Section 504 of the Rehabilitation Act of 1973.

#### **GOAL OF EXTENDED SCHOOL YEAR POLICY**

To reduce the risk of severe skill regression in a special education child caused by the lack of special education services, during summer vacation.

#### **DETERMINATION OF EXTENDED SCHOOL YEAR ELIGIBILITY**

The ESY is for all students who are on an IEP which is developed through the IEP process. These students are considered regardless of the student's categorical placement. The ESY is not the same nor should it be confused with the traditional summer school services that are usually available to all students. The IEP will make the determination of the eligibility of a student for ESY at an IEP meeting or during an annual review. The services will be provided at no cost to the parent when the IEP team decides the services are necessary. The ESY services will be provided to a student when the IEP team determines skill area. This skill loss may be due to summer break, or recovery of the skill would take an unusual long period of time. The ESY eligibility for service are to be determined on an individual basis and not based on a class or category of disability by the IEP team. The IEP team will write objectives, long and short term goals that are to be achieved and to what extent the services may be questioned by any IEP team member at any time. The need for ESY services or continuing the ESY program may be incorporated into the IEP.

#### **FACTORS FOR DETERMINING ELIGIBILITY**

The 1990 Tenth Circuit Court of Appeals in its decision, requires the following factors to be considered by the IEP team for determining eligibility. This list is not exhaustive and is not intended that each factor would necessarily affect planning for each student's IEP.



- a. Degree of disability
- b. Degree of regression suffered
- c. Recovery time from this regression
- d. Ability of parents to provide educational structure at home
- e. Student's rate of progress
- f. Student's behavior problems
- g. Student physical problems
- h. Availability of alternate resources
- i. Ability of the student to interact with children and youth who are not disabled
- j. Area(s) in curriculum which need continuous attention
- k. Student's vocational needs
- l. Whether the requested service is extraordinary for the student's disability, as opposed to an integral part of a program for those with the same disability
- m. Other relevant factors as determined by the IEP team

It is not required that all children and youth with disabilities receive ESY services. The key provision is that all children and youth with disabilities, regardless of categorical class, have the opportunity to be considered for possible ESY services as determined to be appropriate by the IEP team in the provision of a free, appropriate public education.

#### **DATA COLLECTION FOR DETERMINING ELIGIBILITY**

The IEP team must meet to determine student eligibility for ESY services, collect and analyze all pertinent data, including but not limited to, the student's educational history and present educational functioning. A review of the following could be necessary for such an analysis.

- a. Criterion referenced and standardized tests, including pre-test and post-test data of a student's progress.
- b. Functional assessments used in natural environments-home, community, work and school.
- c. Evaluations of those areas involving related services.
- d. Parents, student, and/or service-provided information.
- e. Interviews with teachers and parents on success or potential success if ESY services.

## EXTENDED SCHOOL YEAR (ESY) ELIGIBILITY CHECKLIST FOR CHILDREN AND YOUTH WITH DISABILITIES

THE FOLLOWING CHECKLIST MAY BE COMPLETED BY THE IEP TEAM DURING THE ANNUAL IEP REVIEW OR AT ANY TIME ELIGIBILITY FOR ESY SERVICES IS BEING CONSIDERED BY THE IEP TEAM. DOCUMENTATION SHOULD BE CONSIDERED AND ATTACHED AS APPROPRIATE.

CHILD \_\_\_\_\_ BIRTHDATE \_\_\_\_\_

DATE OF REVIEW \_\_\_\_\_

1. DEGREE OF REGRESSION AND THE TIME NECESSARY FOR RECOUPMENT OF SKILLS

- a. Documented degree of regression in the past

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Documentation not available \_\_\_\_\_

- b. Documented amount of time required for recoupment of skills

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Documentation not available \_\_\_\_\_

c. Predicted degree of regression

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d. Predicted amount of time required for recoupment at the beginning of each school year if this child does not receive ESY services

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2. DEGREE OF THE DISABILITY(S)

Degree of Disability:      Mild\_\_\_\_      Moderate\_\_\_\_      Severe\_\_\_\_

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3. THE ABILITY OF THE CHILD'S PARENTS TO PROVIDE THE EDUCATIONAL STRUCTURE AT HOME

Above Average \_\_\_\_    Average \_\_\_\_    Below Average \_\_\_\_    Inadequate\_\_\_\_

Comment \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. THE CHILD'S RATE OF PROGRESS (When compared to other children with the same of similar disability)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. EXPLAIN ANY BEHAVIORAL AND/OR PHYSICAL PROBLEMS WHICH THE CHILD HAS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. THE AVAILABILITY OF ALTERNATIVE RESOURCES FOR SERVICE FOR THIS CHILD

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

THE ABILITY OF THE CHILD TO INTERACT WITH CHILDREN WHO ARE NOT  
DISABLED

Above Average \_\_\_\_ Average \_\_\_\_ Below Average \_\_\_\_ Inadequate \_\_\_\_

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8. AREAS IN CHILD'S CURRICULUM WHICH REQUIRE CONTINUOUS ATTENTION

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9. THE CHILD'S VOCATIONAL NEEDS

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10. IS THE AREA OF SERVICE(S) UNDER CONSIDERATION "EXTRAORDINARY" TO  
THIS CHILD'S DISABILITY

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11. IS THE AREA OF SERVICE(S) UNDER CONSIDERATION AN INTEGRAL PART OF AN EDUCATION PROGRAM DESIGNED FOR CHILDREN WITH THIS DISABILITY?

Yes \_\_\_\_\_ No \_\_\_\_\_

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ADDITIONAL INFORMATION OR COMMENTS \_\_\_\_\_

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### IEP TEAM RECOMMENDATIONS

ESY service(s) are required to provide this child with a free, appropriate education. Such service(s) include those which are provided to prevent or slow severe skill regression caused by an interruption of special education service(s) during the summer months.

\*Goals and objectives for appropriate ESY service(s) must be written in the Individualized Education Program (IEP) by the IEP Team.

## IEP TEAM MEMBERS

Parent(s) \_\_\_\_\_

Special Education Teacher \_\_\_\_\_

Regular Classroom Teacher \_\_\_\_\_

Assistant Superintendent \_\_\_\_\_

Others \_\_\_\_\_

\_\_\_\_\_



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### SCHEDULING FOR INSTRUCTION

I-20

#### SCHEDULING FOR INSTRUCTION

It is the responsibility of the principal to see that a satisfactory instructional program is scheduled for the students in their building. This schedule should provide for the best use of the students' time in relationship to each individual student's goals and/or six-year plan of study. The schedule should be within the framework of practicable school operation.





## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **GRADING PRACTICES**

**I-21**

#### **GRADING PRACTICES**

The Board believes that grades should be awarded on the basis of the student achievement. Student achievement is demonstrated by class participation, test scores, homework, and other learning activities. Grading practices should be administered in a fair, equitable and consistent manner to students throughout the school district. The end result of grading practices, the grades, should reflect the cumulative achievement demonstrated by students to acquire knowledge and skills relative to a particular subject. The criteria for grading practices shall be communicated clearly to students and parents at the beginning of the course of study.

*Page 1 of 1*

*Adopted April 1, 1996*



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### GRADING PRACTICES

I-21-R1

#### GRADING PRACTICES

The grading system is based on a point scale. It requires that grades be commensurate with the level of challenge of the course. District standards and course expectations for receiving specific grades must be communicated clearly by the teacher.

At the beginning of a course, teachers shall inform students and parents in writing of the course requirements and grading procedures.

1. Only teachers will grade students' papers. Pursuant to the Family Education Rights and Privacy Act (FERPA) the release of education records of students shall be to the student, the student's parent(s) or legal guardian.
2. Homework will be checked or graded and homework grades will be recorded.
3. Class work missed due to an absence must be made up within three (3) days of the absence. Non-completion of class work will result in a "no grade" until the class work is completed.
4. Students who are experiencing academic difficulties due to grades, homework, attendance, etc., shall receive a progress report regarding the specific performance deficiency no later than the fourth week of each quarter or when academic difficulties appear.
5. Grades Pre-K through 2 do not convert to a grade point average (GPA). Grades 3 through 12 will use the following grading scale:

#### Regular

Letter Grade	Range	Grade Point
A		4.0
B		3.0
C		2.0
D		1.0
F		0.0

## Honors Courses

Students enrolled in an Honors class can earn a 4.5 grade point for meeting all of the specified course requirements.

### Honors

Letter Grade	Range	Grade Point
A		4.5
B		3.5
C		2.5
D		1.5
F		0.0

## Advanced Placement Courses and Concurrent Enrollment (College) Courses.

A student in an Advanced Placement course or Concurrent Enrollment (College) course can earn a 5.0 grade point.

### Advanced Placement Concurrent Enrollment

Letter Grade	Range	Grade Point
A		5.0
B		4.0
C		3.0
D		2.0
F		0.0

Reference: Family Education Rights and Privacy Act, (FERPA) 34 C.F. R. part 99  
U.S. 10<sup>th</sup> Circuit Court of Appeal Decision



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### CHANGING GRADES ON TRANSCRIPTS

I-21-R2

#### CHANGING GRADES ON TRANSCRIPTS

While changing a grade on a transcript should be a rare occurrence, it is sometimes necessary to make such a change. Principals are responsible for ensuring that any grade changes on transcripts are completed in a professional manner maintaining a standard which is above reproach.

- A. A Change of Grade form is to be completed by the teacher and approved by the principal and the superintendent prior to changing grades on transcripts.
- B. The registrar or the principal are the only persons who can post grades on the transcripts.
  - 1. Grade changes must be typed.
  - 2. The person making the grade change must initial beside the grade change on the transcript.
  - 3. If the teacher did not request the grade change, the teacher must agree in writing to the grade change. If the teacher refuses to agree or is unavailable to give his/her consent to the grade change, the principal shall contact the superintendent who will make the final decision.
  - 4. Teacher grade books shall be posted after the change of grade form is approved by the principal.
  - 5. After posting the grade change on the transcript, the completed change of grade form will be kept on file for five (5) years.
  - 6. Any person found to have changed a grade on a transcript in a manner which violates the procedures outlined in this regulation will be appropriately disciplined.

Page 1 of 1

Effective June 30, 1998



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### SECURITY OF TRANSCRIPTS

I-21-R3

#### SECURITY OF TRANSCRIPTS

Principals are responsible to ensure the security of student transcripts in the school setting.

- A. Transcripts shall be housed in file cabinets that are secured with a lock.
- B. The registrar shall keep the transcript files in a room with a special lock with access limited to the principal and registrar.
- C. Principals shall ensure a "transcript checkout system" is in place for district personnel required to review transcripts. Examples: principals, counselors, no pass no play designee, etc.
- D. The transcript room is to be locked when the registrar is out of the office.
- E. Principals are expected to enforce an honest, lawful, and ethical access procedure for student transcripts. Any principal found to be in violation of this regulation, will be appropriately disciplined.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### PROFICIENCY TESTING PROGRAM

I-22

#### PROFICIENCY TESTING PROGRAM

A basic concept within the educational philosophy of the Millwood Public School District is the belief that student promotion and graduation requirements should reflect student accomplishments and proficiency of prescribed standards at all levels of learning. It is further conceived that standards for learning, promotion, and graduation should be directly correlated to standards for teaching and the ultimate achievement of students within the district.

The Board recognizes that the State Board of Education has determined that students will have the opportunity to demonstrate proficiency in the state learner outcomes in order to advance to the next level of study. In grades kindergarten through eighth, students must demonstrate proficiency in the entire core curriculum of the grade. In grades nine through twelve, students may demonstrate proficiency in individual course subjects. Certain courses may require additional demonstration of proficiency. Proficiency will equate to a score of at least 80% on any proficiency test. Proficiency testing will be scheduled at least once a year, at time that allows for appropriate decisions to be made regarding the placement of students who took the test.

A student's performance on a single test will not be the sole determining factor of a recommendation of advancement to the next level of study. Neither will a single test score be the determining factor for

denying advancement. Consideration will be given to age, maturity, attendance, effort, and ability in making such a recommendation.

A principal may recommend to the superintendent that the grade placement of a student be changed following the evaluation of standardized achievement scores, criterion-referenced test performance, classroom performance, and consultation with the teacher (s) and the parent (s) or guardian (s). The superintendent will approve or disapprove grade placement based on all available information.

Legal Reference: State Statutes - 70-11-103.6  
Cross Reference: Board Policy I-21

Page 1 of 1

*Adopted August 3, 1998*



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### PROFICIENCY TESTING PROGRAM

I-22-R1

### PROFICIENCY TESTING PROGRAM

The procedure for Proficiency Testing is as Follows:

Proficiency testing is at a time that allows for appropriate decisions to be made regarding the placement of students who took the test. The Saturday following Labor Day in September and the first Saturday in May are scheduled times for the test.

#### STEP ONE

A student, parent or guardian requests registration materials from the school principal. Upon receipt of completed registration materials, the principal of the school shall inform the student's parent or guardian of the educational options available to the student. The student's social, emotional, physical, and mental maturity shall be considered in making a recommendation regarding the student's readiness for testing and possible advancement. Registration for proficiency testing must be received in the Superintendent's Office no later than ten (10) days before a test date.

#### STEP TWO

At the next scheduled test date, students in grades kindergarten through eight will be required to take an objective test covering the state's learner outcomes for the core curriculum of that grade. Students in grades nine through twelve will be required to take an objective test in the specific course (s) they have requested. No more than four (4) course tests may be taken during any test administration date.

#### STEP THREE

Students who score at least 80% on the proficiency test will be advanced to the next grade/level of study. Advancement to the next level of study does not necessarily mean promotion to the next grade level.

Students will receive a letter grade of "B" or "A" for the grade level/course for successful completion of proficiency testing consistent with the district grading scale. A notation of "Proficiency Test (PT)" will be included on the student's permanent record and transcript.

Page 1 of 1

Effective August 3, 1998 Revised June 22, 2009



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### PARENTS RIGHT TO KNOW

I-23

#### PARENTS RIGHT TO KNOW

The Board recognizes parents/legal guardians have a right to information about the qualifications of their child's classroom teachers and paraprofessionals. Therefore, pursuant to No Child Left Behind Act of 2001, P.L.107-110, and upon request, the district will provide the parent/legal guardian the following information:

- (1) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- (2) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- (3) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- (4) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Information will be provided whether or not the teachers and paraprofessionals are employed directly by the district or under contract with another entity.

In addition to the information that parents/legal guardians may request, the district will provide to each parent individually to protect privacy —

- (1) Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- (2) Timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

**Reference: Public Law 107-110**

*Page 1 of 1*

*Adopted April 2, 2007*





## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **STUDENT DISCIPLINE**

**J-01**

#### **STUDENT DISCIPLINE**

It is the purpose of this policy to ensure that all students of Millwood Public Schools be guaranteed the right to a free and appropriate education. It is the further intent that no student be deprived of this right without the benefit of procedural due process.

It shall be the responsibility of the Millwood Board of Education and the administration to provide parents and students copies of established discipline codes, specifying regulations and responsibilities governing student behavior, while attending schools within the district. Such regulations are mandatory and enforced uniformly at all education levels.

This policy is further intended to provide for methods of control and discipline of students, inclusive of student conduct as related to criminal acts, violations of school policies, administrative procedures, administrative disciplinary actions, and evidentiary hearings.

The administration shall review, revise, and modify established discipline codes at the varied levels, annually, and submit appropriate recommendations to the Millwood Board of Education.

#### **DUE PROCESS**

When students are referred to the administration for violations of board policies, discipline code, or criminal acts, the administrator will afford the student due process.

#### **SHORT TERM SUSPENSION**

A short-term suspension, also called summary suspension, is from one (1) to ten (10) days. The length of the suspension will be appropriate for the severity of the violation. The gathering and presentation of evidence for a short-term suspension is an informal process. The minimal requirement of due process can be satisfied when the student is told and shown in writing what she/he is accused of doing, what the factual basis of the accusations are, and then given the opportunity to explain his/her version of the facts.

Before a student receives a summary suspension, the administrator must consider and apply, if appropriate, alternative in-school placement.

The administrator must document consideration of alternative placement and record the reason alternative placement was or was not applied.

No student shall participate in extracurricular activities during a suspension. No student shall participate in extracurricular activities during placement in an alternative class, in-school detention program, or other alternative education program.

The student is not allowed on school grounds, property or other locations where school activities occur during the period of out-of-school suspension. Violation of the policy will result in additional penalties being assessed against the student.

When a student is suspended more than five days, the administrator will provide the student with an education plan designed for the eventual reintegration of the student into school. The plan will provide only for the core units in which the student is enrolled. Core units shall consist of English, mathematics, science, social studies, and arts units required for grade completion. The student's work will be graded. The grade(s) will be recorded and calculated according to approved grading procedures.

#### **RIGHT TO APPEAL**

Students suspended out-of-school for ten (10) days or less may appeal the decision to the school's discipline committee. The appeal committee shall determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The decision of the appeal committee is final on short-term suspension.

#### **LONG TERM SUSPENSION**

A long term suspension is any suspension which exceeds ten (10) or more school days. The severity of the violation will determine if the suspension will extend to the remainder or the semester or to the end of the next succeeding semester.

Before a long term suspension takes effect the student is entitled to the facts of the case and for the hearing officer to determine the guilt or innocence of the accused student.

Before a student receives a long term suspension, the administrator must consider and apply, if appropriate, alternative placement. The administrator must document consideration of alternative placement and record the reason(s) alternative placement was or was not applied.

No student shall participate in extracurricular activities during a long term suspension. No student shall participate in extracurricular activities during placement in an alternative class, in-school detention, or other alternative education program.

The student is not allowed on school grounds, property or other locations where school activities occur during the period of the long term suspension. Violation of the policy will result in additional penalties being assessed against student.

Parents will be contacted by phone or U. S. Mail. A formal evidentiary hearing will be scheduled for the purpose of allowing the student and parents the opportunity of hearing the evidence within three (3) days.

### **Level One**

This hearing is referred to as an Evidentiary Hearing or Administrative Hearing and is presided over by the principal or assistant principal.

- a. Charges will be presented in writing.
- b. Reasons for the hearing will be stated in line with the Discipline Code.
- c. Supportive evidence will be presented.
- d. Student testimony will be heard.
- e. If the evidence warrants, the student will be disciplined in line with the Discipline Code.

### **Level Two**

If the parents/guardians are not satisfied with the Level One decision, the case may be taken to the next administrative level, Level Two. The written appeal must be made within three (3) days after the Level One decision is made. The superintendent or superintendent designee will be the Hearing Officer.

### **Level Three**

The final appeal, Level Three, within the district is to the Board of Education. The Board will only hear a case when the student appeals a Level Two decision. Request for a board hearing must be made within three (3) days after the Level Two decision. The appeal for a hearing with the Board must be in writing to the Clerk of the Board; the request should be left in the Office of the Superintendent.

The decision of the Board of Education is final within the district.

The Board will:

- a. Uphold the decision of the administrator or
- b. Modify the administrator's decision, or
- c. Overturn the decision of the administration.

At all hearings, the students and his/her parents or legal guardians will have the opportunity to present his/her side of the case and question any witnesses present. The student may or may not be represented by professional counsel. However, the parents must be present at all hearings unless the student is self-supporting. All necessary school personnel will be present at the hearing to present the school's position.

A student charged with a serious offense may be removed from school until the time of the hearing. Students found innocent of the charge will be given the opportunity to make up any classroom work missed.

When student/parent-guardians are appealing a decision at any level the appellant/appealer must state specifically what they are appealing:

- a. Guilt or innocence of the student.
- b. Punishment administered by the administrator.



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **DRUG FREE SCHOOLS**

**J-02**

#### **DRUG FREE SCHOOLS**

It is the policy of the Millwood Board of Education that no student shall possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, or any non-intoxicating alcoholic beverage (3.2 beer), alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor\*, or possess, use or transmit drug paraphernalia or counterfeit drugs\*, or possess, use transmit or be under the influence of any other chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.

This policy shall apply to all students before, during and after school hours at school, in any school building and on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function; or during any period of time when students are subject to the authority of school personnel.

This policy shall not apply to the proper use by a student of prescription medication if such medication has been administered by a school official pursuant to Board Policy J-10, Dispensing Medication.

Any teacher or employee who has reasonable cause to suspect that a student may be under the influence of, or that said student has in his or her possession, alcoholic beverages, nonintoxicating alcoholic beverages or a controlled dangerous substance as defined by law shall immediately notify the principal of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student, if possible. The employee who reports such information to appropriate school officials shall not be subject to civil liability.

The superintendent is charged by the Board to develop programs and procedures to ensure that the intent of this policy is implemented and that the district moves toward totally drug free schools.

Any search, seizure, or subsequent disciplinary action shall be subject to any applicable school policy, regulation, state law, or student handbook regulation. School discipline will be imposed independently of any criminal prosecution.

Legal Reference: Oklahoma Statutes 70 24-138, 63 2-101 et seq. 70 24-102, and 70 24-132



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### DRUG FREE SCHOOLS

J-02-R1

#### DRUG FREE SCHOOLS

The possession or use of certain drugs is a serious violation of law and is punishable by fine and/or imprisonment. Schools are a part of society and are subject to the same laws as the rest of society. It is the responsibility of the student to know the laws about drugs and to obey the laws on school grounds or at school-sponsored activities. Accordingly, students and school authorities have the same responsibility as every other citizen to report violations of law. School discipline will be imposed independently of court action.

The principal's response to a suspected drug offense will follow this general procedure:

A. When a student appears to be under the influence of alcohol or any unauthorized substance as defined in Policy J-02, the parent or legal guardian is to be contacted, if possible, and the student removed from the classroom pending investigation. The Superintendent shall be notified. If the investigation reinforces the suspicion of alcohol or substance abuse, the student shall be summarily suspended until an evidentiary hearing. Should guilt be determined, a long-term suspension may follow.

B. When a student is suspected of being in possession of alcohol or an unauthorized substance, the police department will be notified immediately and any controlled dangerous substance seized shall be delivered to law enforcement authorities. If it is determined that the substance is a drug, the student shall be summarily suspended until an evidentiary hearing.

C. A student who has been suspended for possession or use of any unauthorized substance must follow a "Student Assistance Plan" which will be developed on the first day of his/her return after suspension. The plan may include, but it is not limited to, the following:

1. participation in student assistance groups on a scheduled basis;
2. subjection to drug testing upon reasonable suspicion of use or to confirm abstinence; and
3. for grades 5 - 12, referral to a certified community treatment provider for counseling.

Page 1 of 1

Effective April 4, 1995 Revised September 4, 2001



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### DISCIPLINE (PROBATION) OF STUDENTS

J-03

#### DISCIPLINE (PROBATION) OF STUDENTS

Self discipline is recognized by the Board of Education as critical ingredient in the successful development of students. Concomitantly, it is recognized that various forms of school imposed discipline may be necessary to assist in the development.

Probation shall represent one of the primary means of discipline within the school and related programs. Temporary and, yet very specific, probation shall be used as a means to bring a halt to unacceptable behavior without eliminating the student from the school setting.

Probationary status shall mandate a more severe form of disciplinary action to follow, if administrative monitoring reveals that unacceptable behavior has been repeated. Suspension may occur as a last alternative.

Students shall be placed on probation only by an administrator. Students and parents shall be notified as to the rationale, length, and conditions of the probation in order to assist the school in the learning aspect of the disciplinary action.





## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### GUIDELINES FOR PROBATIONARY STUDENTS

J-03-R1

#### GUIDELINES FOR PROBATIONARY STUDENTS

Probation - means that a student is allowed to attend school but must abide by certain restrictions in order to remain in school. Any violation of the restrictions could result in a suspension.

- A. During the established period of restriction, the student shall not be allowed to participate as a member of any organized school-sponsored club, organization, or team, including sport organizations, vocal/instrumental music organization, and/or class organizations.
- B. During the established period of restriction, the student shall not be allowed to attend any non academic activities sponsored after regular school hours. Such limitations shall be inclusive of activities involving Millwood students held off the Millwood campus. Included are all sport activities, concerts, plays, school dances, etc.
- C. During the established period of restriction, the student must not be referred to the office for disciplinary purposes in accordance with criteria as stated in the Student Handbook of the particular academic year.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### EMPLOYMENT OF STUDENTS

J-04

#### EMPLOYMENT OF STUDENTS

The Millwood School District is committed to provide meaningful, supervised work experience opportunities for eligible high school students, such as but not limited to, cooperative training programs, work study, job training placement programs.

1. Eligible students must be enrolled as a full time high school student with a written Individualized Education Plan. Students may be employed through the Work Study Program or part time/summer.
2. To be eligible, students must meet the specific guidelines of the school and cooperating agency(ies).
3. All employment will be temporary and less than full time equivalency.



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **EMPLOYMENT OF STUDENTS WORK STUDY PROGRAM**

**J-04-R1**

#### **EMPLOYMENT OF STUDENTS WORK STUDY PROGRAM**

1. Successful work experience, coordinated with classroom instruction, will entitle students to earn academic credit.
2. Students employed by the district will be compensated at a rate of at least a minimum wage for successful labor.
3. The teacher coordinator, vocational rehabilitation counselor and career education teacher, will coordinate their efforts in a team approach to guide students toward future success.
4. All underage students employed inside and outside of the school district should apply for and receive an Employment Certificate of Age from the State Department of Labor. Such work permit applications and certificates may be received through the guidance office.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### STUDENT TRAVEL AND EXPENSE REIMBURSEMENT

J-05

#### STUDENT TRAVEL AND EXPENSE REIMBURSEMENT

School district students may be reimbursed for itemized and documented travel expenses provided such expense are related to authorized school-sponsored cocurricular activities. Travel request must be submitted by the sponsor to the Superintendent's Office for approval at least three (3) weeks prior to the initiation of any travel arrangement.

Upon approval, the district business office shall arrange for related accommodations. In the event air travel is necessary, the district shall pay the current commercial coach rate of a round trip fare. The district shall pay the current commercial rate for ground travel, including buses and trains, when necessity dictates this means of travel.

Reimbursement may be made from School Activity Fund and/or General Fund.

Legal Reference: HB2294, 2004 Legislative Session  
Cross Reference: B-19Travel Expense Reimbursement for Board Members  
G-05Staff Travel and Expense Reimbursement



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### UNIFORM DRESS

J-06

#### UNIFORM DRESS

The compliance date for meeting the Millwood uniform dress code is the first day of school for all students (PreK-12). Parents and students are responsible for ensuring compliance of dress code standards on a daily basis. Students not in compliance with uniform dress code attire will not be allowed to attend school. Staff members are required to strictly enforce the uniform dress code.

When it is determined that behavior associated with a style of dress or item of dress disrupts the learning environment of the school, the administrator shall give notice and prohibit the designated attire.

Uniforms may be purchased from any store of parents' choosing. Shirts with official Millwood Falcon insignia may be available for purchase from Millwood booster groups or school clubs.

#### **Pre-kindergarten through 8<sup>th</sup> Grade** **Girls/Young Women**

##### **Blouses/Turtleneck Shirts/Polo Type Shirts**

White or burgundy (only)

All shirts must have collars. Shirt-tails must be worn on the inside of skirt/pants.

No T-Shirts or Sweat Shirts. See special note

##### **Skirts/Jumpers**

Navy, Khaki or Black (only). Plaid (red/navy with white trim).

##### **Pants**

Navy, Khaki or Black (only). Pants must fit and be worn at the waist.

##### **Shorts**

Navy, Khaki or Black (only) knee length. Plaid, (red/navy with white trim).

##### **Sweaters**

Cardigan or vest type. Solid White, Navy, Black or Red (only).

##### **Shoes**

No sandals or open back, open toed shoes.

## **Boys/Young Men**

### **Shirts/Turtleneck Shirts/Polo Type Shirts**

White or burgundy (only)

All shirts must have collars. Shirt-tails must be worn inside pants.

No T-shirts or Sweat Shirts. See special note.

### **Pants**

Navy, Khaki or Black (only). Pants must fit and be worn at the waist.

### **Shorts**

Navy, Khaki or Black (only). Knee length.

### **Sweaters**

Cardigan, V-Neck or Vest type - Solid White, Navy, Black or Red (only).

### **Shoes**

No sandals or open back, open toed shoes.

### **Special Note:**

- (1) Students may wear blazers in navy, black, red or white; bow ties; or neck ties.
- (2) Students may wear plain white t-shirt or undershirt as an undergarment.
- (3) ELEMENTARY, grades preK-8 school, students may wear solid white, navy, black or red (only) (hoodless) sweat shirts as an overgarment with white collar worn over the sweat shirts.
- (4) Attire that reveals the chest or exposes a bare midriff, bodice or abdomen is prohibited.
- (5) Students will not be allowed to wear the following: jeans of any color; colored shirts (other than black, navy or royal blue), colored t-shirts or undershirts; professional team clothing; nor collegiate athletic attire, except Oklahoma colleges or universities. Coats or jackets cannot be worn to class and must be kept in locker or coat closet. Caps, hoods, hats, visors or sunglasses cannot be worn inside the building.
- (6) Students may wear approved Millwood attire on designated spirit day.
- (7) Students MUST wear belts when garments have belt loops.

## **Arts Academy** **Girls/Young Ladies**

### **Shirts/Turtleneck Shirts/Polo Type Shirts**

Royal Blue (only)

### **Skirts**

Khaki (only)

### **Pants**

Khaki (only)

### **Sweaters**

Crewneck Pullover Sweater - Royal Blue (only)

### **Jacket**

Coachers' Jacket - Royal Blue (only)

### **Shoes**

No sandals or open back, open toed shoes

**Arts Academy**  
**Boys/Young Men**

**Shirts/Turtleneck Shirts/Polo Type Shirts**

Royal Blue (only)

**Pants**

Khaki (only)

**Sweaters**

Crewneck Pullover Sweater - Royal Blue (only)

**Jacket**

Coaches' Jacket - Royal Blue (only)

**Shoes**

No sandals or open back, open toed shoes

**Special Note:**

- (1) Belts must be worn with pants at all times. (brown or black belts only)
- (2) A solid white T-Shirt can be worn under school uniform shirts.
- (3) Students MUST wear belts when garments have belt loops.
- (4) No other attire will be permitted for Millwood Arts Academy students.

**Freshmen Academy (Ninth Grade)**  
**Girls/Young Ladies and Boys/Young Men Uniform Dress Code**

**Shirt Top**

Black or Gray Top Trimmed with Red or Navy Blue with Official Millwood Falcon Insignia (specifically selected top from uniform store) Uniform Top will be offered in long sleeve as well

**Undergarment T-Shirt**

Solid Red or White (only)

**Skirt**

Khaki (only)

**Pants**

Khaki (only)

**Belt**

Solid Red or Black (only)

**Shorts**

Khaki (only) with appropriate length (end of finger tips)

**Shoes**

No sandals, open back, open toed, or flip flops shoes

**Special Note:**

- (1) Students may wear plain white or red t-shirt as an undergarment only.
- (2) Students cannot wear jeans of ANY color, professional team clothing; nor collegiate athletic attire.
- (3) Coats or jackets cannot be worn to class and Must be kept in locker or coat closet. Caps, hoods, hats, hoodies, or visors cannot be worn inside the building.
- (4) Students must wear belts when garments have belt loops.

(5) Students may wear approved Millwood attire on designated days as permission is given by the building administrator. Absolutely no SAGGING will be permitted at any time.

**Ninth through Twelfth Grades**  
**Girls/Young Women**

**Blouses/Turtleneck Shirts/Polo Type Shirts**

White, Black, Navy or Royal Blue (only) or White, Black, Navy or Royal Blue with official Millwood Falcon insignia.

All shirts must have collars. Shirt-tails must be worn on the inside of skirt/pants.

No T-shirts or Sweat Shirts. See special note.

**Skirts/Jumpers**

Navy, Khaki or Black (only). Plaid (red/navy with white trim).

**Pants**

Navy, Khaki or Black (only). Pants must fit and be worn at the waist.

**Shorts**

Navy, Khaki or Black (only) knee length. Plaid, (red/navy with white trim).

**Sweaters**

Cardigan or vest type. Solid White, Navy, Black or Red (only).

**Shoes**

No sandals or open back, open toed shoes

**Boys/Young Men**

**Shirts/Turtleneck Shirts/Polo Type Shirts**

White, Black, Navy or Royal Blue (only) or White Black, Navy or Royal Blue with official Millwood Falcon insignia. All Shirts must have collars. Shirt-tails must be worn inside pants.

No T-shirts or Sweat Shirts. See special note.

**Pants**

Navy, Khaki or Black (only). Pants must fit and be worn at the waist.

**Shorts**

Navy, Khaki or Black (only). Knee length.

**Sweaters**

Cardigan, V-Neck or Vest type - Solid White, Navy, Black or Red (only).

**Shoes**

No sandals or open back, open toed shoes.

**Special Note:**

- (1) Students may wear blazers in navy, black, red or white; bow ties; or neckties.
- (2) Students may wear plain, white t-shirt or undershirt as an undergarment ONLY.
- (3) SECONDARY, grades 9-12, students may wear solid white sweat shirts as an over garment with their solid white, black, navy or royal blue shirts.
- (4) Attire that reveals the chest or exposes a bare midriff, bodice or abdomen is prohibited.



(5) Students will not be allowed to wear the following: jeans of any color; colored shirts, (other than black, navy or royal blue) colored t-shirts or undershirts; professional team clothing; nor collegiate athletic attire, except Oklahoma colleges or universities. Coats or jackets cannot be worn to class and must be kept in locker or coat closet. Caps, hoods, hats, visors, or sunglasses cannot be worn inside the building.

(6) Students may wear approved Millwood attire on designated spirit day.

(7) Students **MUST** wear belts when garments have belt loops.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### ATTENDANCE/ACTIVITY

J-09

#### ATTENDANCE/ACTIVITY

The Millwood Board of Education recognizes and supports the need to integrate academic and enrichment experiences for all students. It is, therefore, committed to the board goals of comprehensive education. By minimizing class absenteeism, while providing students the opportunity to participate in co-curricular activities, the Board shall fulfill the requirement of the State Board of Education Attendance/Activities Regulation 1-6, and provide structure for the establishment of the Internal Activity Review Committee.

Activities covered by this policy are all activities of the Oklahoma Secondary School Activities Association (OSSAA) and Millwood initiated trips that do not meet the requirements necessary for exceptions.

All absences from school, governed by this policy, shall not exceed ten (10) absences per class, per school year for activities, nor a total of fifteen (15) per year.

Request for consideration of extensions shall be reviewed by the Internal Activity Review Committee on the basis of discipline and scholarship. A student who has received a lengthy suspension during the current academy year may not receive an extension. A student not receiving a passing grade in each class enrolled with a maximum of one "D" may not receive an extension.

It shall be the responsibility of the principal to serve as agent of the district's Internal Activity Review Committee. Each principal shall have the responsibility to apply the policy to all related activities and requests for related activity participation.

Reference: Policy J-30, Student Attendance  
Oklahoma Secondary Activities Association (OSSAA)  
Guidelines: Subchapter 17, Co-Curricular and Extra Curricular Programs



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### ATTENDANCE/ACTIVITY

J-09-R1

#### ATTENDANCE/ACTIVITY

The Internal Activities Review Committee may consider requests for extension of the ten-day rule. A student may apply for additional days after he/she has missed seven (7) days. The committee shall be composed of the following:

High School Principal/Athletic Director  
Coach  
Core Teacher  
Sponsor

PreK-8 School Principal  
Non-Core Teacher  
Parent  
Counselor

#### Exceptions

All absences from school governed by Board Policy J-09, Attendance/Activity shall not exceed ten (10) absences per class, nor a total of fifteen (15) absences per year. Participation in the following activities will represent the only exceptions from the ten (10) absence limit.

1. Activities held on campus and/or sanctioned by the principal.
2. College entrance examinations
3. State or national qualifying contests
4. Appearances before local civic organizations, or legislature
5. Field trips directly related to planned lessons of academic classes.

#### Sponsor and Teacher Responsibilities

1. The principal will designate the teachers who shall have responsibility to monitor and advise students of scheduled activities and a periodic count of days used.
2. The sponsor of activities shall have the responsibility to properly inform participating students whether the activity has been sanctioned by the principal, as an exemption, before compiling the list of participants.
3. The sponsor of activities shall counsel with students in order to assist students in good choice selection.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### DISPENSING MEDICATION

J-10

#### DISPENSING MEDICATION

The term “medicine” as used in this policy means “non-prescription medicine” and “filled prescription medicine.” “Filled prescription medicine” is prescription medication contained in a prescription vial with a label which correctly states the name and address of the pharmacy, date of filling, name of patient, name of prescriber, prescription number, and directions for the administration of the medication.

Only the following personnel shall be authorized to administer medicine at school: the school nurse, or in the absence of such nurse, the school principal, or employees who have been designated in writing by the school nurse and the school principal as authorized to administer medicine. A nurse employed by the County Health Department working pursuant to an agreement made between the County Health Department and the Millwood Public School District may also administer medicine in the absence of the school nurse.

No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school written authorization to administer the medicine. The parent or guardian of any student requiring medication during school shall bring the medication to the principal’s or nurse’s office in person. The medication will be accompanied by written authorization from the parent or guardian and physician or dentist that indicates the following:

1. Purpose of the medication
2. Time to be administered
3. Termination date for administering the medication
4. Other appropriate information requested by the principal or school nurse

Non-prescription medication may be administered only with the written request and permission of a parent or guardian when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student’s physician. Non-prescription medication must be in the original container and will be given only if medication has been supplied by student’s parent or guardian and according to label directions.

The appropriate school official will log the name of the student, the name of the medication administered, the dosage of the medicine which was administered and the time the medicine was administered. The "Log of the Administration of Medicine" shall be used to keep record of all medicine administered to students during each school year.

No child will be allowed to carry his/her own medication except in the event an inhaler or anaphylaxis medication, including but not limited to Epinephrine injector, is needed or special arrangements have been made with the principal and school nurse.

Pursuant to the provision of 70-1-116.2 and 70-1-116.3, a school nurse, administrator or designated school employees are not liable to the student or his parent or guardian for civil damage for any personal injuries to the student which result from acts or omissions of the school nurse, administrator or designated school employees in administering any medicine pursuant to the provisions of the statute. However such immunity does not apply to acts or omissions constituting gross, willful, or wanton negligence.

The parent or guardian of the student is responsible for informing the designated official of any change in the student's health or change in medication. The District retains the discretion to reject requests for administration of medicine. A copy of Board Policy J-10, Dispensing Medication, will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

Reference: 70 O.S. 1-116.2; 70 O.S. 1-116.3  
Cross Reference: Board Policy J-11



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### MEDICATION GIVEN AT SCHOOL

J-10-R1

#### MEDICATION GIVEN AT SCHOOL

Giving medications to students at school requires the utmost care and caution on the part of school staff. The danger of a student receiving an incorrect medication puts the student's health at risk and places the school and employees in legal jeopardy. The Board has established policies and procedures for the safe administration of medications at school, including the following:

1. The principal designates in writing which school employees may administer medications to students in the absence of the school nurse.
2. The school nurse:
  - A. Is responsible for the design, implementation and monitoring of procedures for administering and storing of all medications;
  - B. Communicates between the physician, parent, student, and school personnel concerning medications;
  - C. Is responsible for acquainting school personnel with the purposes of medications, possible side effects, and observable reactions expected;
  - D. Provides an annual in-service for principals, teachers, and those designated to administer medications, describing proper techniques and discussing safety issues. The nurse then provides ongoing monitoring for safe practices during the school year.
  - E. Returns to parent/guardian any surplus or remaining medication at the end of the school year.
3. Designated school employees:
  - A. Are responsible for knowing and following the policy and correct procedures outlined for administering medications at school;

- B. Report to the principal and the school nurse any noted discrepancies in the medication orders for the student.

The school nurse will contact local physicians and pharmacists annually to remind them of the district's medication policy, as needed. Pharmacists will be asked to make a separate prescription container to be taken to school.

An appeal procedure review committee composed of two district administrators, a local physician, and a school nurse, will be established to address unusual circumstances which may arise but are not covered by the stated guidelines of the District's policy on administering medication at school. The committee will be chaired and convened by the school nurse as specific situations arise.

Information describing the rationale of the District's policy is available for parents to help them understand the need for the policy and these regulations.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### AUTHORIZATION FOR ADMINISTRATION OF MEDICATION TO STUDENTS J-10-R2

#### AUTHORIZATION FOR ADMINISTRATION OF MEDICATION TO STUDENTS

Name \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_ School \_\_\_\_\_

Time to be administered \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

Date from \_\_\_\_\_ to \_\_\_\_\_

#### TO PARENT/GUARDIAN/INDIVIDUAL ASSUMING PERMANENT CARE OF CUSTODY:

1. Is the medication that you wish to administered to your child prescription medicine? \_\_\_\_.

If so, please provide the name of the medical doctor who prescribed the medication.

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

2. Is the child's disability or illness such that the medication must be self-administered by the child (asthma, anaphylaxis, etc.) \_\_\_\_? If so, the student's medical doctor should include a statement to the effect in the child's prescription. The parent or guardian must provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of self-administration of medication (J-11-R1).

Prescription medication must be furnished by the parent or guardian with the original label prepared and attached by a pharmacist. The label must reflect the name, strength, and dosage of the medication and whether or not the medication may be self-administered by a minor. Non-prescription medication must be in the original container that must reflect the name and strength of the medication.



3. This form must be signed by the parent/guardian of the child named herein. The signature of the prescribing physician may be required at the discretion of the principal or school nurse.
4. The parent/guardian will pick up any unused medication from the principal or school nurse at the end of the school year. Surplus or any remaining medication is not to be given to the student to take home.

\_\_\_\_\_  
Signature of Parent/Guardian/Individual  
Assuming Permanent Care and Custody

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician's Signature (required for  
self-administration of medication)

\_\_\_\_\_  
Date



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### PARENTAL AUTHORIZATION TO ADMINISTER MEDICINE

J-10-R3

#### PARENTAL AUTHORIZATION TO ADMINISTER MEDICINE

TO: \_\_\_\_\_  
(Principal) School

I am the parent with legal custody, the legal guardian, or individual assuming permanent care and custody of \_\_\_\_\_, a student attending this school.

This student requires medication at intervals during the day.

I hereby give my consent and authorize and request the school principal or school nurse a designated employee of the Millwood Public School District to:

\_\_\_\_\_ Administer \_\_\_\_\_, a non-prescription medication which I am hereby supplying you, in accordance with the label directions or written instructions from the student's physician. Non-prescription medication must be in original container and will only be given if supplied by parent or guardian.

\_\_\_\_\_ Administer \_\_\_\_\_, a filled prescription medication which I am hereby supplying you, in accordance with the directions for the administration of the medicine listed on the label of the vial. Medication must be in its original prescription container or a package from the doctors' office.

\_\_\_\_\_ Administer \_\_\_\_\_, a filled prescription medication which I am hereby supplying you, in accordance with the written instructions of the physician prescribing the medicine, which is attached hereto. Medication must be in its original prescription container or a package from the doctor's office.

\_\_\_\_\_ Permit the student to retain the medication on the student's person since the medication must be administered at unpredictable intervals throughout the day. A physician's statement that the student is capable of, and has been instructed in the proper method of, self-administration of medication is attached.

I understand that under state law, the Millwood Board of Education, the Millwood Public School District, or the employees of the District shall not be liable to the student or the student's parent or guardian for civil damages for any personal injuries to the student which result from acts of omissions of school employees in administering the medicine I have hereby authorized.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Parent, Guardian or Legal  
Custodian)

WITNESS: \_\_\_\_\_

\_\_\_\_\_  
(Address and Phone Number)

\* Please list any known allergies for this student:



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### PHYSICIAN'S AUTHORIZATION FOR SELF-ADMINISTRATION OF MEDICATION AT SCHOOL

J-10-R4

Name of  
Student: \_\_\_\_\_ Birthdate: \_\_\_\_\_

School: \_\_\_\_\_ School Year: \_\_\_\_\_ Grade: \_\_\_\_\_

Medical Condition	Medication	Strength	Dose	Time	Route	Possible Side Effect

Other Considerations/Directions: \_\_\_\_\_

Start Date: \_\_\_\_\_ Stop Date: \_\_\_\_\_

(All authorizations expire at the end of the school year)

- ☐ Student is knowledgeable about the medication and how to administer it.

#### Asthma Medication

- ☐ Student may self-administer the asthma medication; student has been trained on self-administration, purpose of medication, symptoms requiring use of medication, and possible adverse reactions or side effects of both regular and over dosage.

#### Anaphylaxis Medication

- ☐ Student may self-administer the anaphylaxis medication; student has been trained on self-administration of anaphylaxis medication, including but not limited to Epenephrine injectors; student has been instructed on purpose of anaphylaxis medication, symptoms requiring use of anaphylaxis medication, and possible adverse reactions or side effects of regular dosage or over dosage.

\_\_\_\_\_  
Print or Type Name of Physician Prescriber Physician's/Licensed Prescriber's Signature

\_\_\_\_\_  
Clinic Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

### Parent/Guardian Authorization

1. I request that the above medication(s) be given during school hours as ordered by this student's physician/licensed prescriber. I also request the medication (s) be given on field trips, as prescribed.
  2. I release school personnel from liability in the event adverse reactions result from taking the medication(s).
  3. I will notify the school of any change in the medication(s), (ex. Dosage change, medication is discontinued etc).
  4. I give permission for the school nurse to communicate with the student's teachers about the student's health condition(s) and the action of the medication(s).
  5. I give permission for the school nurse to consult with the above named student's physician/licensed prescriber regarding any questions that arise with regard to the listed medication(s) or medical condition(s) being treated by the medication(s).
  6. I give permission for the medication(s) to be given by designated personnel as delegated by the school nurse.
- ☐ As recommended and stated above by my child's physician, my son/daughter may self-administer his/her medication.  
(Not applicable for controlled substances, such as Ritalin, Dexedrine, Codeine, etc.)

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Relationship to Student

**NOTE: Medication is to be supplied in the original/prescription bottle**

*Page 2 of 2*

*Effective June 28, 2004 Revised August 4, 2008*



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### ADMINISTERING STUDENT MEDICATION LOG

J-10-R5

School \_\_\_\_\_ School Year \_\_\_\_\_

### ADMINISTERING STUDENT MEDICATION LOG

Student Name	Medication	Time	Administered By

Page 1 of 1

Effective June 28, 2004



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **SELF-ADMINISTRATION OF INHALED ASTHMA/ANAPHYLAXIS MEDICATION J-11**

Self-administration of inhaled asthma medication by a student for treatment of asthma is permitted with written parental authorization. The parent or guardian must also provide a written statement from the physician treating the student that the student has asthma and is capable of and has been instructed in the proper method of self-administration of inhaled asthma medication.

Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label. Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.

1. The parent or guardian must provide the school with an emergency supply of the student's asthma or anaphylaxis medication to be administered as authorized by state law and Board Policy J-10, Dispensing Medication.
2. The parent or guardian of the student will be informed in writing and the parent or guardian shall sign a statement acknowledging that neither the Millwood Public School District, its employees nor agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
3. Permission for self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
4. A anaphylaxis student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication, including but not limited to an Epinephrine injector, at all times.

The parent or guardian of the student is responsible for informing the principal or school nurse of any change in the student's health or change in medication. The District retains the discretion to reject requests for self-administration of asthma or anaphylaxis medication.

Reference: 70 O.S. 1-116.3 House Bill 2239

Cross Reference: Board Policy J-10, Dispensing Medication





## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### PHYSICIAN'S AUTHORIZATION FOR SELF-ADMINISTRATION OF ASTHMA MEDICATION AT SCHOOL

J-11-R1

Name of Student: \_\_\_\_\_ Birthdate: \_\_\_\_\_

School: \_\_\_\_\_ School Year: \_\_\_\_\_ Grade: \_\_\_\_\_

Medical Condition	Medication	Strength	Dose	Time	Route	Possible Side Effect

Other Considerations/Directions: \_\_\_\_\_

Start Date: \_\_\_\_\_ Stop Date: \_\_\_\_\_

(All authorizations expire at the end of the school year)

#### Asthma Medication

- ☐ Student is knowledgeable about the asthma medication and proper method to administer it.
- ☐ Student may self-administer the asthma medication; student has been trained on self-administration, purpose of medication, symptoms requiring use of medication, and possible adverse reactions or side effects of both regular and over dosage.

#### Anaphylaxis Medication

- ☐ Student is knowledgeable about the anaphylaxis medication and proper method to administer it.
- ☐ Student may self-administer the anaphylaxis medication; student has been trained on self-administration of anaphylaxis medication, including but not limited to Epenephrine injectors; student has been instructed on purpose of anaphylaxis medication, symptoms requiring use of anaphylaxis medication, and possible adverse reactions or side effects of regular dosage or over dosage.

Print or Type Name of Physician Prescriber \_\_\_\_\_ Physician's/Licensed Prescriber's Signature \_\_\_\_\_

Clinic Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Date \_\_\_\_\_

### Parent/Guardian Authorization

1. I request that the above medication(s) be given during school hours as ordered by this student's physician/licensed prescriber. I also request the medication (s) be given on field trips, as prescribed.
  2. I release school personnel from liability in the event adverse reactions result from taking the medication(s).
  3. I will notify the school of any change in the medication(s), (ex. Dosage change, medication is discontinued etc).
  4. I give permission for the school nurse to communicate with the student's teachers about the student's health condition(s) and the action of the medication(s).
  5. I give permission for the school nurse to consult with the above named student's physician/licensed prescriber regarding any questions that arise with regard to the listed medication(s) or medical condition(s) being treated by the medication(s).
  6. I give permission for the medication(s) to be given by designated personnel as delegated by the school nurse.
- ☐ As recommended and stated above by my child's physician, my son/daughter may self-administer his/her medication.  
(Not applicable for controlled substances, such as Ritalin, Dexedrine, Codeine, etc.)

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Relationship to  
Student

**NOTE: Medication is to be supplied in the original/prescription bottle.**

*Page 2 of 2*

*Effective June 28, 2004 Revised August 8, 2008*



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### PROMOTION/RETENTION OF STUDENTS

J-12

#### PROMOTION/RETENTION OF STUDENTS

The progressive development of student's academic, physical, and psychological maturity is a major goal of the Millwood Public School District. In that the lack of student achievement or progress is a direct reflection of the school, home, and individual student, early efforts shall be exerted to identify and assist students not working to their potential.

The instructional staff shall consider attendance, achievement as measured by a standardized norm referenced test, and achievement as measured by daily performance grades when evaluating student for promotion/retention. Students must successfully meet this criteria to be considered for promotion. Social promotions in and of themselves are inconsistent with the philosophy of the Millwood Board of Education.

A multi-criterion involving teacher professional responsibilities shall be considered by the administrative staff when considering the recommendation of the instructional staff for the promotion/retention of students. The criteria shall include motivation, differentiated instruction, sustained home/school communications, and referral(s) for special assistance.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### PROMOTION/RETENTION OF STUDENTS

J-12-R1

#### PROMOTION/RETENTION OF STUDENTS

Realizing that the progressive development of student's academic, physical, and psychological maturity is a major goal of the Millwood Public School District, a standard has been established for consideration when evaluating student achievement. Teachers shall consider each category thoroughly when assessing overall student performance. Students who have not satisfactorily met the following criteria shall be recommended for retention:

1. Attendance

Regular class attendance is paramount for the orderly academic achievement and growth of school aged children and youth. Inasmuch, parents and students shall be encouraged to establish and maintain good attendance patterns. School attendance shall be required at least ninety percent (90%) per semester.

2. Achievement

Student achievement, as measured by a standardized norm referenced test, shall be a determining factor when considering promotion/retention. Students who score below the 25th percentile (complete composite) on a standardized norm referenced exam shall be considered an academic risk in the next grade level.

Student achievement, as measured by daily classroom performance, shall be a determining factor when considering promotion/retention. Students who do not earn a grade point average (GPA) of 1.50 shall be considered an academic risk at the next grade level.

When assessing daily performance, the following factors shall be included:

Initiative

Student's potential for achievement may be observed, in part, by their ability to self start on tasks, once teacher expectations are made known.

### Following Instructions

The ability to follow written and verbal instructions has implications for achievement throughout the school experience and life. Following directions shall represent a factor in the total assessment of daily performance.

### Effort

Sustained and/or consistent efforts on lessons and planned activities shall represent a factor in the total assessment of daily performance.

The instructional staff shall consider the behavioral maturing of the student when evaluating for promotion/retention. Chronological age shall be referenced when promotion/retention considerations are made. While age shall not represent a single major criterion, it shall be considered when weighing the psychological implications involved in retention cases.

Handicapping conditions, such as physiological and psychological conditions, that may have a deficit effect on the degree of achievement shall be considered. Conditions that do not qualify a student for special education, and yet have an adverse effect on learning, shall be considered prior to promotion/retention decisions.

### APPEAL

A parent/guardian may appeal a recommended retention to the retention committee.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### TEACHER BEHAVIOR

J-12-R2

#### TEACHER BEHAVIOR

In that the lack of student achievement or progress is a reflection of the school, home, and the individual student, the following guidelines have been developed to assist the instructional staff in a self-assessment of teacher behaviors that influence student achievement. All criteria shall be met prior to decisions being made concerning retention of a student.

1. Motivation

- Use fresh and interesting approaches to introduce new instructional units, concepts, and lessons.
- Provide positive encouragement for students to do quality work throughout the school term.

2. Differentiated Instruction

- Identify student's learning style and adjust teaching style.
- Use different teaching strategies.
- Alternate presentations subsequent to student(s) experiencing difficulty in understanding concepts and demonstrating skills.

3. Re-Teaching

Re-teach as a means to reinforce student learning.

4. Sustained Parent Communication/Notification

- Use various forms of communication throughout the year to make parents aware of student achievement and progress. In addition to fourth (4th) week progress reports, the forms of communication should include:

Written communication

Notes, letters, abbreviated status reports, conferences.

Parent/Teacher; Parent/Teacher/Counselor

Teleconferences.

5. Referral for Special Assistance

-Identify student's specific problem area(s) and make recommendations for corrective actions. Corrective action may include:

Extended Day/Extended Week instructional sessions

Computer Assisted Instruction

Tutoring

Supplemental materials

Additional textbook or workbooks

Referral to support agencies



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### ADMISSIONS OF NON RESIDENT STUDENTS (OPEN TRANSFER)

J-14

#### ADMISSIONS OF NONRESIDENT STUDENTS (OPEN TRANSFER)

The superintendent or designee shall review and act upon the application of any student who requests admission to Millwood Public Schools. Open transfer applications may be requested from the superintendent's office between January 1, through April 1 and must be returned to the school district by April 1. Applications submitted prior to January 1 and after April 1 are emergency transfers and are subject to the approval of the sending school district and the State Department of Education. Inquiries will be made with the student's resident school to ascertain information regarding discipline, suspension, expulsion, or other circumstances which may prohibit the student from returning to the resident school. Information that may enhance the most appropriate placement of the student, if enrolled, will also be sought.

Provided that the student meets the district's transfer criteria and program(s), staff or space is available, the Millwood Public School District will admit a nonresident students.

##### **Transfer Criteria**

1. The student has not been suspended or voluntarily withdrawn for acts of violence or reckless disregard for others.
2. The student has 90% attendance rate.

All nonresident students shall comply with state and local rules and regulations relative to students. Nonresident students whose behavior is judged by the principal to be disruptive will be denied continued attendance after due process.

Transportation of nonresident students shall be the responsibility of the parent.

Reference: Oklahoma Statutes 70-8-101  
Board Policy J-26 Student





## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### CLOSED CAMPUS

J-16

The Board believes that it is the responsibility of the District to provide for the safety of all students. The Board further believes that student safety and the overall educational environment will be enhanced by maintaining closed campuses at all schools.

Therefore, the Board establishes the following rules for the operation of closed campuses:

1. Once students PreK-12 arrive at school, they must remain on campus until the end of the school day unless they have brought written authorization from their parents/guardians and received permission from building administrators to leave for a specific purpose.
2. Exceptions to this policy are provided for students who fall within one of the following categories:
  - a. students who attend classes at career-tech school;
  - b. concurrent enrollment students;
  - c. work experienceAll other departures must be approved in writing by building administrator or the administrator's designee.
3. During lunch periods, students are to remain in designated areas on campus.
4. All visitors and guests must check in with the office to secure permission to be on campus.
5. Parking lots are off limits during school hours without proper authorization.
6. Students are not to enter vehicles during school hours without authorization.
7. Students leaving for parental reasons, medical reasons, etc., will check out through a special pass which must be presented upon request.
8. Students who leave campus without authorization from the building administrator or the administrator's designee will be classified as truant and subject to, but not limited to, the options described in Policy J-1, Student Discipline.

Cross reference: Board Policy I-11 School Day

Page 1 of 1

Adopted April 2, 2007



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### STUDENT CONDUCT OFF SCHOOL GROUNDS

J-17

Students may be referred by any school employee for misconduct.

Students are subject to discipline, up to and including long term suspension for misconduct even if such misconduct occurs off school property and during non-school time.

Such discipline may result:

If the incident was initiated in the school building or on school grounds; or

If the incident occurred or was initiated off school grounds and on non-school time and if after the occurrence there was a reasonable likelihood that return of the student would contribute to a disruptive effect of the school's educational program or threaten the health, safety, or welfare of students and of school property.

Examples of the type of off school property misconduct that may result in such discipline include but are not limited to:

Use, possession, sale, or distribution of dangerous weapons, including knives or guns; or look alike facsimiles, or any item that may be used as a weapon.

Use, possession, sale, or distribution of controlled substances and/or synthetics,

Use, of physical force, verbal threats to do bodily and/or property harm.

The Board may impose discipline up to and including long term suspension if it is determined that a student's:

Use, possession, or sale of controlled substances or synthetics in the community has a reasonable likelihood of endangering the safety of students or employees because of the possibility of sales in the school;

Use of any item used as a weapon with violent intent for injury (guns, etc.), or violent conduct in the community represents a reasonable likelihood of repeating itself in the school environment; or;

similar type of misconduct in the community has a reasonable likelihood of being continued or repeated in school or of bringing retaliation or revenge onto the school scene for such misconduct off school grounds.

Page 1 of 1

Adopted April 4, 1994





## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **STUDENT CLUBS OR ORGANIZATIONS**

**J-18**

#### **STUDENT CLUBS OR ORGANIZATIONS**

The Board authorizes a closed forum for school student organizations and requires such organizations to be directly related to the curriculum or provide positive educational experiences. Membership in all student organizations is open to all students of the school without regard to race, color, gender, religion, handicap, creed or national origin. Such organizations will operate within the framework of state and federal law, statutes, Board policy, administrative rules and the parameters of the learning program.

Each principal will develop general guidelines for the establishment and operation of student organizations within the school. Such guidelines will include the approval of the principal prior to the formation of any club or organization, the assignment of at least one faculty advisor to each student organization, and compliance with the provisions of Board policy.

The formation of any student organization that may engage in activities of an apparently controversial nature that may, in the opinion of the principal, interfere with the legitimate educational concerns of the school will require approval by the Board. All student organizations are required to be open membership to all interested and/or eligible students. Additionally, fraternities, sororities and/or secret societies; gangs or cults, will not receive recognition in any manner.

A faculty advisor must attend every meeting of the student organization whether conducted on school premises or at another location.

The principal is authorized to deny all requests for forming an organization where the requirements of this policy, other related Board policies and state law are not met. When the principal denies the request of students desiring to form an organization in a particular school, the principal will inform the students of the reasons for the denial. The students may submit a written request to the superintendent or his/her designees within ten (10) days of the denial for a review of the principal's decision. The decision of the superintendent or his/her designee after review of the denial will be final.

Parents or guardians of students will be notified annually about clubs and organizations sponsored by or under the direction and control of the school. The annual notification about clubs and organizations will be by means of the school handbook and by posting on the District Website. The clubs and organizations will be listed in the bi-annual publication of the Student/Parent Handbook. Clubs or organizations created or formed after the annual notification will be added to the District's Website and sent to parents or guardians. The notification will include name, mission or purpose, and name of the faculty advisor, if known, of each club or organization.

Parents or guardians are responsible for notifying the school principal or designee when the parent or guardian is withholding permission for a student to join or participate in one or more clubs or organizations. This applies to participation in clubs or organizations that are extracurricular and not participation in clubs or organizations that are necessary for a required class of instruction.

Parents or guardians are responsible for preventing their student from participating in a club or organization in which permission is withheld. Parents or guardians are responsible for retrieving their student from attendance at a club or organization in which permission is withheld. A club or organization is not prevented from meeting when a student who is not authorized to be in club or organization is present at the meeting.

Reference: HB 1826



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### APPLICATION FOR STATUS AS A STUDENT CLUB OR ORGANIZATION

J-18-R1

#### APPLICATION FORM FOR STATUS AS STUDENT CLUB OR ORGANIZATION

1. Name of Club or Organization\_\_\_\_\_
2. Name of Faculty Advisor\_\_\_\_\_
3. School Sponsored      Nonschool Sponsored      (Circle one)
4. Statement of purpose or mission of proposed club or organization\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Site of meetings\_\_\_\_\_
6. Date and time of meetings\_\_\_\_\_
7. Approximately number of members at proposed organizations\_\_\_\_\_  
\_\_\_\_\_
8. Membership requirements\_\_\_\_\_  
\_\_\_\_\_
9. Signature of students making application\_\_\_\_\_
10. Signature of administrator granting approval\_\_\_\_\_
11. Date of application\_\_\_\_\_

**THIS APPLICATION MUST BE SUBMITTED TO THE SCHOOL PRINCIPAL OR DESIGNEE**

Page 1 of1

Effective    October 5, 2009



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **USE OF WIRELESS COMMUNICATION IN SCHOOL**

**J-19**

#### **USE OF WIRELESS COMMUNICATION IN SCHOOL**

##### **(Paging Devices/Electronic Communication Devices)**

Students shall not possess a paging device, beeper, or electronic communication device while on school property or while attending a school sponsored activity on or off school property without prior written consent of both the parent or guardian and the principal. Such consent will be granted upon a showing of medical necessity or other compelling reason(s) as determined by the superintendent. A "paging device" is a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor or any other similar function item designed as clocks, watches, etc.

A person who discovers a student in possession of a paging device, beeper, or electronic communication device in violation of this policy shall report the violation to the principal, who shall confiscate the device. Students found to be in possession of a wireless telecommunication device in violation of the rules shall be subject to disciplinary action.

Legal References: Oklahoma Statutes 70-24-101.1,(Section 488, School Laws of Oklahoma)  
HB1092, 2001 Legislative Session 70-24-102



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### USE OF WIRELESS COMMUNICATION IN SCHOOL

J-19-R1

#### **USE OF WIRELESS COMMUNICATION IN SCHOOL** **(Paging Devices/Electronic Communication Devices)**

No student shall possess a paging device, beeper, or electronic communication device while attending a school sponsored event on or off school property. A student may request permission to possess a wireless telecommunication device for medical or other appropriate circumstance by receiving written permission from the student's parent or guardian and the principal. Such permission will be granted for the current school year. Circumstances that will be considered include, but not limited to:

1. Medical emergency;
2. The device is deemed necessary for the student's safety while commuting between home and school.
3. The device is turned off and is unable to receive in-coming communications while in the possession of the student; The device is kept in a backpack or purse or locker.
4. The device is attached to an automobile as equipment or an accessory.

Principal shall maintain and distribute to staff a list of students approved to possess wireless telecommunication devices.

Students who are discovered to be in possession of a paging device, beeper, or electronic communication device shall surrender the device to the principal or designee and may be placed in the alternative classroom up to 10 days for the first occurrence. Students who repeat the policy violation may be suspended up to a full semester. Principals shall be required to communicate with the parents of students relative to the serious nature of the offense and the likelihood of more serious disciplinary consequences upon the next occurrence.

Page 1 of 1

Effective June 30, 1997 Revised June 14, 2007





## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### GANG ACTIVITY OR ASSOCIATION

J-20

#### GANG ACTIVITY OR ASSOCIATION

Gangs which initiate, advocate, or promote activities which disrupt the school environment or school community are harmful to the educational process and will not be tolerated. The use of verbalization, gestures, hand signals, codes, graffiti, electronic communication or the presence of any apparel, jewelry, accessory, or manner of grooming which by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of such regulations may occur.

Incidents involving initiations, hazing, harassment, intimidation, bullying and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

The superintendent will establish procedures and regulations to ensure that any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance or well being of another student shall be subject to disciplinary action.

The superintendent will provide training in-service in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and/or activities as an alternative.

#### Legal references:

School Laws of Oklahoma Article XXIV, Section

487. Pupils-Suspension-Appeal

488. Electronic Paging Devices Prohibited

489. Pupils- Dangerous Weapons - Dangerous Substances, Electronic Paging

153. Assault on School District Employees

154. Control and Discipline of Child

Cross Reference: Board Policy J-35

Board Policy J-29

Page 1 of 1



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### GANG ACTIVITY OR ASSOCIATION

J-20-R1

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by the student shall not:

Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment of activity and/or educational objectives;

Present a physical safety hazard to self, students, staff, and other employees;

Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or

Imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblems upon any school or personal property or on one's person.

If the student's behavior or other attribute is in violation of these provisions, the principal or designee will request the student to make the appropriate correction.

If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal will take appropriate corrective and disciplinary action.

Students identified as being gang involved, influenced, or affiliated will be provided assistance, and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations.

Training to provide increased awareness of the threat to the safety of students, staff, and school property which gang-related activity poses, shall be provided by security on an as-needed basis. Additional presentations will be made available to individual schools, staff or students at the request of the principal. Presentations will provide training in current identification symbols used by those involved in gang-related activity and will include things such as the identification of hand signals, apparel, jewelry, and/or any other pertinent gang-related information.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### INTERROGATION AND SEARCHES

J-21

#### INTERROGATION AND SEARCHES (Search and Seizure)

The proliferation of guns and illegal items in the larger society/community provides greater concern for the safety of all members of the school environment.

The safety of students, faculty, and staff of the school is of utmost importance. A positive school climate conducive to teaching and learning shall be maintained. Weapons, contraband, illegal and/or prohibited items threaten the safety and welfare of students and staff alike.

Therefore, when there is reason to believe that weapons, contraband, illegal, and/or prohibited items are on a student's person, the superintendent, principal, an assistant principal or designee may authorize a search of the student's outer clothing for the purpose of removing such items. Only cold weather outerwear shall be removed.

For any search beyond the outer clothing, the superintendent, principal, an assistant principal or designee must have at least one of the following reasons for probable cause of such search.

1. Will have received reliable information from an individual that he or she had actually seen a weapon, narcotics, contraband, illegal, and/or prohibited items recently in the possession of the student to be searched, or
2. Will have personally observed contraband, illegal, and/or prohibited items in the possession of the student, or
3. Will possess information that the student admitted possession of the contraband, illegal, and/or prohibited items and gave its location.

In any search the removal of a student's underwear is prohibited.

The student may be searched for missing or stolen property if such property is reasonably suspected to have been taken from a student, school employee, or the school during school activities.

During any authorized search the principal and/or an assistant principal or designee will be present along with two other adult employees of the district. The search shall be conducted by a person of the same gender as the student being searched and witnessed by at least one other authorized person, preferably a person of the same gender. Such search will be conducted in an appropriate, private area.

Students shall have no expectation of privacy in lockers, desks, or other school property from school personnel or law enforcement officers. No reasonable suspicion shall be required to conduct a locker, desk, or other school property search. These statements are to be included in the student/parent handbook.

The reasonableness of a search of public school students in terms of the Fourth Amendment requires a balancing of the individual's rights against those of society taking into account all of the circumstances. Factors to consider in making such a determination:

1. The duties and responsibilities of the school officials, with the primary purpose and justification being the protection of the health, safety, and welfare of students, faculty, school property, and the educational process.
2. The student's age and conduct record.
3. The necessity for conducting a warrant less search.

Search and/or seizure by law enforcement officials will occur only when a warrant exists authorizing such search and/or seizure.

The school official shall have authority to detain the student and to preserve any of the items aforementioned and found on the student. The student may be suspended in accordance with school law, and any such suspension may be appealed in accordance with Board Policy J-01, Student Discipline.

When there is reason to believe that weapons, contraband, illegal, and/or prohibited items are located in a student's desk, locker, other assigned property and there is reason to believe a student is using the desk, locker, or automobile in such a way as to endanger his or her health or safety, or the health, safety, and rights of others; the principal an assistant principal, or designee may authorize a search of such property for the purpose of removing such items.

Emergency situations may necessitate a search with or without the student's knowledge or consent. Whenever possible, the student should be aware of and involved in a search of such property so assigned. In the absence of the student, a second party will witness any search.

References: SB129, Section 53, 1995 Legislative Session 70 O.S. 24-102  
HB2130, 1997 Legislative Session Section 489, School Laws of Oklahoma  
HB1092, 2001 Legislative Session



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### ANIMAL ASSISTED SEARCHES

J-21-R1

#### ANIMAL ASSISTED SEARCHES

School administrators may conduct unannounced, random searches. Such searches may be aided with the use of trained animal(s) under the supervision of a skilled handler. Prior to the initiation of an animal assisted search, the school administrator will meet with the representative or handler to explain how animal assisted searches will be conducted. Periodic briefing will occur to update the representative of suspected use of illegal substances, including but not limited to the time(s) of day and location(s).

A school administrator will be present and accompany the handler and animal during the search. In the event the animal detects or alerts on a suspected odor or illegal substance the following steps will be taken:

1. The administrator will call the student aside (or call the student out of the classroom) and advise the student of the "alert".
2. The student will be taken to a secure area and advised that a search in accordance with Board Policy J-21 will be conducted.
3. Students will be advised that flight during an "alert," a search, or related administrative action may imply guilt.
4. The student's parent (guardian) will be contacted and advised that the student had been identified as possibly being in contact with an illegal substance. The parent (guardian) will be informed of possible circumstances surrounding an "alert". The identification may have been the result of the student being around certain medication, someone who may have had an illegal substance, in a car where an illegal substance had been used, or other similar situations.
5. The Oklahoma City Police Department will be contacted in the event a suspected illegal substance is confiscated. The animal handler (representative) may transport suspected illegal substance to the police station if so authorized by the Oklahoma City Police Department.

The contracted service provider for animal assisted searches will provide the principal and superintendent a copy of each search report. The contracted service provider will provide the superintendent with a summary report to be submitted to the board of education.



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **CORPORAL PUNISHMENT PROHIBITION**

**J-22**

#### **CORPORAL PUNISHMENT PROHIBITION**

Corporal punishment represents a social and private issue that the school community (parents and guardians) appears to possess diverse opinions about. In that the public school is designed to serve all families who reside within its boundaries, its effectiveness may hinge on its ability to acknowledge and at times parallel acceptable methods of discipline that has been subscribed to and found effective within the home.

Inasmuch, the use of corporal punishment, defined as any act of physical force on a student for the purpose of punishment, is not acceptable in the Millwood District and will not be tolerated as a disciplinary measure unless administered by the principal or assistant principal under strict compliance with District regulations and parental consent. (See Regulations)

The term "Corporal Punishment" shall not apply to the use of reasonable physical force in the following situations:

The Principal who has administered corporal punishment must file a written report with the Superintendent immediately.

The report will relate all relevant details of the incident, including what action was taken why the action was taken, and what measures, if any, have been taken to prevent the need for such action; The report will be kept on file and be made available to the parent on request; and The parent will be afforded an opportunity to request a conference with the student's administrator(s) involved in the incident to discuss the situation. The conference will take place at an agreed on designated time.

The Superintendent will keep the Board apprized of all incident of the use of physical force. Each incident will be reported to the Board as soon as it occurs. If necessary, a special meeting may be called according to adopted Board procedures.



The Board believes that there is a need for in service training for teachers and staff in the use of alternative, positive measures of discipline. The Superintendent will see to it that such programs are developed and in place, and will report to the Board annually on training programs offered to staff in each school building.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### CORPORAL PUNISHMENT PROHIBITION

J-22-R1

#### CORPORAL PUNISHMENT PROHIBITION

Corporal punishment may be used by the principal and/or assistant principal if specified as a potential consequence in the school's discipline policy and approved by the respective parent or guardian. Students and parents will be informed that corporal punishment is a disciplinary option if violations of school rules continue. In addition, there should be a reasonable determination that it will be effective. The age of the student should be considered in the determination.

Corporal punishment will be used only after other remedies such as detention, parent conference, counseling, etc. have been attempted, documented, and appear to be unsuccessful.

Due process procedures will be followed prior to utilizing corporal punishment.

The student will have the opportunity to present his or her side of the issue.

The student will be informed in advance of the reasons for the corporal punishment.

The student's parents or guardian will be notified prior to the administration of corporal punishment unless prior approval has been obtained.

Upon parental request, the discipline record of the corporal punishment will be provided.

The administrator will make a reasonable effort prior to utilizing corporal punishment to determine that a student has not been physically abused, nor has a medical or mental condition which may preclude such punishment.

Corporal punishment will be administered only by the principal or other designated school administrator and will be witnessed by another certificated school official. The witness will be informed beforehand of the reason for the punishment in the presence of the student.

Corporal punishment will be administered by use of a small paddle, applied to the buttocks in a controlled manner designed to be noninjurious and applied as a fair and judicious parent.

Any use of corporal punishment will be reported in writing to the Superintendent of Millwood Public Schools utilizing the Corporal Punishment Checklist.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### STUDENT COMPLAINTS

J-25

#### STUDENT COMPLAINTS

The Board believes procedures should be established for resolving disagreements between staff members and students and between students and teachers.

1. Responsibility for handling a complaint begins with the building principal. The student and/or parent should contact the building principal and inform him/her of the nature of the complaint.
2. The superintendent of schools is responsible for handling complaints that have not been resolved by the building principal. The student and/or parent should file a written complaint with the superintendent advising of the nature of the complaint and the previous attempts at resolution.

The superintendent of schools is the final level of appeal for complaints that have not been resolved by the principal. Students reporting alleged violation of rights by school personnel will be protected from retaliatory action.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### STUDENT RESIDENCY

J-26

#### STUDENT RESIDENCY

It is the policy of the Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody, and who holds legal residence within the district as defined in 70 O.S. 1-113 (c). Provided that such parent, legal guardian, person or institution having legal custody contributes in a major degree to the support of such child. Provided further that any child who is self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with Title 70, O.S. 1-113.

Educational services are provided for homeless children to the extent required by Public Law 100-77, Title VII, Subsection B and Title X Part C, McKinney Vento Act. An adult who does not fall within the categories listed above, who holds legal residence in the district, and who has assumed permanent care and custody of the child may file a notarized affidavit with the school district attesting that custody has been assumed. The affidavit must include the reasons for assuming custody. Within 30 days, verifiable documentation must be provided that a permanent residence has been established within the district. The board of education shall consider the facts of each case and shall approve residency only if it is demonstrated that the custody arrangement is permanent and the adult contributes in a major degree to the support of the child.

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local ad valorem taxes;
2. Title to residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides;

3. Proof of provisions of utilities;
4. A valid, unexpired motor vehicle operators permit or motor vehicle registration;
5. Maintenance of voter registration;
6. Notarized affidavit verifying residency and/or has assumed the permanent care and custody of the student. (The filing of a false affidavit shall be subject to punishment in accordance with 70 O.S. 1-114.)

The school district designates the superintendent as residency officer. The residency officer may be contacted by calling the superintendent's office or by writing to the residency officer at the district address, or by personally visiting the residency officer.

If this school district denies admittance of a student who claims to be a resident of the district, the parent, guardian, or person having care and custody (hereafter parent) of the student may request a review of the decision. Such request for review shall be in writing and must be received by the residency officer within three school days of the denial of admittance. The request for review shall include any additional pertinent information which may justify the admittance of the child to the school district.

Upon receipt of a written request for review, the residency officer will render a decision and notify the parent of the decision within three school days of the receipt of the request for review.

If the parent disagrees with the findings of the residency officer, the parent will notify the residency officer within three school days of the receipt of the decision. The residency officer then will submit all documents reviewed and his/her findings to the board of education.

The board of education will review the decision documents submitted by both the superintendent and the student and render a decision at the next board meeting. The board's decision may be appealed only pursuant to procedures utilized by the State Department of Education.

Reference: 70 O.S. 1210.203  
70 O.S. Section 1-113  
70 O.S. 1-114  
Public Law 100-77, Title VII, Subsection B  
McKinney Vento Act



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### STUDENT RESIDENCY

J-26-R1

#### STUDENT RESIDENCY

A student must reside in the Millwood Public School District to attend school. The principal will require the submission of evidence of residency in order to determine whether the student is eligible to attend school without payment of nonresident tuition.

A minimum of two documents must be submitted as proof that the address is the legal residence of the parent(s), guardian, person having legal custody, or person who is a relative within the fourth degree of the student. Such evidence may include, but is not limited to, the following:

1. Proof of payment of local ad valorem taxes;
2. Title to residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides;
3. Proof of provisions of utilities;
4. A valid, unexpired motor vehicle operators permit or motor vehicle registration;
5. Maintenance of voter registration;

A notarized affidavit verifying residency and/or has assumed the permanent care and custody of the student, is required of a guardian or person have legal custody. (The filing of a false affidavit shall be subject to punishment in accordance with 70 O.S. 1-114.) The notarized affidavit must be submitted with other evidence of residency.

Court order or Department of Human Services document(s) will be accepted for student placed in foster care. The foster care provider may be required to submit evidence of residency.

If a student is denied admittance by the principal or principal's designee, an admittance denied form will be completed and submitted to the residency officer. Rationale for denial is required. Copies of documents submitted by the applicant for admittance will be attached to the form.

Page 1 of 1

Effective November 5, 1996



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### PERMISSION TO RELEASE EDUCATIONAL RECORDS

J-26-R3

#### PERMISSION TO RELEASE EDUCATIONAL RECORDS

STATE OF OKLAHOMA

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, the undersigned person, being of lawful age, being first duly sworn, on oath, state that I am the lawful parent or guardian of \_\_\_\_\_. I further state that my rights as parent or guardian to access educational records have in no way been restricted, modified, terminated, or extinguished by any court order, decree, or custody arrangement.

I hereby grant Millwood Public Schools permission to release any and all educational records including grades as defined under the Family Education and Privacy Rights Act to \_\_\_\_\_ who has assumed the permanent care and custody of \_\_\_\_\_. I hereby state that he/she contributes the major degree of support to the child.

I hereby agree to hold Millwood Public Schools harmless in any, and all manner, which may arise out of their release of any, and all, educational records to \_\_\_\_\_.

I acknowledge that willful misstatement in this affidavit, known by me to be false, shall be a misdemeanor punishable by imprisonment not to exceed one (1) year or a fine not to exceed five hundred dollars (\$500) or both such fine and imprisonment.

\_\_\_\_\_  
Affiant

Subscribed and sworn to me this \_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
Notary Public or officer administering oath

My commission expires:

\_\_\_\_\_

Seal

Page 1 of 1

Effective November 5, 1996



**MILLWOOD PUBLIC SCHOOL DISTRICT  
BOARD POLICY**

**AFFIDAVIT**

**J-26-R4**

AFFIDAVIT

STATE OF OKLAHOMA

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, the undersigned person, being of lawful age, being first duly sworn, on oath, state that I have assumed the permanent care and custody of

\_\_\_\_\_. I further state both that I am a bona fide resident of the Millwood Public School District. I desire that \_\_\_\_\_ be enrolled in Millwood Public Schools on the basis of my affidavit.

The reason(s) for assuming custody of \_\_\_\_\_:

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

(Write on back if more space required)

I acknowledge that willful misstatement in this affidavit, known by me to be false, shall be a misdemeanor punishable by imprisonment not to exceed one (1) year or a fine not to exceed five hundred dollars (\$500) or both such fine and imprisonment.

\_\_\_\_\_  
Affiant

Subscribed and sworn to me this \_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
Notary Public or officer administering oath

My commission expires: \_\_\_\_\_

Seal

*Page 1 of 1*

*Effective November 5, 1996*







**MILLWOOD PUBLIC SCHOOL DISTRICT  
BOARD POLICY**

**ADMITTANCE DENIED REPORT TO RESIDENCY OFFICER**

**J-26-R5**

**ADMITTANCE DENIED  
REPORT TO RESIDENCY OFFICER**

Applicant for admittance \_\_\_\_\_ Date \_\_\_\_\_  
(Parent, guardian, person having legal custody,  
or person who is a relative within the fourth degree.)

Student _____	Grade _____
Student _____	Grade _____
Student _____	Grade _____
Student _____	Grade _____

Evidence of Residency submitted by applicant for admittance:

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\_\_\_\_\_ (Attach copies to this form)

Rationale for denial: \_\_\_\_\_

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Advised applicant of appeal process. \_\_\_\_\_ Y \_\_\_\_\_ N

\_\_\_\_\_  
Signature (Principal or Designee)

\_\_\_\_\_  
Date

**Original with attachment(s) submitted to Residency Officer.**

*Page 1 of 1*

*Effective November 5, 1996*



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### STUDENT'S USE OF TOBACCO

J-27

The Board recognizes that the use of tobacco is harmful to health. All students have the right to freedom from tobacco and its use. In order to provide a safer school environment, the possession and/or use of tobacco in any form by students will not be permitted on school property, on the bus, or at school sponsored activities.

Legal Reference: Oklahoma Statutes 21-1242

Cross Reference: G15

*Page 1 of 1*

*Adopted December 2, 1996*



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **DANGEROUS WEAPONS**

**J-28**

#### **DANGEROUS WEAPONS**

The Board recognizes its responsibility for the safety of students and staff. Therefore, the Board prohibits the use, display, possession, and/or the carrying of dangerous weapons or replica by students, employees, or others either in a vehicle or about the person while on district property, at a school sponsored activity, or on a school bus. Dangerous weapons include but are not limited to automatic or semi-automatic weapons, rifles, shotguns, any pistols, revolver, b.b. guns, pellet guns, or any imitation firearm; dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword, and knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, manually operated pocket knives, box knives, utility or scouting type knives; ammunition clips for automatic weapons; blackjack, loaded cane, billy hand chain, metal knuckles, pipes; chemicals; or any offensive weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded; or object considered dangerous or capable of inflicting serious bodily harm. Police will be allowed to carry weapons in the performance of their duties.

#### **STUDENTS**

If a teacher or other school employee should find a student in possession of a dangerous weapon, she/he shall secure the safety of the other students and notify the principal. If safety permits, the weapon should be confiscated. The principal shall notify the Police Department and the Superintendent of Schools. The principal will submit to the Superintendent of Schools a completed Gun-Free School Act of 1994 Reporting Form within five days of the incident.

A student acting in an aggressive or belligerent manner with any article will be administratively judged to be in possession of a weapon. Disciplinary action will be taken.

Secondary school students (grades 6 through 12) in violation of this policy shall be given a long-term suspension. The facts surrounding the misconduct, as determined at the evidentiary hearing, will determine the length of the suspension period. That time may include the balance of the semester in which the infraction occurs and the succeeding semester. The long-term suspension must follow a hearing and review in the same manner as a long-term suspension for any other offense. Disciplinary action will be independent of any resultant criminal proceeding.

Elementary school students (grades PreK through 5) in violation of this policy are subject to a short-term suspension or a long-term suspension as determined at the evidentiary hearing.

Any student who aids, knowingly accompanies, assists, or participates with another student who uses, displays, or possesses a gun or other weapons as defined in the policy may be subject to suspension for a time determined by the principal. Such time may include the balance of the semester in which the infraction occurred and the succeeding semester.

## **EMPLOYEES**

Employees found in violation of this policy shall be subject to disciplinary action, including termination. All disciplinary action will be in accordance with Board Policy G-04 and the appropriate negotiated agreement. Disciplinary action will be independent of any resultant criminal proceeding.

If a principal or other supervisor should find an employee in violation of this policy she/he shall immediately notify the Police Department and the Superintendent of Schools.

The Superintendent shall inform the Board of reported weapons incidents. The Superintendent will submit the reporting form to the Oklahoma State Department of Education within two weeks of the incident.

## **DISPOSITION OF CONFISCATED WEAPONS**

All confiscated weapons will be turned over to the Police Department.

References: Oklahoma Statutes 70-23-102; 21-1277; 21-1280; 21-858; 21-1280.1



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### DANGEROUS WEAPONS

J-28-R1

### DANGEROUS WEAPONS

The use, display, or possession of any kind of gun, weapon, facsimile/replica, chemicals, or device capable of discharging or throwing projectiles, whether loaded or unloaded, on the campus, parking lots, premises, school bus, or property of the Millwood Public School District or during school-sponsored activities, functions, or events may result in the immediate suspension of students involved for a period of time to be determined by the principal. That time may include the balance of the semester in which the infraction occurs and the succeeding semester.

A student in possession of any firearm while on school property or while in any school bus or any other vehicle used by a school for transportation shall be suspended from school and may be subject to the maximum penalty allowed by law. A student using a weapon in a fight or altercation will be administratively judged to be a danger to others and self and will be subjected to maximum penalty allowed by law.

Administrators or other delegated school officials will confiscate any article identified as a weapon in Board Policy J-28. All confiscated weapons will be turned over to the Police Department.

When a violation of Board Policy J-28, Dangerous Weapon, occurs, the principal will notify the parent/guardian, as well as the Police Department and the Superintendent of Schools. The Superintendent will submit the reporting form to the Oklahoma State Department of Education within two weeks of the incident.

The student will be suspended up to ten (10) days pending an evidentiary hearing to determine the length of the suspension.

Reference: Oklahoma Statutes 70-24-101



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### STUDENT BEHAVIOR

J-29

#### STUDENT BEHAVIOR

Each student is held responsible for his/her personal action. The Board believes the right to attend Millwood Public Schools carries with it the obligation to maintain acceptable behavior.

The common standard against which behavior is measured is that which is conducive to learning and a contributor to the general purpose and welfare of the school. Behavior other than those described in this policy may constitute unlawful or prohibited acts.

1. Bullying, intimidation or harassment, or any other form of persecution by student or employee is prohibited.
2. Fighting/assault and battery will not be tolerated at school, on school buses, or at school sponsored activities, functions, or events.
3. Possession or use of tobacco is not permitted in school buildings, on school campuses, on the buses, or at school sponsored activities, functions, or events. The prohibition against smoking and the use of tobacco should be sponsored by programs emphasizing the hazards of smoking and tobacco use.
4. The possession, use, transmittal, or to be under the influence of any alcoholic beverage or drug is not permitted on school property or at school sponsored activities, functions, or events.
5. Any show of disrespect by word or action toward any staff member is prohibited.
6. Profanity and vulgarity are prohibited.
7. The possession, display, use and/or carrying of a dangerous weapon, a replica, or an unauthorized item is prohibited. Knowledge of others possessing dangerous weapons shall be reported to a teacher and/or principal.
8. Defiance that may threaten the general discipline of the school or classroom is prohibited.



9. Parents and students are responsible for ensuring compliance of Millwood Public Schools Uniform Dress Code. Any wearing of apparel which, in the opinion of the principal, is associated with gangs and/or drugs and/or becomes disruptive to the educational process will be banned. The wearer of such apparel shall be subjected to administrative disciplinary action.
10. A student who steals, maliciously destroys, or defaces school property will be expected to make restitution as part of the penalty for such action. Malicious destruction cases may also be referred to the Police Department under the Oklahoma School Law.
11. Loitering in school buildings or upon school grounds is prohibited. Any person loitering is subject to administrative action.
12. The possession or use of wireless electronic communication devices by students on school property or at school sponsored activities, functions, or events is prohibited without prior written consent of both the parent or guardian and the principal. This includes, but is not limited to, pagers, cellular phones, and other communication equipment which has potential to be disruptive to the educational process. Items intended to look like or simulate such devices are also prohibited.
13. The exploding of fireworks, causing a false alarm, or causing a false bomb alert is considered conduct which substantially disrupts the operation of school and is subject to administrative and/or legal action.
14. The act of extortion is defined as obtaining something of value from an unwilling person by either physical force or intimidation. This act substantially invades the rights of others and is subject to both administrative and legal action.
15. Rules and regulations concerning school sponsored activities apply to all students attending school functions held on school grounds, in school buildings, or at other facilities.
16. Students may not hold membership or participate in an unauthorized organization on school property or at school sponsored activities.
17. Student walkouts, boycotts, and any unauthorized holidays will not be permitted or recognized. Once a student arrives at school, it is the student's responsibility to remain so long as she/he has classes scheduled or is required to do so. Any violation of this nature will be dealt with promptly and firmly.

18. Students and parents shall be informed of the provisions of this policy through the Student/Parent Handbook.

Legal References: Oklahoma Statutes 21-1242, 21-1327, 23-10, 63-2-101, 70-24-101  
(Section 488, School Laws of Oklahoma) 70-24-102, 70-24-132, 70-24-138., 70-24-100.4

Cross References: J-01, J-02, J-06, J-17, J-19, J-20, J-27, J-28, J-35



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### STUDENT ATTENDANCE

J-30

The Board of Education believes that in order for students to realize their fullest potential from educational efforts, students should attend all classes. The primary responsibility for regular school attendance is placed with the parents and students. Realizing that some absences may be beyond a student's control, the board requires students to be in attendance a minimum of 90% each semester or 80% of each block term to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered on an individual, case by case, basis.

The superintendent is directed to establish an attendance regulation which supports this policy.

REFERENCE: 70 O.S. 10-105, 10-106  
Department of Education, Administrator's Handbook

*Page 1 of 1*

*Adopted June 30, 1997 Revised August 6, 2007*



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### STUDENT ATTENDANCE

J-30-R1

#### STUDENT ATTENDANCE

In accordance with the policy of the Board of Education, each student is required to attend each class a minimum of 90% per semester or 80% per block term in order to receive credit for that class.

#### ABSENCES

Excused absence will be granted for the following reason:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury.
4. Extenuating circumstances deemed necessary by the principal.
5. Observance of holidays required by student's religious affiliation.

It is the responsibility of the parent to notify the school by 9:30 a.m. if a child is absent for one of the above reasons. The school will attempt to contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up. The student has one calendar day for each day absent to make up class work due to an absence. Noncompletion of class work will result in a "no grade" until the class work is completed.

#### School Activity:

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.

#### Absence by Arrangement:

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

1. A student may take up to five days of absences by arrangement per semester.

2. A student may make up all work missed without penalty. It is up to the student, prior to the absence or on the day of return, to make arrangements to see that the work is made up.
3. In order to take an absence by arrangement, the parent, or guardian, must submit, at least two days prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.

**Unexcused Absence:**

1. This is any absence that does not fall within one of the above categories. Work may be made up. Excessive unexcused absences, nine (9) or more unexcused absences, and failure to satisfactorily complete and submit make-up work during the course of a period or semester will be considered sufficient cause for the teacher to report a grade of "F" for said period. A student will be withdrawn or dropped when the student has more than ten (10) consecutive days or parts of days of unexcused absences or fifteen (15) days or parts of days total unexcused absences during a single semester. Withdrawal for unexcused absences shall be reported to the Department of Public Safety. (References: HB 2055; HB 2692, Oklahoma State Statutes, Title 47, 6-107.3).

**Truancy:**

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent. Parents can be fined if they allow their children to remain absent from school without a legal excuse. Children out of school can be detained by police officers and taken to the nearest Truancy Center.

Parents are advised that ten consecutive absences constitute truancy and will result in the student being dropped from the school's attendance register. School official must report truant students to the Office of the District Attorney for Oklahoma County and the Oklahoma State Department of Public Safety.

At the close of each school year, the building principal will report to the Superintendent of Schools the name of any student who has not been present for instruction at least eighty percent (80%) of the time without valid excuse. The Superintendent of Schools shall submit in writing the names of reported students to the State Department of Human Services.

**Tardies:**

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than 15 minutes late will be reported absent for the period on the students' grade card.

3. Each three tardies will constitute an unexcused absence from that class: and reported on the students' grade card.

"Late arrival" applies to FIRST period ONLY. If a student is more than fifteen (15) minutes late arriving for school, it will be considered as a late arrival and handled through the principal's office. Students who are more than 15 minutes late will be considered absent.

If a student is fifteen minutes or less arriving to school, it will be considered as a tardy and the student should report to the first hour class.

### **Appeal**

Any student who exceeds the eighteen day limit and feels he/she has "just cause," may appeal in writing to the superintendent for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism and late arrival to school.

REFERENCE: SB 425 (38 O.S. 37)  
70O.S.24-120



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### STUDENTS: FEES, FINES, AND CHARGES

J-31

#### STUDENTS: FEES, FINES, AND CHARGES

It is the goal of the Board of Education to provide a quality education to all the students of the Millwood Public School District at minimum cost to the student. However, there are certain areas in which the payment of fees, fines, or charges may be required. The superintendent is directed to establish a regulation designating such areas and setting forth methods of payment.

Cross Reference: Board Policy J-32, Care of School Property by Students

*Page 1 of 1*

*Adopted March 6, 1989 Revised February 1, 1999*



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### CARE OF SCHOOL PROPERTY BY STUDENTS

J-32

#### CARE OF SCHOOL PROPERTY BY STUDENTS

Students shall be responsible for the proper use and care of school property. The parents or legal guardians of a student will be responsible for the payment of damages of school property.

Financial inability of a parent to pay for lost or damaged property and the non return of a textbook will be considered by the building level administrator, pursuant to uniform standards set by the superintendent.

Legal Reference: Oklahoma Statutes 70 §16-121

Cross reference: Board Policy E-07, Use of School Property

Board Policy J-31, Students: Fees, Fines, and Charges





## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### CARE OF SCHOOL PROPERTY BY STUDENTS

J-32-R1

#### Care of School Property by Students (Collecting Financial Obligations)

The procedures for collecting financial obligations from students are as follows:

1. Parents or legal guardians of all students who have financial obligations will be notified once each semester;
2. The principal shall withhold transcripts, withdrawal forms, or other records of the school relating to any student who fails to return a textbook/library book or make payment if not returned. For purposes of this regulation “transcript” includes any record of a grade or grades given to a student by a teacher;
3. Seniors will not be permitted to participate in formal graduation exercises until all financial obligations are cleared. Seniors must be notified of all financial obligations prior to the issuance of caps and gowns;
4. The principal is authorized to withhold the right of students to participate in or to attend school activities until all financial obligations are cleared;
5. If financial inability of a student to pay for a lost book is established and the student wishes to make restitution for the obligation, the principal may permit the student to perform a service for the school; and
6. The financial inability of a student to pay for a lost book shall be based on his/her ability to meet the qualifications for the free lunch program.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### INTERNET/ELECTRONIC RESOURCES INFORMATION

J-33

#### INTERNET/ELECTRONIC RESOURCES INFORMATION FOR STUDENTS AND PARENTS

The use of the District's computers and the Internet access provided by the District is a privilege, not a right. The Millwood Public School District maintains the right to place reasonable restrictions on the material accessed or posted through district networks. The Millwood Public School District networks are considered a limited forum; and therefore, the District may impose restrictions for valid reasons.

The District goal is to provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications. Including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. Staff members are responsible for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and for educating minors about cyber bullying awareness and response.

**Acceptable Uses:** The District's computers, equipment, and software are intended for administration, education, and academic research purposes only and shall be used only as according to Administrative Regulations. Acceptable uses of the District's computers and the Internet are activities which support learning and teaching or which promote the District's mission and goals.

**Prohibited Uses:** The District's computers and the Internet access provided by the District shall not be used:

1. To violate an individual's right to privacy;
2. To access materials, information, or files of another person or organization without permission;
3. To violate the copyright laws;
4. To spread computer viruses;



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **STUDENT WELFARE (REPORTING CHILD ABUSE)**

**J-34-R1**

#### **STUDENT WELFARE (REPORTING CHILD ABUSE)**

The person receiving the disclosure or having suspicion of sexual or physical abuse shall orally report the suspected child abuse to the Department of Human Services. The Child Abuse Hotline number is 1-800-522-3511 and the line is open 24 hours a day.

The person making the oral report to the Department of Human Services is also responsible for submitting a written report (see form J-34-R2) to the Department of Human Services. The written report must follow the oral report, and be made within twenty four (24) hours of the contact which disclosed the existence of possible abuse.

A copy of the written report shall be given to the school building administrator who will send a copy of the report to the Superintendent. The reports should be treated in a confidential manner, by the reporting employee, the principal and the superintendent.

Employees may initially question the child to determine the child's state of neglect or injuries. However, in no case should the child be subject to undue pressure in order to validate the suspicion of abuse. Validation of suspected child abuse is the responsibility of the Department of Human Services, assisted by the police.

In suspected cases of physical and sexual abuse, the suspect victim may be questioned by the police or social worker at the school without the principal obtaining permission of the victim's parent or guardian.

Employees will not contact the parent/guardian concerning suspected child abuse.



**MILLWOOD PUBLIC SCHOOL DISTRICT  
BOARD POLICY**

**SUSPECTED CHILD ABUSE REPORT FORM**

**J-34-R2**

**SUSPECTED CHILD ABUSE REPORT FORM**

CHILD'S NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

PARENT(S)/LEGAL GUARDIAN: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

A copy of this suspected child abuse or neglect report is to be filed with the Department of Human Services, the supervising administrator and the Superintendent of Schools.

Describe the nature and extent of the suspected child abuse or neglect: \_\_\_\_\_

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

Describe any evidence of previous suspected child abuse or neglect: \_\_\_\_\_

\_\_\_\_\_

Names of persons present during the interview with the child: \_\_\_\_\_

\_\_\_\_\_

Name of investigating social worker with the Department of Human Services (if known): \_\_\_\_\_

Signature of Person Filing Report: \_\_\_\_\_

Signature of Supervising Administrator: \_\_\_\_\_

*Page 1 of 1*

*Effective April 2, 2001*



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### BULLYING, INTIMIDATION AND HARASSMENT

J-35

### BULLYING, INTIMIDATION AND HARASSMENT

The Millwood Board of Education believes every student has the right to learn in a safe environment. Behavior or activities which disrupt the school environment or school community are harmful to the learning process and will not be tolerated. Bullying, intimidation or harassment, or any other form of persecution by student, or employee, parent or the public will not be tolerated.

For the purpose of this policy and as used in the School Bullying Prevention Act, “bullying, intimidation and harassment” means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. “Bullying, intimidation and harassment” include, but are not limited to, gestures, written, verbal, or physical acts, or electronic communications. Examples of prohibited behavior include, but not limited to, the following:

1. Repeated remarks of a demeaning nature;
2. Implied or explicit threats concerning one’s grades, achievements, etc.;
3. Demeaning jokes, stories or activities directed at the student;
4. Unwelcome physical contact.

“Electronic communication” means the communication of any written, verbal, or pictorial information by means of an electronic device, including but not limited to, a telephone, a cellular telephone or other wireless telecommunication device, or a computer.

“Threatening behavior” means any pattern of behavior or isolated action whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

The Superintendent will establish procedures and regulations to ensure harassment, intimidation, and bullying prevention programs are implemented.

The programs shall include, but be not limited to, professional development for all employees, involvement of the community and students, parent and family education, and a comprehensive reporting system that records the details of bullying, intimidation and harassment incidents.

When students report bullying, intimidation and harassment, the school employee will take appropriate corrective and disciplinary action. The principal or principal's designee will investigate reported incidents of bullying, intimidation or harassment behavior.

Methods of control and discipline of students will be in accordance with Board Policy J-01, Student Discipline, and the site discipline plan. If appropriate, the principal may recommend that available mental health care options be provided to the student. The school may request disclosure of information concerning students who received mental health counseling pursuant to federal and state laws regarding the disclosure of confidential information.

#### Cross References

J-20	Gang Activity or Association
J-29	Student Behavior
J-01	Student Discipline
J-37	Safe and healthy Schools

#### Legal Reference

SB 992, Section 3 2002 Legislative Session  
SB 992, Section 5 2002 Legislative Session  
70-O.S. 24-100.4  
70-O.S. 24-100.3  
SB 1941



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### BULLYING INTIMIDATION AND HARASSMENT

J-35-R1

#### **BULLYING, INTIMIDATION AND HARASSMENT**

Bullying, intimidation or harassment at school on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events are prohibited. School employees are responsible for supervision and monitoring of students activities and shall not tolerate any student hurting another student, either physically or psychologically.

Students are responsible for respecting the rights of their classmates and themselves. Students may tell the person doing the bullying, intimidation or harassment that what they are doing is unacceptable and that if it continues, they will report it. When students report misbehavior the school employee will take the appropriate corrective and disciplinary action. Adequate measures must be taken to provide confidentiality in the complaint process.

The principal or principal's designee will conduct a prompt and thorough investigation of reported incidents of bullying, intimidation or harassment behavior. If appropriate, the principal may recommend that available mental health care options be provided to the student. Disclosure of information concerning students who received mental health counseling may be requested pursuant to the school Bullying Prevention Act, provided the disclosure of information does not violate the requirements and provision of the Family Education rights and Privacy Act of 1974 (FERPA), the Health Insurance Portability and Accountability act of 1996 (HIPA), or any other state or federal laws regarding the disclosure of confidential information.



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### MINUTE OF SILENCE

J-36

#### MINUTE OF SILENCE

At the beginning of each school day in which students are present at school, the Millwood Public School District shall observe one minute of silence for the purpose of allowing each student, in the exercise of his or her choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. Students or staff shall not coerce or attempt to coerce any person to engage in any particular activity during the minute of silence.

The following statement shall be read over the intercom by the appropriate administrative staff as part of the opening activities for the school day:

“All students and staff are asked to observe a minute of silence to reflect, meditate, pray, or engage in any other silent activity that does not interfere with others. The minute of silence shall begin now.”

In the event that the school site does not have an intercom, the statement set forth above shall be read by the classroom teacher at a time indicated by the administration. The teacher shall also indicate when the minute of silence is concluded. Teachers shall limit their comments regarding the minute of silence to the statement set forth above or face possible disciplinary action.

Reference: 70-11-101.2  
School Law Section 238.1

Page 1 of 1

Adopted September 3, 2001





## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### SAFE AND HEALTHY SCHOOLS

J-37

#### SAFE AND HEALTHY SCHOOLS

The Millwood Board of Education believes that the schools, in partnership with families and communities, share a duty to sustain safe and healthy environments for students, employees and visitors of the district. It is further believed that schools must do all they can to promote student health and well-being if Millwood's academic achievement goals are to be realistically attained. Schools cannot achieve their primary mission of education if students and staff are not physically, mentally and socially healthy.

Therefore, in compliance with state law and district policy, each school site will establish a Safe and Healthy School Committee. The Committee will be composed of at least seven (7) members. There will be an equal number of teachers, parents of students, students and a school official who participates in the investigation of reports of harassment, intimidation, bullying, and threatening behavior as required by the School Bullying Prevention Act.

This single committee will perform the functions of both the Healthy and Fit School Advisory Committee and the Safe School Committee. The Committee will be selected by October 1 of each school year and meet at least one time per semester.

The Committee will study and make written recommendations to the principal regarding:

A. Safety Issues

1. Unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which prohibit the maintenance of a safe school;
2. Student harassment, intimidation, and bullying at school;
3. Professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation, and bullying; and
4. Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and use of problem-solving teams that include counselors and/or school psychologists.

B. Healthy Issues

1. Health education
2. Physical education and physical activity; and
3. Nutrition and health services.

The principal is to review Committee recommendations. If the principal determines that a recommendation should not be followed or that it goes beyond the scope of a building-level decision, the recommendation is to be presented and discussed with the superintendent.

The principal is to forward a copy of the site Committee's report to the superintendent or designee. The reports may be examined during administrative meetings and serve as a source of input for the review and revision of district plans and procedures as well as recommendations for policy or specific Board action.

Reference:               Senate Bill 1627       2004 Legislative Session  
                              Senate Bill 1949       2008 Legislative Session

70 O.S. 24-100.3; 70 O.S. 24-100.4

Cross Reference:     Board Policy J-35, Bullying, Intimidation and Harassment



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### CONCUSSION AND HEAD INJURIES

J-38

#### CONCUSSION AND HEAD INJURIES

The Millwood Board of Education recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. Therefore, all competitive sport activities in the District will be identified by the administration.

Consistent with Oklahoma law, the District will utilize guidelines developed with the Oklahoma Secondary Schools Activities Association (OSSAA); other pertinent information such as a notification letter to parents, and forms to inform and educate coaches, youth athletes, and their parents and/or guardians of the nature and risk of concussions or head injuries. The guidelines and information will also include the dangers associated with continuing to play after a concussion or head injury.

Annually, the district will distribute a head injury and concussion information sheet to all parents and guardians of student participants in competitive sport activities. The parent/guardian and student must return a signed acknowledgment indicating that they have reviewed and understand the information provided before the student participates in any covered activity. Until this acknowledgment form is returned and on file with the District, the student may not practice or complete.

All coaches, including adjunct coaches and volunteers, will complete training as required in the District procedure. Additionally, all coaches of competitive sport activities will comply with OSSAA guidelines for the management of head injuries and concussions.

Legal References: Senate Bill 1700



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### CONCUSSION & HEAD INJURY MANAGEMENT IN STUDENT SPORTS J-38-R1

#### CONCUSSION AND HEAD INJURY MANAGEMENT IN STUDENT SPORTS PROCEDURE

Athletic Director or Administrator in Charge of Athletics Duties:

1. *Updating:* Each spring, the athletic director, or the administrator in charge of athletics if there is no athletic director, shall review any changes that have been made in forms required for concussion and head injury management by consulting with OSSAA or the OSSAA Web site. If there are any updated forms, they will be adopted and used for the upcoming school year.
2. *Identifying Sports:* By June 30 of each year, the athletic director or administrator in charge will identify competitive sport activities in the district for which compliance with the concussion and head injury policy is required. A list of competitive sports activities and the Board Policy J-38, and procedure will be distributed to all coaching staff, adjunct coaches and volunteers.
3. *Coach Training:* All coaches, adjunct coaches and volunteers, shall undergo training in head injury and concussion management at least once a year by one of the following means: (1) through attendance at an OSSAA or similar clock hour presentation which uses guidelines; or (2) by completing NFHS online training.
4. *Parent Information Sheet:* On a yearly basis, a concussion and head injury information sheet shall be signed and returned by the youth athlete and the athlete's parent and/or guardian prior to the youth athlete's initiating practice or competition. This information sheet may be incorporated into the parent permission sheet which allows students to participate in extracurricular athletics.
5. *Coach's Responsibility:* A youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be immediately removed from play. The removal from play will be documented.
6. *Return to Play After Concussion or Head Injury:* A student who has been removed from play may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to play from that health care provider. The health care provider may be a volunteer.



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **SCHOOL-COMMUNITY RELATIONS**

**K-01**

#### **SCHOOL-COMMUNITY RELATIONS**

The Board shall affirm and declare its design and intent: to keep the citizens of the district informed through channels of communication on the policies, programs, and planning of the school system; to invite the advice and counsel of the people of the district; and to encourage the involvement of parents, and students through advisory committees selected from the community to consider those issues, trends, and concerns which affect the future of the children in the district.

Further, to provide a system wide orientation(s) for parents, and one day for elementary school parents per year.

*Page 1 of 1*

*Adopted September 2, 2003*



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### SCHOOL VISITORS

K-02

#### SCHOOL VISITORS

The Board believes that parental involvement is one of the ingredients of a successful school. Parents are welcome to visit the school; however, all visitors to any school facility will obtain a visitor's pass at the building principal's office. Granting permission to visit a classroom in session will be at the option of the school administrator at each site.

Students are not allowed to bring other children as visitors to the classroom. Staff members are not normally expected to have personal visitors during the school day.

Any person may be directed to leave any district property and to not return for a period of days specified and as allowed by law. During the period of days specified, the person removed from district property may not be on district property without first obtaining written permission from the superintendent, the superintendent's designee, or Board. Any unauthorized person on district property should be reported to the superintendent or principal. The superintendent or principal shall have the authority to direct any person to leave district property who is not a student, officer or employee and who interferes or is a threat to the peaceful conduct of school business, school classes, school students and/or school personnel.

Any person refusing to leave district property after being ordered to do so or returning without written permission from the superintendent, superintendent's designee or Board shall be guilty of a misdemeanor, punishable by fine and/or imprisonment.

The superintendent is authorized to establish an appeals process and opportunity for a hearing for any person removed pursuant to this policy. Any person banned from district property shall be given written notice of these procedures.

Reference: 70 O.S. 24-131; 21 O.S. 1375; 21 O.S. 1376



## MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY

### APPEAL PROCESS FOR BANNED VISITORS

K-02-R1

#### APPEAL PROCESS FOR BANNED VISITORS

Any individual ordered to leave the school building, school grounds, or other district property pursuant to Board Policy K-02, School Visitors, and state law, shall have the right to a hearing concerning this action.

The procedure for appeals shall be as follows:

1. Any person removed from the school grounds, a school building or other district property shall be given written notice of his right to appeal by the administrator.
2. The person so banned may, within 7 days, make a written request to the school Superintendent or Superintendent's designee for removal of the ban.
3. The Superintendent or Superintendent's designee may choose to remove the ban and, if so, will do so in a written letter, which will be sent to the banned individual. A copy will be sent to all administrators and security personnel of the district.
4. If the Superintendent denies removal of the ban, the affected individual may then appeal to the Millwood Board of Education. If the Board approves removal of the ban, it shall direct the Superintendent to report the action in a letter to all district administrators and security personnel.
5. If the Board denies the appeal, a letter so stating the action shall be sent to the individual, all administrators and security personnel. Such ban will exist up to six months, with time to be designated in the letter. The time of the ban may be extended subject to additional violation of state statute by the named individual.

Any person who fails to leave the school as directed or returns within the six months without permission of the Superintendent or designee shall be guilty of a misdemeanor according to 21 O.S., Section 1376.

Reference: 70 O.S. 1376

Page 1 of 1

Adopted September 2, 2003



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **COMMUNICATIONS PHILOSOPHY**

**K-04**

#### **COMMUNICATIONS PHILOSOPHY**

The Board recognizes its responsibility to provide its constituents with information about Millwood Independent School District programs, activities, and services. Through written, electronic, oral and visual media, these constituents can better understand the goals of the district and gain a deeper appreciation of the efforts being made to provide quality education for all students.

This can be accomplished through analysis of our constituents, planning of communication activities, and dissemination of information which will reflect the policies of the board, the achievements of the staff and students, the various activities in the schools, and the services provided by the district. In order to build better understanding of the district, its programs and services, continuing efforts will be made to improve and increase internal and external lines of two-way communication with all district constituents.





## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **RELATIONS WITH PARENTS' ORGANIZATIONS**

**K-05**

#### **RELATIONS WITH PARENTS' ORGANIZATIONS**

The Board shall authorize the superintendent/administrative staff to organize and establish a community relations program(s) involving existing and future school-parent organizations. Each organization shall exist for the purpose of establishing and pursuing goals and objectives relative to providing a quality education for all students of the Millwood Public School District.

Collaborative, cooperative relations shall be maintained between the school and parents organization(s). Clear and concise goals, objectives, and purposes shall be provided, along with an annual list of officers.



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **RELATIONS WITH BOOSTER ORGANIZATIONS**

**K-06**

#### **RELATIONS WITH BOOSTER ORGANIZATIONS**

The Board shall authorize the superintendent and other administrative personnel to work with parents/officers, select staff (sponsors, directors, coaches, etc.), and students of the booster organizations to develop goals and objectives that will unite efforts that will secure for all students of the Millwood Public School District the highest advantage of involvement and participation in physical, mental, social, and spiritual activities. To ensure that parents and involved students are informed of expectations, activities, events, dates, and locations of all activities, program procedures will be encouraged.



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **RELATIONS WITH SATELLITE ORGANIZATIONS**

**K-07**

#### **RELATIONS WITH SATELLITE ORGANIZATIONS**

The Board shall authorize the superintendent/administrative staff to organize and establish a community relations program(s) involving existing and future school-parent organizations. Each organization shall exist for the purpose of establishing and pursuing goals and objectives relative to providing a quality education for all students of the Millwood School District.

Collaborative, cooperative relations shall be maintained between the school and satellite organization(s). A Charter which includes clear and concise goals, objectives, and purposes shall be provided to the Superintendent, along with an annual list of officers.

*Page 1 of 1*

*Adopted September 2, 2003*



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **PUBLIC INFORMATION PROGRAM**

**K-08**

#### **PUBLIC INFORMATION PROGRAM**

It shall be the responsibility of the Board, through the superintendent, to inform the public of the needs, purposes, value, status, policies, actions, and business affecting the programs, students, teachers, and patrons of the Millwood Public School District. However, all school personnel are responsible for good public relations. Accuracy, reliability and leadership in public information will develop confidence and understanding, thereby creating better relationship between the school district and the community.

Therefore, all written or electronic notices, bulletins, newsletters and matters pertaining to students are to be submitted to the appropriate site principal prior to release. Matters that pertain to the district will be submitted to the superintendent prior to release.

Non-school originated material of a commercial, political or religious nature shall not be disseminated. Notices from community organizations, such as Boy Scouts, YWCA, PTA, etc., that directly affect the children of the district may, in the discretion of the principal, be forwarded to parents via the students.

This policy is not intended to interfere with the responsibility of district personnel to communicate with the parents or legal guardians of any student. It is intended to insure prompt, reliable and accurate information is provided to parents and patrons of the district.



## **MILLWOOD PUBLIC SCHOOL DISTRICT BOARD POLICY**

### **PUBLIC INFORMATION**

**K-08-R1**

### **PUBLIC INFORMATION**

The purpose of the Public Information Program is to keep the public informed of current events, school programs, school progress and other worthwhile news. This is accomplished through a systematic plan designed to:

1. Inform parents, patrons and the community at large of school operations.
2. Develop, reinforce and strengthen school/community relations.
3. Disseminate information to the public in a systematic fashion.
4. Provide a forum to clarify this information about school activities and school operations.

All written or electronic notices, bulletins, newsletters and matters pertaining to students are to be submitted to the principal prior to release. Matters that pertain to the district will be submitted to the superintendent prior to release.

*Page 1 of 1*

*Adopted September 2, 2003*

**POWER OF ATTORNEY**

1. "I certify that I am the parent or legal custodian of:

\_\_\_\_\_  
(Full name of minor child)

\_\_\_\_\_  
(Date of birth)

\_\_\_\_\_  
(Full name of minor child)

\_\_\_\_\_  
(Date of birth)

\_\_\_\_\_  
(Full name of minor child)

\_\_\_\_\_  
(Date of birth)

2. "I designate \_\_\_\_\_  
(Full name of Attorney-in-fact)

\_\_\_\_\_  
(Street address, city, state and zip code of Attorney-in-fact)

\_\_\_\_\_  
(Home phone of Attorney-in-fact)

\_\_\_\_\_  
(Work phone of Attorney-in-fact)

as the attorney-in-fact of each minor child named above."

3. \_\_\_\_\_ "I delegate to the attorney-in-fact all of my power and authority regarding the care, custody and property of each minor child named above, including but not limited to the right to enroll the child in school, inspect and obtain copies of education records and other records concerning the child, the right to attend school activities and other functions concerning the child, and the right to give or withhold any consent or waiver with respect to school activities, medical and dental treatment, and any other activity, function or treatment that may concern the child. This delegation shall not include the power or authority to consent to marriage or adoption of the child, the performance or inducement of an abortion on or for the child, or the termination of parental rights to the child." or
4. \_\_\_\_\_ "I delegate to the attorney-in-fact the following specific powers and responsibilities (write in):

\_\_\_\_\_  
  
This delegation shall not include the power or authority to consent to marriage or adoption of the child, the performance or inducement of an abortion on or for the child, or the termination of parental rights to the child."

**POWER OF ATTORNEY (Cont.)**

5. "This power of attorney is effective for a period not to exceed one year, beginning \_\_\_\_\_, 20\_\_\_\_, and ending \_\_\_\_\_, 20\_\_\_\_. I reserve the right to revoke this authority at any time."

By: \_\_\_\_\_  
(Parent/Legal Custodian signature)

6. "I hereby accept my designation as attorney-in-fact for

\_\_\_\_\_  
(Minor child(ren)) as specified in this power of attorney."

\_\_\_\_\_  
(Attorney-in-fact signature)

State of \_\_\_\_\_

County of \_\_\_\_\_

**ACKNOWLEDGEMENT**

Before me, the undersigned, a Notary Public, in and for said County and State on this \_\_\_\_\_ day of

\_\_\_\_\_ 20\_\_\_\_, personally appeared \_\_\_\_\_ (Name of Parent/Legal Custodian) and \_\_\_\_\_ (Name of Attorney-in-fact), to me known to be the identical persons who executed this instrument and acknowledged to me that each executed the same as his or her free and voluntary act and deed for the uses and purposes set forth in the instrument.

Witness my hand and official seal the day and year above written.

\_\_\_\_\_  
(Signature of notarial officer)

(Seal, if any)

\_\_\_\_\_  
(Title and Rank)

My commission expires: \_\_\_\_\_

**REFERENCE: 10 O.S. § 701**



## **STUDENT FUND RAISING ACTIVITIES PROCEDURES**

In accordance with the policy of the board of education, the following procedures shall be followed for student fund raising activities:

### Procedures

1. The sponsor shall submit a Fund-raiser Request (see form FJ-E) on the sponsor's project, preferably at the beginning of each school year but not later than 30 days prior to the regular school board meeting for which it is to be considered.
2. All fund-raisers will be placed on the school calendar only after being approved by the board of education.
3. Prior to beginning the project, the sponsor in charge shall file a "Fund-raiser Request Form" with the building principal stating: a) type of fund-raiser, b) product to be sold, c) length of the project, d) quantity to be ordered, e) anticipated profit, and f) use of the profit.
4. Submit to board for approval.

### Use of Students

Since students are being used in the project, they will need to know what they are going to sell, what the money is going to be used for, and what benefit they will receive personally. They also need to be aware of their liability should they lose their fund raising items or money. All student participation in selling will be strictly voluntary.

### Sponsor's Responsibility

Sponsors involved with the fund-raiser are responsible for the overall success of the project. They need to keep accurate records and will be held accountable for all money and items.

### Financial Accounting

1. Prior to ordering any items for a fund-raiser, the sponsor in charge must secure authorization through the building principal.
2. All money collected from the sale of fund raising items must be turned in to the office on a weekly basis for deposit in the appropriate fund. The sponsor will be issued a receipt for these deposits.
3. All profits from fund raising shall remain in the appropriate fund until the sponsor directs the principal to expend the money for its intended purpose.

**REFERENCE: 70 O.S. §5-122, §5-129, §5-135**

## SUPERINTENDENT EVALUATION FORM

Name of Superintendent \_\_\_\_\_ Date \_\_\_\_\_

All items rated with a "1" require additional explanation. The reverse side of the page may be used for explanations and additional comments. -The school board is no longer required to have any of the items marked with an asterik in the evaluation instrument. Each board of education should carefully review this document to determine which items the board wishes to utilize in the evaluation of the performance of the Superintendent. The board of education is certainly free to adopt any or none of the items enumerated below.

	3 - Commendable	2 - Meets Expectations	1 - Needs Improvement	
<b>ADMINISTRATION</b>				3 2 1
1.	The superintendent exhibits strong educational leadership, develops a strong management team, and delegates responsibility.			_____
2.	The superintendent provides a written site improvement plan that supports the districts' Comprehensive Local Education Plan describing school goals, objectives, and staff development activities. *			_____
3.	The superintendent achieves the board's goals and policies successfully.			_____
4.	The superintendent and staff develop goal statements which are the result of a needs assessment, a written analysis of student test scores and other data as well as community input. *			_____
5.	The superintendent employs a team effort in analyzing, planning, implementing, and evaluating policies, programs, and personnel.			_____
6.	The superintendent provides a written analysis of student test scores and other data to assure that the various student populations are benefiting from the instructional program. *			_____
7.	The superintendent recommends for employment personnel who have proper certification and skills for the position.			_____
8.	The superintendent organizes the roles and responsibilities of staff members so as to optimize their effectiveness and to encourage harmonious relationships among various segments of the school system.			_____
9.	The superintendent provides to the board and the general public an organized and informative annual report on the state of the district.			_____
10.	The superintendent maintains communications with state and federal legislators, as well as other outside agencies, in efforts to accomplish legislation needed for school improvement.			_____
11.	Routine – The superintendent uses a minimum of instructional time for noninstructional routines thus maximizing time on task. *			_____

**SUPERINTENDENT EVALUATION FORM (Cont.)**

12. Discipline – The superintendent works with staff to develop and communicate defined standards of conduct which encourage positive and productive behavior. \* \_\_\_\_\_

13. The superintendent provides written discipline policies to which students are expected to perform. \* \_\_\_\_\_

14. Learning Environment – The superintendent establishes and maintains rapport with staff and students, providing a pleasant, safe and orderly climate for learning. \* \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
Rating for this Category

In the area of administration, what is the superintendent's strongest asset? \_\_\_\_\_

What specific area could be most improved? \_\_\_\_\_

3 - Commendable

2 - Meets Expectations

1 - Needs Improvement

**INSTRUCTION**

3 2 1

1. The superintendent identifies and facilitates instruction and student achievement as the focal point of the school district. \_\_\_\_\_

2. The superintendent works with the staff to develop a program to recognize academic achievement. \* \_\_\_\_\_

3. The superintendent works with the staff to assure that all learners are involved in the learning process. \* \_\_\_\_\_

4. The superintendent identifies instructional objectives for students and implements programs to meet their diverse needs. \_\_\_\_\_

5. The superintendent assists the staff in monitoring student progress. \* \_\_\_\_\_

6. The superintendent provides needed resources for staff. \* \_\_\_\_\_

7. The superintendent works with staff to establish curriculum objectives, sequence and lesson objectives. \* \_\_\_\_\_

**SUPERINTENDENT EVALUATION FORM (Cont.)**

8. The superintendent maintains a working knowledge of current educational research, reports, and useful new concepts and shares that information with the board. \_\_\_\_\_
9. The superintendent keeps the board informed of the analysis, planning, implementation, and evaluation of instructional activities. \_\_\_\_\_
10. The superintendent keeps the community informed about the program of instruction and plans for school improvement. \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Rating for this Category

In the area of instruction, what is the superintendent's strongest asset? \_\_\_\_\_  
 \_\_\_\_\_

What specific area could be most improved? \_\_\_\_\_  
 \_\_\_\_\_

3 - Commendable

2 - Meets Expectations

1 - Needs Improvement

**RELATIONSHIP WITH THE BOARD**

3 2 1

1. The superintendent works with the board in analyzing, planning, implementing, and evaluating policies. \_\_\_\_\_
2. The superintendent informs the board about issues, operations, the instructional program, and needs of the school system. \_\_\_\_\_
3. The superintendent informs the board about educational activities at the state and national levels. \_\_\_\_\_
4. The superintendent maintains a harmonious working and professional relationship with members of the board. \_\_\_\_\_
5. The superintendent interprets and supports board policy and decisions to the public and staff. \_\_\_\_\_
6. The superintendent provides board members with reports and information that will enable them to sufficiently review the operations of the district. \_\_\_\_\_

**SUPERINTENDENT EVALUATION FORM (Cont.)**

7. The superintendent gives constructive advice and guidance to the board regarding opportunities for district improvement. \_\_\_\_\_
8. The superintendent states his/her convictions in matters before the board. \_\_\_\_\_
9. The superintendent utilizes the strengths of individual board members and the board itself in the decision-making process. \_\_\_\_\_
10. The superintendent offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis. \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Rating for this Category

In the area of board relationships, what is the superintendent's strongest asset? \_\_\_\_\_  
 \_\_\_\_\_

What specific area could be most improved? \_\_\_\_\_  
 \_\_\_\_\_

3 - Commendable

2 - Meets Expectations

1 - Needs Improvement

**RELATIONSHIP WITH THE STAFF**

3 2 1

1. The superintendent encourages the participation of faculty and staff in the establishment and implementation of district-wide goals, objectives, and programs. \_\_\_\_\_
2. The superintendent works with the staff in collegial and nonthreatening ways to promote and improve instruction. \* \_\_\_\_\_
3. The superintendent sets high expectations for staff. \* \_\_\_\_\_
4. The superintendent educates the staff to recognize and display the teaching criteria upon which evaluation is conducted. \* \_\_\_\_\_
5. The superintendent promotes programs for staff growth and development. \_\_\_\_\_

**SUPERINTENDENT EVALUATION FORM (Cont.)**

6. The superintendent strives to maintain positive morale by:
- A. Avoiding arbitrary decision-making and favoritism; \_\_\_\_\_
  - B. Offering fair and impartial treatment to all parties to a dispute; and \_\_\_\_\_
  - C. Granting recognition and appreciation for a job well done. \_\_\_\_\_
7. The superintendent instills confidence and self-respect among staff. \_\_\_\_\_
8. The superintendent meets and confers with employee groups and represents the interests and directives of the board. \_\_\_\_\_
9. The superintendent effectively communicates the concerns of employee groups to the board and board responses to these concerns to employee groups. \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Rating for this Category

In the area of staff relationships, what is the superintendent's strongest asset? \_\_\_\_\_  
\_\_\_\_\_

What specific area could be most improved? \_\_\_\_\_  
\_\_\_\_\_

3 - Commendable

2 - Meets Expectations

1 - Needs Improvement

**RELATIONSHIP WITH THE COMMUNITY**

3 2 1

1. The superintendent facilitates communication within the community through an effective public information program based on the needs and successes of the district. \_\_\_\_\_
2. The superintendent seeks meaningful community involvement in the establishment, implementation, and evaluation of district-wide goals, objectives, priorities, and programs. \_\_\_\_\_
3. The superintendent develops and maintains a cooperative relationship with the news media. \_\_\_\_\_
4. The superintendent establishes a procedure for investigating and responding on complaints, criticisms, and concerns of individuals and/or the community. \_\_\_\_\_



**SUPERINTENDENT EVALUATION FORM (Cont.)**

5. The superintendent is actively involved in the community. \_\_\_\_\_
6. The superintendent maintains a professional posture with other public officials and community leaders. \_\_\_\_\_
7. The superintendent has the ability to face controversy and work through it effectively. \_\_\_\_\_
8. The superintendent understands and responds to the unique and changing needs of the community. \_\_\_\_\_
9. The superintendent solicits and considers input from interested groups and individuals in the decision-making process. \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Rating for this Category

In the area of community relationships, what is the superintendent's strongest asset? \_\_\_\_\_  
 \_\_\_\_\_

What specific area could be most improved? \_\_\_\_\_  
 \_\_\_\_\_

3 - Commendable

2 - Meets Expectations

1 - Needs Improvement

**PERSONAL QUALITIES****3 2 1**

1. The superintendent defends professional principle and conviction in the face of pressure and partisan influence, yet is able to reasonably compromise. \_\_\_\_\_
2. The superintendent maintains high standards of ethics, honesty, and integrity in all matters. \_\_\_\_\_
3. The superintendent uses grammar effectively in dealing with staff members, the board, and the public. \_\_\_\_\_
4. The superintendent employs strong speaking skills before large and small groups, expressing ideas in a logical and forthright manner. \_\_\_\_\_
5. The superintendent accepts and shares failure as well as success. \_\_\_\_\_



**SUPERINTENDENT EVALUATION FORM (Cont.)**

6. The superintendent is able to identify and discuss his/her own strengths and weaknesses. \_\_\_\_\_
7. The superintendent welcomes questions and open discussion when presenting ideas. \_\_\_\_\_
8. The superintendent exercises good judgment and involves others as appropriate in the decision-making process. \_\_\_\_\_
9. The superintendent maintains a balance of professional development by reading, attending conferences, working on professional committees, visiting other districts, and meeting with other superintendents. \_\_\_\_\_
10. The superintendent plans time effectively so that matters of greatest importance are dealt with thoroughly. \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Rating for this Category

In the area of personal qualities, what is the superintendent's strongest asset? \_\_\_\_\_  
 \_\_\_\_\_

What specific area could be most improved? \_\_\_\_\_  
 \_\_\_\_\_

3 - Commendable

2 - Meets Expectations

1 - Needs Improvement

**FINANCIAL**

3 2 1

1. The superintendent keeps informed of the needs of the school program--supplies, equipment, plant, and facilities. \_\_\_\_\_
2. The superintendent assumes responsibility for the overall financial planning of the district, including short-term priorities and long range planning. \_\_\_\_\_
3. The superintendent coordinates the preparation of the annual budget utilizing teacher and staff input and submits the budget to the board for input and approval. \_\_\_\_\_
4. The superintendent evaluates the district's financial needs and makes timely recommendations for adequate funding. \_\_\_\_\_

**SUPERINTENDENT EVALUATION FORM (Cont.)**

5. The superintendent ensures that funds are spent and invested wisely and that adequate controls and accounting are achieved. \_\_\_\_\_
6. The superintendent provides leadership in solving major problems and achieving maximum utilization of resources. \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Rating for this Category

In the area of finances, what is the superintendent's strongest asset? \_\_\_\_\_  
\_\_\_\_\_

What specific area could be most improved? \_\_\_\_\_  
\_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_  
President of the Board

\_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

## TEACHER EVALUATION

The Millwood Public Schools Board of Education believes that personnel evaluation is a mutual endeavor among all staff members and the board to improve the quality of the overall educational program. The improvement of the district's educational efforts must be a joint responsibility of the school district and the individual educator.

All certified staff members shall be evaluated using Tulsa's TLE Observation and Evaluation System, Marzano's Causal Teacher Evaluation Model, or Danielson's Framework for Teaching (select one). The completed evaluation shall be retained in the personnel file of the person being evaluated. The evaluation instrument is a confidential document and shall be protected accordingly.

Probationary teachers shall receive formative feedback from the evaluation process at least twice each year. Formative feedback shall occur during the fall semester, and at least once during the spring semester, each year. Career teachers shall be evaluated at least once each year except for career teachers receiving a "superior" or "highly effective" rating under the TLE, who may be evaluated once every two (2) years. Evaluations of teachers shall be made by the appropriate certified principal, or other designated certified and qualified administrative person.

~~During the 2013-2014 school year, one hundred percent (100%) of the evaluation rating of teachers and administrators shall be based on the qualitative component of the TLE. The school district will incorporate the student academic growth and other academic measurement quantitative components of the TLE in *selection option*: (all) or (a representative sampling of school sites within the school district).~~ During the 2014-2015 school year, school districts shall for the purposes of establishing baseline data incorporate the student academic growth and other academic measure components of the TLE into the evaluations used in all school sites within the district. One hundred percent (100%) of the evaluation rating of teachers and administrators shall be based on the qualitative component of the TLE, and no portion of the evaluation rating shall be based on the quantitative components of the TLE. A school district with an average daily attendance of more than thirty-five thousand (35,000) may incorporate at its own expense the quantitative model of the TLE basing up to fifty percent (50%) of the evaluation rating of teachers and administrators on the quantitative components of the TLE as defined by the school district's written policy.

For first-year and second-year teachers, evaluations shall be based solely on qualitative components and utilizing the alternative percentages established by the State Board of Education.

The evaluation shall be reviewed by the staff member and the evaluator. Either or both may attach written and signed comments to the evaluation instrument within two weeks of the evaluation, provided that no additional statements or comments shall be attached without the teacher's knowledge. The teacher's signature on the evaluation instrument shall serve only to reflect the teacher's acknowledgment that an evaluation was conducted. A copy of the completed evaluation instrument will be provided to the teacher.

Except by order of a court of competent jurisdiction, evaluation documents and the responses thereto shall be made available only to the evaluated person, the board of education, the administrative staff making the evaluation, the board and administrative staff of any school to which the evaluated person applies for employment, and such other persons given consent by the teacher in writing, and shall be subject to disclosure at a hearing or trial de novo.

If the evaluation discloses any area(s) in which improvement can be reasonably expected and desired, the principal shall discuss such area(s) with the teacher and offer suggestions and recommendations as to how improvement may be achieved. Such recommendations shall be recorded on the evaluation instrument.

When the evaluating administrator identifies poor performance or conduct that the administrator believes may lead to a recommendation for the career teacher's dismissal or nonreemployment, the administrator will admonish the teacher in

### **TEACHER EVALUATION (Cont.)**

writing and make reasonable effort to assist the teacher in correcting the poor performance or conduct; and establish a reasonable time for improvement, not to exceed two months.

If the career teacher does not correct the poor performance or conduct cited in the admonition within the time specified, the administrator shall make a recommendation to the superintendent for the dismissal or nonreemployment of the teacher. A probationary teacher will receive a plan of improvement if inadequate teaching performance exists.

***The board shall review this evaluation policy on an annual basis following consultation or involvement by representatives selected by the teachers in this district.***

**REFERENCE:** 70 O.S. §6-101.10, et seq.

***THIS POLICY REQUIRED BY LAW.***

## TEACHER EVALUATION (Cont.)

## ANNUAL REVIEW

Date of Review

Signature


## TEACHER EVALUATION

The Millwood Public Schools Board of Education believes that personnel evaluation is a mutual endeavor among all staff members and the board to improve the quality of the overall educational program. The improvement of the district's educational efforts must be a joint responsibility of the school district and the individual educator.

All certified staff members shall be evaluated using Tulsa's TLE Observation and Evaluation System, Marzano's Causal Teacher Evaluation Model, or Danielson's Framework for Teaching (select one). The completed evaluation shall be retained in the personnel file of the person being evaluated. The evaluation instrument is a confidential document and shall be protected accordingly.

Probationary teachers shall receive formative feedback from the evaluation process at least twice each year. Formative feedback shall occur during the fall semester, and at least once during the spring semester, each year. Career teachers shall be evaluated at least once each year except for career teachers receiving a "superior" or "highly effective" rating under the TLE, who may be evaluated once every two (2) years. Evaluations of teachers shall be made by the appropriate certified principal, or other designated certified and qualified administrative person.

~~During the 2013-2014 school year, one hundred percent (100%) of the evaluation rating of teachers and administrators shall be based on the qualitative component of the TLE. The school district will incorporate the student academic growth and other academic measurement quantitative components of the TLE in *selection option: (all) or (a representative sampling of school sites within the school district)*. During the 2014-2015 school year, school districts shall for the purposes of establishing baseline data incorporate the student academic growth and other academic measure components of the TLE into the evaluations used in all school sites within the district. One hundred percent (100%) of the evaluation rating of teachers and administrators shall be based on the qualitative component of the TLE, and no portion of the evaluation rating shall be based on the quantitative components of the TLE. A school district with an average daily attendance of more than thirty-five thousand (35,000) may incorporate at its own expense the quantitative model of the TLE basing up to fifty percent (50%) of the evaluation rating of teachers and administrators on the quantitative components of the TLE as defined by the school district's written policy.~~

For first-year and second-year teachers, evaluations shall be based solely on qualitative components and utilizing the alternative percentages established by the State Board of Education.

The evaluation shall be reviewed by the staff member and the evaluator. Either or both may attach written and signed comments to the evaluation instrument within two weeks of the evaluation, provided that no additional statements or comments shall be attached without the teacher's knowledge. The teacher's signature on the evaluation instrument shall serve only to reflect the teacher's acknowledgment that an evaluation was conducted. A copy of the completed evaluation instrument will be provided to the teacher.

Except by order of a court of competent jurisdiction, evaluation documents and the responses thereto shall be made available only to the evaluated person, the board of education, the administrative staff making the evaluation, the board and administrative staff of any school to which the evaluated person applies for employment, and such other persons given consent by the teacher in writing, and shall be subject to disclosure at a hearing or trial de novo.

If the evaluation discloses any area(s) in which improvement can be reasonably expected and desired, the principal shall discuss such area(s) with the teacher and offer suggestions and recommendations as to how improvement may be achieved. Such recommendations shall be recorded on the evaluation instrument.

When the evaluating administrator identifies poor performance or conduct that the administrator believes may lead to a recommendation for the career teacher's dismissal or nonreemployment, the administrator will admonish the teacher in

### **TEACHER EVALUATION (Cont.)**

writing and make reasonable effort to assist the teacher in correcting the poor performance or conduct; and establish a reasonable time for improvement, not to exceed two months.

If the career teacher does not correct the poor performance or conduct cited in the admonition within the time specified, the administrator shall make a recommendation to the superintendent for the dismissal or nonreemployment of the teacher. A probationary teacher will receive a plan of improvement if inadequate teaching performance exists.

***The board shall review this evaluation policy on an annual basis following consultation or involvement by representatives selected by the teachers in this district.***

**REFERENCE:** 70 O.S. §6-101.10, et seq.

***THIS POLICY REQUIRED BY LAW.***

## TEACHER EVALUATION (Cont.)

## ANNUAL REVIEW

Date of Review

Signature
