MANAGEMENT AND INVESTMENT OF FUNDS

Investment Policy:

This investment policy is adopted in accordance with the provisions of applicable law by the Board of Education of the Nowata School District. This policy sets forth the investment policy for the management of the public funds of the district. The policy is designed to ensure prudent management of public funds, the availability of funds when needed, and reasonable investment returns.

Investment Authority:

The district treasurer is required by the Board of Education to invest district monies in the custody of the treasurer in those investments permitted by law. The treasurer shall, to the extent practicable, use competitive bids when purchasing direct obligations of the United States Government or other obligations of the United States Government, its agencies, or instrumentalities.

The district treasurer shall limit investments to:

1. Direct obligations of the United States Government to the payment of which the full faith and credit of the Government of the United States is pledged; provided the District Treasurer, after completion of an investment education program in compliance with applicable law, may invest funds in the investment account in other obligations of the United States Government, its agencies or instrumentalities;

2. Obligations to the payment of which the full faith and credit of this state is pledged;

3. Certificates of deposits of banks when such certificates of deposits are secured by acceptable collateral as in the deposit of other public monies;

4. Savings accounts or savings certificates of savings and loan associations to the extent that such accounts or certificates are fully insured by the Federal Savings and Loan Insurance Corporation;

5. Repurchase agreements that have underlying collateral consisting of those items specified in paragraphs 1 and 2 above including obligations of the United States, its agencies and instrumentalities, and where the collateral has been deposited with a trustee or custodian bank in an irrevocable trust or escrow account established for such purposes;

6. County, municipal or school district direct debt obligations for which an ad valorem tax may be levied or bond and revenue anticipation notes, money judgments against such county, municipality or school district ordered by a court of record or bonds or bond and revenue anticipation notes issued by a public trust for which such county, municipality or school district is a beneficiary thereof. All collateral pledged to secure public funds shall be valued at no more than market value;

7. Money market mutual funds regulated by the Securities and Exchange Commission and which investments consist of obligations of the United States, its agencies and instrumentalities, and investments in those items and those restrictions specified in paragraphs 1 through 6 above;

8. Warrants, bonds or judgments of the district;
MANAGEMENT AND INVESTMENTS OF FUNDS (Cont.)

9. Qualified pooled investment programs through an interlocal cooperative agreement formed pursuant to applicable law and to which the board of education has voted to be a member, the investments of which consist of those items specified in paragraphs 1 through 8 above, as well as obligations of the United States agencies and instrumentalities; or

10. Any other investment that is authorized by law.

Investment Philosophy:

This policy shall be based upon a "prudent investor" standard. The Board of Education recognizes that those charged with the investment of public funds act as fiduciaries for the public, and, therefore the treasurer is directed to exercise the judgment and care that persons of ordinary prudence, discretion, and intelligence exercise in the management of their own affairs as to the permanent non-speculative disposition of their funds, with due consideration of probable income earnings and probable safety of capital. In investing the district's funds, the treasurer shall place primary emphasis on safety and liquidity of principal and earnings thereon.

1. Liquidity: Available funds will be invested to the fullest extent practicable in interest-bearing investments or accounts, with the investment portfolio remaining sufficiently liquid to meet reasonably anticipated operating requirements.

2. Diversification: The investment portfolio will be reasonably diversified so as to avoid any one investment having a disproportionate impact on the portfolio. Provided this restriction will not apply to securities of the United States Treasury backed by the full faith and credit of the United States Government.

3. Safety Of Principal: Although investments are made to produce income for the District, investments will be made in a manner that preserves principal and liquidity.

4. Yield: The portfolio will be designed to attain maximum yield within each class of investment instrument, consistent with the safety of the funds invested and taking into account investment risk and liquidity needs.

5. Maturity: Investments may have maturities extending to $10\_ months, provided sufficient liquidity is available to meet major outlays, and except that general fund investments may not exceed $6\_ months.

6. Quality Of The Instrument And Capability Of Investment Management: The superintendent of schools shall be responsible for seeing that the treasurer and any assistant treasurer are qualified and capable of managing the investment portfolio, and satisfactorily complete any investment education programs required by state law or by the Board of Education.

Safekeeping And Custody:

The treasurer will maintain a list of the financial institutions and pooled investment programs governed by an interlocal cooperative agreement formed pursuant to Okla. Stat. tit. 70, § Section 5-117b which are authorized to provide investment services, and will maintain a separate list of financial institutions with collateral pledged in the name of the district.
MANAGEMENT AND INVESTMENTS OF FUNDS (Cont.)

1. Securities purchased from a bank or dealer, including any collateral required by state law for a particular investment, shall be placed under an independent third party custodial agreement. The Trust Department of a financial institution will be considered to be independent from the financial institution.

2. All securities will be in book entry form, and physical delivery of securities will be avoided.

3. Telephone transactions may be conducted, but such transactions must be supported by written confirmation, which may be made by way of a facsimile on letterhead with authorized signatures of the safekeeping institution.

4. Written transactions and confirmations of transactions by computer connections will be kept in the treasurer's office.

Reporting And Review Of Investments:

The treasurer will prepare an investment report to be submitted to the Board of Education on at least a monthly basis. The report will include:

1. A list of individual securities held at the end of the reporting period.

2. The purchase and maturity dates of these securities.

3. The name and fund for these securities.

4. The yield rate of these securities.

5. Any collateral pledged by a custodian.

The Board of Education shall review the Treasurer's investment performance on a regular basis that is no less frequent than monthly.

Depositing Of Interest:

Unless otherwise directed by the Board of Education through policy or by special directive, by the Oklahoma Constitution, or by the federal government, income earned from the investment of non-activity funds shall be deposited in the General Fund, and income earned from the investment of activity funds shall be deposited as directed by the Board of Education.
VENDOR GIFTS

It is the policy of the Nowata Board of Education that no employee, board member, or representative of the district shall solicit or accept gifts, bribes, or trips which could implicitly or expressly influence the purchase of goods or services with district funds.

If an employee or board member is ever offered a gift, bribe, or trip which could influence such a purchase, the superintendent shall be notified immediately. If the superintendent is ever offered a gift, bribe, or trip which could influence such a purchase, the board president shall be notified immediately.

This policy does not apply to special offers by a vendor which allows the district to purchase specified products and receive “bonus” items free. Any such bonus items will become the property of the district.
ACTIVITY FUNDS

The Nowata Board of Education shall exercise complete control over all activity funds and shall adopt appropriate rules and regulations for handling, expending, and accounting for all such funds.

At the beginning of each fiscal year, the board shall approve all school activity fund subaccounts, all subaccount fund raising activities and all purposes for which the monies collected in each subaccount can be expended. The board will approve any activity fund raising events during the fiscal year.

The school activity fund custodian will be appointed by the board of education. The board shall review on an annual basis the surety bond for the activity fund custodian, which shall be in no case less than one thousand dollars ($1,000), and such bond shall be filed with the clerk of the board of education.

Annually, the board shall approve the various activity funds, beginning balances, depository bank for fund, authorized signers on the account, and location where interest will be placed.

The superintendent shall cause the activity account to be audited annually by a certified public accountant who will be selected by the board. The audit shall be furnished to the board and the cost of the audit shall be paid from the general fund.

No expenditures shall be made from activity funds except by check and on the authorization of the sponsor of the group to whom the fund belongs. All such checks are to be issued and signed by the custodian of the activity fund and countersigned by a person designated by the board.

All activity monies shall be deposited with the office of the superintendent. The custodian of such funds shall cause the funds to be deposited by the close of the next business day following receipt of the funds.

The custodian of a school activity fund may provide cash advances to sponsors for travel expenses on behalf of school district students and sponsors of certain school activities. The cash advances may come only from the school activity subaccount directly involved in the travel of such students or sponsor and only if the travel is one of the stated functions or purposes for the establishment of the subaccount. Receipts must be turned in to the custodian.

The principal shall cause to be kept complete and accurate accounts of all activity funds, and shall see that monthly reports are made to appropriate parties.

The board of education shall establish a petty cash account to be used only for the purpose of making small cash expenditures, such as postage, freight or express charges; provided that no single expenditure from the petty cash account will be made in excess of seventy-five dollars ($75.00), and the total expenditures during any one fiscal year will not exceed two thousand five hundred dollars ($2500.00) per school building.

These provisions shall not apply to funds collected by student achievement programs or parent-teacher associations and organizations that are sanctioned by the board of education. Guidelines adopted by the board for the sanctioning of such organizations and associations may include, but not be limited to, examinations of financial and performance audits performed on each such organization and association.
ACTIVITY FUNDS (Cont.)

The superintendent is directed to establish a regulation governing activity funds. Such regulation, when approved by the board of education, shall be incorporated into this policy and shall become a part hereof.

The board alone has the authority to approve the establishment of accounts by whatever name or style it deems best suited to its needs for the revenue collected.

The board shall prohibit purchases from the activity fund for materials or equipment unless invoices or delivery tickets are furnished.

The board shall require that receipts for collections by the custodian be given proper internal control by using pre-numbered tickets for admission and providing written reconciliation made of tickets sold to actual revenues collected. Reconciliation documents will be filed and kept as documentation for the activity fund by the duly appointed activity fund custodian.

The board shall evaluate and adopt standard forms for the documentation of cash receipts.

The board shall require the custodian to deposit receipts in the local bank in a timely manner as proscribed by statute.

Recognizing that students will also be involved in the collecting and accounting of funds through fund-raising and student activities, the board encourages student participation and instruction in proper accounting procedures.

The board further requires the following procedures for the activity fund account:

1. The accounting system will be under the direction of one individual (activity fund custodian), who is responsible for keeping all accounts and preparing all financial reports. The activity fund custodian may delegate some of these duties to a central bookkeeper.

2. Records will be maintained and will include books of original entry, a general ledger, cash receipts records, expenditure records, and subsidiary ledgers.

3. Summary financial reports will be prepared on a monthly and annual basis.

4. Records will reflect that the budget has been planned and adopted cooperatively by students, sponsors, and school officials.

5. A centralized system of accounting and uniform method of handling funds shall be used.

6. Pre-numbered receipts for all money received will be utilized.

7. All money received will be deposited in the bank in a single account, in the name of Nowata School Activity Fund.
ACTIVITY FUNDS (Cont.)

8. All expenditures will be substantiated by an invoice or a signed receipt.

9. Pre-numbered checks will be used for all disbursements.

10. Two designated signatures will be required to authorize each expenditure.

11. All spoiled pre-numbered receipts will be marked void and will be retained.

REFERENCE: 70 O.S. §5-129, §5-129.1
70 O.S. §22-103
ACTIVITY FUNDS
(REGULATIONS)

In accordance with the policy of the board of education, the following regulation shall govern school activity funds:

1. **Authority for Activity Funds**: Under the general provisions of Title 70, Section 5-129 and the specific provisions of Title 70, Section 5-135, Oklahoma Statutes, the board of education shall exercise control over all activity funds. The cost of surety bonds and audit services are payable from the school activity fund or the general fund.

2. **Record of Funds**: Records shall be kept of all funds collected, handled, or disbursed by any school or activity by the sponsor of the activity and the school district treasurer.

3. **Audits**: The Activity Funds Auditor is appointed by and is responsible to the board of education. The auditor will make periodic audits of each school's activity fund and will furnish a detailed report to the board of education at the end of each school year showing the receipts, disbursements, and financial position of each account so far as may be determined from the records in the various schools. The auditor will give assistance and advice when necessary to insure adequate compliance with Activity Fund Procedure. Caution should be used in accepting personal checks. However, whenever bad checks occur, it shall be the responsibility of the principal to see that the checks are properly taken care of.

4. **Classroom Receipt Books**: Each teacher will have a classroom receipt book containing duplicate receipts. When a student turns in money for any purpose, the teacher will immediately prepare a receipt and provide the original of the receipt to the student. Each receipt will be properly dated and state the student's name and the purpose of the collection. At the start of each semester and until the heaviest period of collection is over, the teacher will add the amount of receipts written since the date of the last deposit and will take the money and the classroom receipt book to the secretary who will, in the presence of the teacher, again add the receipts written, count the money and issue the teacher a receipt from the office receipt book or receipt machine. The secretary will then place the date, amount, and receipt number at the bottom of the last receipt duplicate in the teacher's receipt book.

   Deposits to the secretary shall be made weekly or more often as required during this period, but not more often than once a day. After the rush of the fee collection is over, teachers will then make deposits at least once each week. All collections are to be deposited in full in a prompt manner as herein outlined.

5. **Disbursements** from each fund must be made only for the specific purpose for which the fund was created.

   Invoices must be on file to support each check issued. These may be direct invoices from companies or, in some cases, they may be signed requests for payment from individuals. Invoices will be numerically filed according to check number for audit and reference purposes. (Financial transactions with board members or employees/employers of board members or their families are prohibited by law.)

6. **Bank Deposits**: Deposits of less than $100 will be made by the secretary in a timely manner. Deposits of more than $100 will be made by the end of the next business day. (70 O.S. §5-129) In no case will deposits be made less than one time each week. At the end of the month, the sponsor of each organization will receive a copy of the monthly
ACTIVITY FUNDS, REGULATIONS (Cont.)

report. If the sponsor's ledger does not agree with the balance on the report, the sponsor will immediately reconcile the discrepancy with the treasurer.

7. **Filing:** A regulation envelope file should be used to file each month's invoices, duplicate deposit slips, requests for reimbursements, bank statements, copies of reports, and other documents relating to the activity accounts for the month covered.

8. **Transfer:** If money is left in a fund account or subaccount after the purpose of the fund has been served, it may be transferred to some other approved school activity fund. Such transfers shall be made only upon passage of a written resolution by the board of education that any balance in excess of the amount needed to fulfill the function or purpose for which an account was established may be transferred to a designated account.

9. **School Activity Funds:**

   A. All money collected, handled, or disbursed by the school or any activity, organization or program of the school other than those funds designated as "Assessments" and "Lunch Funds" shall be classified as "School Activity Funds." All such funds shall be deposited with the school secretary. Disbursements shall be made by check. Each check must be supported by proper requisitions, invoices, statements, etc.

   B. When money or equipment is donated directly to a school by any group or individual donor, the money or equipment so donated shall become the sole property of the school and will be controlled by the rules and regulations of the board of education. Donations of any kind will not be returned to the donor once accepted by the school. Money or equipment donations will not be accepted from any donor with restrictions, conditions, or qualifications as to the use of such money or equipment.

   The principal may not give, donate, or loan money to any group, organization, or individual regardless of circumstances or motive.

**SPONSORS**

A. Each student group, class, or organization that carries a separate account or subaccount in the activity fund shall have a sponsor. The principal of the school shall appoint the sponsor. Sponsors shall be responsible for the funds collected by that entity and shall use the procedure described below for ordering supplies and equipment and for depositing funds.

B. Each sponsor shall be responsible for the payment of bills created against the sponsor's account. These bills shall be paid immediately after purchase is made. No student shall charge any item to any school without written authorization from the appropriate sponsor. When authorized, the student shall sign the student's name, the sponsor's name and the name of the organization on the ticket and return it immediately to the sponsor for payment. (Any exception must have the approval of the superintendent's office.)

C. No sponsor of any account shall make purchases or obligations in excess of funds on hand.
PURCHASING PROCEDURES FOR ACTIVITY ACCOUNTS

The sponsor for each school activity or organization which collects, deposits and disburses money through the school activity fund is required to submit to the building principal for approval a budget showing anticipated income and expenses for the organization for each school year. A copy of the approved budget must be on file in the superintendent's office before authorization for expenditures from the activity account will be made. Forms for the development of the budget are available in the principal's office. The following procedures shall be followed in requesting and securing purchases from an activity account:

1. Activity sponsors will submit to the building principal for approval quadruplicate copies of the school requisition-purchase order forms for each purchase to be made from activity funds at the time the order is placed with the vendor. An invoice or statement of account will not be considered for payment unless a requisition-purchase order is on file.

2. The building principal will assign a PURCHASE ORDER NUMBER to the order. The order will be recorded in a purchase order register showing (a) date of the order; (b) name of the vendor; (c) amount of the purchase; (d) name of the activity account to be charged; (e) date of payment; and (f) filing references.

3. (a) One copy of the purchase order will be mailed to the vendor or given to the sales representatives at the time the order is placed.

(b) One copy of the purchase order will be retained by activity sponsors for their records.

(c) Two copies will be held by the building principal in a "purchase order pending" file until the merchandise has been received or service rendered and checked off against the listings on the invoice and purchase order.

4. The building principal will submit to the custodian of the activity funds both copies of the purchase order approved for payment with invoices attached: After payment is made, one copy will be returned to the building principal for the file, and one copy will be retained in the superintendent's office for records of the custodian of activity accounts.

5. The building principal will approve the purchase orders for payment only if funds are available in the charged activity account.

6. A financial report of the activity accounts will be made each month showing the beginning balance, receipts for the period, expenditures for the period and the current balance of all accounts. Copies of the financial statement will be distributed to all activity sponsors, principal and board of education members.

7. All funds for activity accounts will be deposited with the building principal who will issue a receipt of the account.

8. The building principal will make periodic deposit summaries with the custodian of activity accounts when available funds are sufficient.
MANAGEMENT AND INVESTMENTS OF FUNDS (Cont.)

9. Prefixes for activity purchase order numbers:

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Purchase Order Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Senior High School</td>
<td>HAS</td>
</tr>
<tr>
<td>(b) Middle School</td>
<td>MSA</td>
</tr>
<tr>
<td>(c) Elementary School</td>
<td>ELA</td>
</tr>
<tr>
<td>(d) Superintendent's Office</td>
<td>SOA</td>
</tr>
</tbody>
</table>
SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS

Booster clubs and parent organizations are encouraged to promote a positive relationship between the school and the community. The primary purpose of these organizations is to assist and support the school in recognizing and promoting students' activities. The principal is responsible for maintaining close communication with such organizations to ensure the organizations' goals are in compliance with district policies. After receiving the superintendent's recommendation, the following criteria will be used in determining if an organization will be recognized (sanctioned) by the Nowata Board of Education as a viable booster club or parent organization.

1. The organization must be managed or operated by adults, rather than students, and will present its by-laws and/or constitution to the board of education. These will clearly identify the organization as a parent organization or booster club separate from school district student organizations and will provide details of the structure of the organization including:
   A. Officers and their duties;
   B. Election of officers and term limits;
   C. Purpose and goals;
   D. Dues structure, if any;
   E. Intended use of funds generated by the organization.

2. The organization must include one representative from the school faculty as a sponsor.

3. No fund raising activities will be conducted within the school by the organization during school hours and students will not participate during regular class periods.

4. The organization may not use school materials in advertising its activities. Use of school property by the organization for its activities will meet all regulations established by the board. (See policy GK.)

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

6. The organization must maintain bank, financial, and tax exempt status separate from the school. The organization will provide to the board of education, annually or upon request, a complete set of financial records or detailed treasurer's report.

7. Any plan, project, or movement instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties, or provide academic achievement awards and other educational recognition to students or student bodies will be presented to the board of education in official session for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.
SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS (Cont.)

8. In no manner will board sanctioning of an organization preclude the organization from compliance with state and federal laws as they pertain to equal opportunity and treatment of all students. Gifts or services provided to the school should benefit both boys' and girls' activities.

9. The board of education reserves the right to revoke the sanctioning of any organization if it is found that the organization's operations and purpose are not consistent with the policies and procedures adopted by the board of education.

REFERENCE: 70 O.S. §5-129.1

THIS POLICY REQUIRED BY LAW.
APPLICATION FOR SANCTIONING

This is a request for sanctioning by the Applicant to the Nowata Board of Education, 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 organization.

Name of Applicant: ________________________________

Applicant’s Address: ____________________________________________________________

Applicant’s Taxpayer I.D. Number: ______________________________________________

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

Applicant’s Telephone Number: ______________________________________________

Applicant’s Purpose, Goals, and Organizational Structure: 

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Describe how the school district and its students will benefit if the Applicant is sanctioned: 

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, 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 the Applicant, and the decision of the board of education is final and nonappealable. Applicant further acknowledges that (a) the board of education may, at any time, request the records maintained by the Applicant, which the Applicant will promptly make available, and (b) the board of education may, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the board of education is final and nonappealable.
APPLICATION FOR SANCTIONING (Cont.)

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the board of education, upon request, on an annual basis, by July 1 of each year, the audit report, if any, for Applicant’s recently ended fiscal year, prepared by an independent accounting firm.

Instructions for Completing Application:

1. Complete this application and the attached financial statement.
   Please print or type. If necessary, use additional sheets of paper.

2. Sign and date this application.

3. Deliver the application to:

   ____________________________ (name)
   Nowata Public Schools
   700 West Osage Avenue
   Nowata, OK  74048-3332

_________________________________
Applicant

By: ____________________________ Date: ____________________________
APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION FINANCIAL STATEMENT
UNAUDITED

Name of Organization/Association: ________________________________

FINANCIAL ACTIVITY FOR SCHOOL YEAR __________________________

Beginning Cash Balance, July 1, _____ $ ________________________
Collections:  
  Fund-raiser, Merchandise Sales, Etc. $ ________________________
  Donations $ ________________________
  Contributions $ ________________________
  Other (list) $ ________________________

Total Collections $ ________________________

Expenditures:  
  Fund Raising Expenses $ ________________________
  Supplies/Materials $ ________________________
  Advertising $ ________________________
  Postage, Mailings, etc. $ ________________________
  Equipment $ ________________________
  Donations/Contributions $ ________________________
  Other (list) $ ________________________

Total Expenditures $ ________________________

Ending Cash Balance, June 30, _____ $ ________________________

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the ____________ school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Nowata Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Officer/Director: ________________________________ Date: ________________
Title: ________________________________

Received and reviewed by Nowata Public Schools:

Name/Title: ________________________________ Date: ________________
AUDITOR

It is the policy of the Nowata Board of Education to employ an auditor for the district. The auditor shall serve at the discretion of the board and for such compensation as the board may determine. The auditor's duties will be to assist the board in preparing district budgets and to make such reports as may be required.

The board of education will provide for and cause to be made an annual audit of this school district for each fiscal year. The audit shall be a financial audit and a compliance audit of all school district funds. Audits will be made at the end of each fiscal year at a minimum and may be required by the board at more frequent intervals.

A written report of the audit shall be furnished to the board by the auditor. The board will conduct a final exit interview with the auditor at an open board meeting.

REFERENCE: 70 O.S. §22-103, et seq.
PURCHASING AND DISTRIBUTION

It is the policy of the Nowata Board of Education that purchasing and distribution shall be under the supervision of the superintendent but may be delegated in writing by the superintendent to a principal or teacher. Written delegations of authority should contain specific limitations imposed by the board or superintendent upon the designee or may provide a complete delegation of purchasing and distribution duties. No person except the superintendent or the superintendent's designee shall make purchases without written authorization. Such purchases shall be limited to those in the amount of $25,000 or less.

The superintendent should take advantage of discounts for buying in quantity and, if possible, purchase in sufficient quantities for one full school term. Requisitions for supplies shall follow the appropriate chain of command originating from teachers, through the principal, to the superintendent. Purchases shall be made from local firms when economically wise to do so. However, the school district is required to purchase goods and services provided by the Oklahoma Department of Corrections whenever the article, service, or product provided by the Department of Corrections is the lowest and best bid.

No expenditure involving an amount greater than $500.00 shall be made except in accordance with a written contract or purchase order.

REFERENCE: 21 O.S. §355
37 O.S. §549.1
62 O.S. §371
70 O.S. §5-123
70 O.S. §5-124
70 O.S. §5-129
70 O.S. §5-135
PURCHASING PROCEDURES FOR GENERAL AND BUILDING FUND ACCOUNTS

The superintendent and clerk of the board shall approve all purchase orders for materials and services for the Board of Education. The following procedures shall be used for purchasing and processing for payment orders of materials and services from school district accounts of funds deposited with the Board of Education.

1. Teachers will submit to the building principal for approval duplicate copies of requisition-purchase order forms for materials or services to be purchased from instructional supply, library and other fund allocations.

2. The building principal will assign a PURCHASE ORDER NUMBER to the order. The order will be recorded in a purchase order register showing (a) date of the purchase; (b) name of the vendor; (c) amount of the purchase; (d) name of the instructional account to be charged; (e) date of payment; and (f) filing references.

3. (a) One copy of the requisition-purchase order will be forwarded to the superintendent's office for approval and processing for ordering and payment.
(b) The other copy of the requisition-purchase order will be held by the building principal until the merchandise listed on the order has been received.
(c) When the order has been received, the principal will confirm delivery by signing the requisition-purchase order copy and forwarding it to the superintendent's office for processing so that the claim can be completed for issuing of warrants for payment.

4. Other school employees, custodians, mechanics, maintenance and office workers shall secure from the building principal or the superintendent, approval in person, or by phone, of all charge purchases made from local vendors prior to the purchase, and return to the principal or superintendent a signed and itemized copy of the sales ticket or invoice.

5. For materials and services from vendors other than local suppliers, other employees must submit to the superintendent's office in duplicate a requisition listing all information necessary for typing, mailing and encumbering the order. All orders must be initiated from the superintendent's office and be assigned a purchase order number. One copy of the requisition will be returned to the employee to confirm delivery of the merchandise.

6. Prefixes for the Board of Education Purchase Order numbers:

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Purchase Order Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS</td>
<td>0000</td>
</tr>
<tr>
<td>MSI</td>
<td>0000</td>
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<tr>
<td>ELI</td>
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<tr>
<td>BE</td>
<td>0000</td>
</tr>
</tbody>
</table>
RECYCLING PROGRAM

It is the policy of the Nowata Board of Education to aggressively pursue procurement practices that encourage solid waste reduction and the profitable disposal of recyclable materials and compost and shall whenever possible procure products containing recycled materials.

1. The superintendent is therefore directed to cause a report to be submitted annually by December 31 of each year to the Director of Central Services on forms provided by the Department of Central Services. The report shall contain the following:

   A. The amount and type of waste paper and other recyclable materials collected and sold during the previous fiscal year;

   B. The amount and type of purchased recycled paper products and other products manufactured with recycled materials; and

   C. The total amount of monies collected and expended to implement the Oklahoma State Recycling and Recycled Materials Procurement Act.

2. The superintendent shall designate a recycling coordinator and register the coordinator with the Department of Central Services. The coordinator shall represent the school and coordinate with the Department of Central Services in the implementation of the rules and the Act.

3. When accepting bids, price preference will be extended to recycled products. Price preference is determined by the Director of Central Services and shall not exceed five percent.

4. The superintendent will obtain the recycling catalog from Central Purchasing.

An exemption may be granted by the Director of Central Services upon the request of the school district showing a lack of market availability or that it is not economically feasible to follow and comply with the procedures and systems established by the Director of Central Services.

REFERENCE: 74 O.S. §85.55
Letter, Oklahoma Department of Central Services, January 7, 1993

NOTE: The attached form should be reproduced and stocked as needed as the Department of Central Services will not furnish copies in the future.
POLICY AND PROCEDURES FOR 
SALE OF SCHOOL DISTRICT SURPLUS PROPERTY

When district-owned real estate is no longer needed for public school purposes, the Board of Education may declare the property to be surplus to the needs of the district. Following such a declaration surplus real estate may be sold at any time using the following procedure:

1. Prior to requesting bids for a property, the school district will have the property appraised by at least one (1) independent appraiser chosen by the superintendent of schools. If the superintendent deems it appropriate, additional appraisals may be obtained. All appraisals will be confidential until after the property is sold. When the property is sold, all appraisals will be made available for public inspection. Any appraisal must be made within six (6) months of the date on which the property is offered for public bid.

2. The superintendent will prepare a notice to bidders advising that sealed bids for the purchase of a property will be received by the district at a time and place designated in the bid notice. The bid notice will require each bidder to state, in his bid, the intended use of the property. This use may be a factor in determining the successful bidder.

3. The bid notice will be published at least ten (10) days prior to the bid opening in at least one (1) issue of a newspaper of general circulation in Nowata, Oklahoma. The bid notice may be published in additional newspapers in Nowata County at the discretion of the superintendent or by direction of the Board of Education.

4. The bids will be opened at the time and place specified in the bid notice and the bids will be referred to the Board of Education for acceptance or rejection. The Board of Education will reserve the right to reject any and all bids or to accept any particular bid.

5. Surplus real estate will not be sold at private sale unless the real estate has first been offered for sale by public sale or public bid and all such bids have been rejected.

6. Any conveyance of real estate by private sale to a non-profit organization, association, or corporation to be used for public purposes, unless for exchange, will contain a reversionary clause which returns the real estate to the district upon cessation of the use without profit or for public purposes by the purchaser or the assigns of the purchaser.
DISASTER DRILLS

Fire and tornado drills shall be performed periodically throughout the school year. Fire drills shall be conducted at least two times each semester. Each classroom shall have posted a copy of rules, evacuation signals, evacuation routes, and procedures for both fire and tornado emergencies. All teachers and staff members shall make themselves familiar with these procedures.

Warning for severe weather shall be made by the central office and will be announced over the public address system. If the public address system is disabled, severe weather warning will be an intermittent ringing of the school bell.

Fire alarms will be sounded by a long, continuous ringing of the school bell. In the event of power failure, a hand bell will be used.

REFERENCE: 63 O.S. §176

*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.
FIRE DRILLS
RULES AND PROCEDURES

In accordance with the policy of the board of education and Oklahoma law, fire drills will be scheduled by the principal at least twice each semester. The first drill shall be conducted within the first fifteen days of each semester. The second fire drill must occur after the first 30 days of each semester. The purpose of a fire drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside.

The following rules and procedures will be complied with in all schools:

1. Rules for fire evacuation will be posted in each room. These rules will indicate the primary and alternate exits and the evacuation area to which the student should proceed upon leaving the building. The posted rules will be discussed with each class using the room during the first day(s) of the school year.

2. A district fire alarm signal will be used for fire drills only; another signal will be established by the principal for return to class.

3. No person is to remain in the building during fire drills.

4. Evacuation areas will be at least 50 feet (100 feet if possible) away from buildings and driveways at the north and south ends of the school.

5. It is each student’s responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.

6. Provided safety considerations allow, the teacher or other fire evacuation leader will be responsible for:
   A. Seeing that windows are closed.
   B. Assuring that electrical circuits and gas jets are turned off.
   C. Maintaining order during the evacuation.
   D. Assigning students to hold doors open, if their group is the first to evacuate from such doors, and instructing students holding doors to rejoin the class after the last person has passed through the doors.
   E. Taking the roll book and checking roll when the class is in the assigned evacuation area. The name of any student not accounted for will be reported immediately to the principal or the principal’s designee.

7. The exercise will be observed by the vice-principals and a report made to the principal as to the time required to complete the evacuation.

8. The principal will provide the superintendent, or the superintendent’s designee, with a report on all fire drills, including the time required for evacuation. The superintendent shall preserve such reports for at least three years and make them available to the State Fire Marshal, or his agent, upon request.

REFERENCE: 63 O.S. §176
TORNADO DRILLS  
RULES AND PROCEDURES

In accordance with the policy of the board of education, tornado drills will be scheduled by the principal at least once for each two months that school is in session in order to ensure the best possible plan has been established and to ensure all students and personnel know what they are to do when a signal for a tornado drill is given. The first drill shall be conducted within the first month of school. The principal or designated staff member shall submit a copy of the drill plan for the building to the superintendent's office during the first month of school. Tornado drills are to be held on different days of the week at different hours of the day so that students will not be able to distinguish between tornado drills and actual tornadoes.

Definition of Terms

A tornado watch indicates that, within a period of several hours, a tornado may strike in a designated area.

A tornado warning indicates a tornado has been spotted or indicated on radar and that the tornado is likely to strike in a designated area immediately or within the next hour.

Procedures

When a tornado warning has been received, the superintendent or designated administrator shall notify all schools in the area. Upon being notified of a tornado warning, the principal or designated staff member must check weather conditions in the area to determine if it is necessary for students to be moved into the refuge areas. A designated staff member will monitor commercial radio or TV for tornado warnings, even if the school has a NOAA weather radio tone-alert system.

It is not necessary for schools to wait for the "weather alert" before moving students into the refuge areas. If the principal or designated staff member deems it advisable to move students into the refuge areas, this should be done immediately. Designated staff members will be assigned to bring in children from playgrounds or other outdoor areas during a tornado warning.

Each principal or staff representative will need to use individual best judgment as to when students should leave the refuge areas and return to the classrooms.

Refuge Areas

Students housed in single story buildings should be moved into a basement or the interior corridors that are not parallel to the tornado’s path (usually from the southwest).

Students housed in single story buildings that do not have corridors should seek refuge under tables, desks, etc. preferably away from areas containing glass.

In situations where some of the students are housed in annexes adjacent to the main building, students should be moved from the annex into the main building when space is available.

Avoid the use of large enclosed areas, such as auditoriums, gymnasiums, cafeterias, or other rooms with wide, free-span roofs as places of refuge.
TORNOADO DRILLS, RULES AND PROCEDURES (Cont.)

If a school bus is caught in the open when a tornado is approaching, the children will be escorted to a nearby ditch or ravine and made to lie face down, hands over their heads. They should be far enough away from the bus so that the bus cannot topple onto them.

Planning Security Drills

When developing a tornado security drill, selecting refuge areas to be used should be the first consideration. After refuge areas are determined, the following should be accomplished:

1. Assign and fit the students into the refuge areas. Adjustment may be necessary.

2. Conduct drills with one or two rooms at a time.

3. Determine the position(s) to be taken in the refuge areas and explain them to the students. The following positions are recommended:
   
   A. Down on knees, lean forward, cover as much of exposed body as possible by crossing arms and burying the face in the arms.
   
   B. Cross legs, sit on the floor, and cover face with folded arms. (Students should turn their backs to natural light.)

4. Determine the signal to be used for the security drill and ensure all school personnel and students know how to distinguish it from other signals. Establish a backup alarm to be used in the event of a power failure, e.g. a battery-operated bullhorn, hand-cranked siren, or hand bell.

5. Conduct a building drill and make any changes necessary to improve the plan.

Teacher Responsibility

The classroom teacher has the responsibility of preparing the students for the drills as well as the real emergency. Information given by the teacher will do much to protect the emotional health of the child. Statements by uninformed or poorly informed individuals can cause students to become emotionally upset. It would seem psychologically sound to teach all students the usable facts that can be understood at their intelligence level. There cannot be a quick course of instruction once a tornado has struck.

Preparation of the Building

Close the outside doors on the side from which the tornado is approaching.

Open outside doors on the side of the building opposite to the approaching tornado. Doors must be fastened securely so there is no danger of their blowing shut. Tapered wedges and/or doorstops should be used for this. All inside doors leading into corridors must be left open.
TORNADO DRILLS, RULES AND PROCEDURES (Cont.)

The custodian or alternate MUST turn off the gas on the outside of the building when a tornado warning has been received.

Variety

It is recommended that tornado drills be held under all kinds of conditions and circumstances and from all parts of the building in order to prepare students for any emergency that would make it necessary for them to be moved into the refuge areas. Among these would be the following situations:

--From regular classrooms
--From regular classrooms with a blocked exit
--From assemblies
--When some of the students are in the classrooms and others are on the school grounds or in the cafeteria
--When students are in the process of changing classes
--Any other situation in which students might be found
--From the cafeteria
--From a bus

Informing Parents

A bulletin to parents, giving information about the school’s tornado drill plan, is a MUST. This bulletin should include a sketch of the floor plan where refuge areas are located. Room numbers or names of teachers shown in relation to each refuge area will help parents know where their children will be placed during drills.

Dismissal from School

School will not be dismissed because of a tornado warning. (See also policy CKBB.)

Children will not be permitted to leave school during a tornado warning alert in the immediate area. However, parents may go to the school and get their children. Parents should contact the principal’s office and let a member of the school staff get the student from the classroom. When parents go to the classroom, it excites the other students and disrupts teaching.

If, at dismissal time, a storm is approaching and it is believed the children will not have time to reach home before it strikes, children should be kept in the building until it is deemed safe to dismiss them. School buses will not be used during tornado warnings.
TOBACCO USE PROHIBITED

The Nowata Board of Education recognizes that the use of tobacco has been shown to be linked to illnesses and disabilities and that federal and state law prohibits smoking in any indoor facility, or the grounds thereof, which is used to provide educational services to children.

Therefore, smoking, chewing or any other use of tobacco by staff, students, and members of the public is prohibited on, in or upon any school property during the hours of 7:00 a.m. to 4:00 p.m., during school session, or when class or any program established for students is in session.

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. The term shall not apply to buildings used primarily as residences, i.e., teacherages.

   B. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking areas.

   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 manner to be suitable for chewing, smoking or both, and includes cloves or any other product packaged for smoking.

3. "Use" is defined as lighting, chewing, inhaling, or smoking any tobacco as defined within this policy.

4. "Staff" includes, but is not limited to, full-time, part-time, and contract employees.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited except in designated smoking areas outside the buildings for the use of adults during certain school activities or functions, including, but not limited to, athletic contests. Such areas will be designated by the superintendent and shall be more than 25 feet from the entrance or exit of any building. Employees and patrons shall refrain from the use of tobacco except in specifically designated areas after normal school hours.

Students are also prohibited from possessing tobacco on, in, or upon any school property. If students are found to be carrying cigarettes or other tobacco products, the tobacco product will be confiscated.

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.

REFERENCE: 21 O.S. §1247
63 O.S. §1-1522, et seq.
20 U.S.C. §6083
TOBACCO USE PROHIBITED (Cont.)

OSSBA POLICY SERVICES REVIEW NOTES:

Federal law does not allow any indoor facility utilized for educational services to have designated smoking areas. 20 U.S.C. §6083.

Although this policy contains language relating to designating hours and smoking areas, the board may elect to prohibit the use of tobacco on all school property at all times.
ASSAULTS UPON SCHOOL EMPLOYEES

It is the policy of the Nowata Board of Education to encourage the prosecution of any person who commits assault, battery, or assault and battery upon the person of a school employee or student or threatens and places an employee or student of the public schools in immediate fear of bodily harm while the employee or student is in the performance of his duties as a school employee or student. The following statement will be posted in at least one prominent location at each school site:

FELONY CHARGES MAY BE FILED AGAINST ANY PERSON(S) COMMITTING AN AGGRAVATED ASSAULT OR BATTERY UPON ANY SCHOOL EMPLOYEE.

School employee is hereby defined to include any duly appointed person or employee of a firm contracting with a school system for any purpose, including personnel not directly related to the teaching process and including school board members during school board meetings.

REFERENCE: 21 O.S. §650.7
SCHOOL DISTRICT EMPLOYEE ASSAULT
AND BATTERY REPORT FORM

For purposes of this report, a "school district employee" means a teacher, principal, or any duly appointed person employed by the school district or employees of a firm contracting with the school district for any purpose, including any personnel not directly related to the teaching process and school board members during school board meetings. An "assault" means any willful and unlawful attempt or offer with force or violence to do a corporal hurt to another. A "battery" is any willful and unlawful use of force or violence upon the person of another. An "assault and battery" becomes "aggravated" when committed under any of the following circumstances: (1) when great bodily injury is inflicted upon the person assaulted; or (2) when committed by a person of robust health or strength upon one who is aged, decrepit or incapacitated, as defined by law.

Date of offense: ____________________ Approximate time of offense: ____________________

Name of person who committed the offense: ____________________________________________

Name of person upon whom the offense was committed: ________________________________

Name(s) of any person(s) who witnessed the offense: __________________________________

Description of the nature, context and extent of the offense (use additional pages as necessary for a full description of the event):

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Other information: ________________________________________________________________

______________________________________________________________________________

No school district employee will be subject to any civil liability for any statement, report or action taken in reporting or assisting in reporting a battery or assault and battery committed upon the school district employee while in the performance of any duties unless such report or assistance was made in bad faith or with malicious purpose.

Date of Report: ____________________ Name of Person Reporting the Offense ____________________

A copy of the school district's Assault and Battery Involving School District Employees Policy will be provided to the employee upon whom the offense was committed upon receipt of this report.
SCHOOL DISTRICT EMPLOYEE ASSAULT
AND BATTERY REPORT FORM (Cont.)

For purposes of this policy, the terms "assault," "battery" and "aggravated assault and battery" are defined as follows:
An "assault" means any willful and unlawful attempt or offer with force or violence to do a corporal hurt to another.
A "battery" is any willful and unlawful use of force or violence upon the person of another. An "assault and battery" becomes "aggravated" when committed under any of the following circumstances: (1) when great bodily injury is inflicted upon the person assaulted; or (2) when committed by a person of robust health or strength upon one who is aged, decrepit or incapacitated, as defined by law.
BUILDINGS, EQUIPMENT, AND GROUNDS

The Nowata 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 chief of security any incidents of vandalism to property belonging to the district and the name(s) of the person or persons believed to be responsible. Every employee of the district shall report to the principal of the school - and the principal in turn to the chief of security - any incident of vandalism known to them, and, if known, the names of those responsible.

The superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism to school property. The superintendent is further authorized to delegate, as seen fit, authority to sign such complaints and to press charges.

The superintendent shall have authority to let contracts for minor repair work not exceeding $10,000. Contracts beyond minor repair shall require board approval.

For public use of school property, see the policy on the community use of school property located elsewhere in this manual (see policy GK).

The school district shall be entitled to recover damages in a court of competent jurisdiction from the parents of any minor under 18 years of age, living with the parents at the time of the act, who commits any criminal or delinquent act resulting in bodily injury to any person or damage to or larceny of any property, real, personal or mixed, belonging to the school district. The amount of damages awarded shall not exceed $2,500.00.

REFERENCE: 23 O.S. §10
EQUIPMENT ACCOUNTABILITY

It is the policy of the Nowata 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. The inventory will be filed 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.

REFERENCE: 70 O.S. §5-130
Department of Education, Administrator's Handbook
SCHOOL TRANSPORTATION

The Nowata school district recognizes that in Oklahoma, student transportation is a service that may be provided for its students by the school district. The school district wishes to assure its citizens that any transportation services provided by the district are to accomplish three goals:

1. To ensure that children of our district school are transported in the safest manner possible (see also policy CNAB);

2. To ensure that the transportation services provided are cost effective to our district's taxpayers;

3. To ensure that all transportation services are rendered in an equitable manner.

The school district will accomplish these goals through strict enforcement of its school transportation policies.

Definitions: For the purposes of clarification, the following terms are defined.

1. Supervisor of Transportation--the person appointed by the board of education responsible for the operation of student transportation services.

2. School bus driver--any person who operates a vehicle transporting school children under the direct auspices of the board of education.

3. School bus, transportation equipment--any vehicle or conveyance used to transport school children from their homes to school and from school to their homes.

4. Auxiliary transportation equipment--includes, but is not limited to, equipment used for transporting students to and from extracurricular activities, but does not include transportation equipment used for transporting students from their homes to school and from school to their homes.

Drivers of all school transportation equipment will abide by state laws, rules, and regulations and shall make appropriate reports as required.

REFERENCE: 70 O.S. §9-104
SCHOOL TRANSPORTATION
(REGULATIONS)

In accordance with the policy of the board of education, the following regulations shall apply to the district's school transportation program. Responsibility for implementing these regulations shall be delegated to the supervisor of transportation.

School Bus Maintenance

1. All school buses purchased and used by the district will meet or exceed any and all state and federal minimum safety construction standards. (SDE Regulation)

2. The district shall have each school bus mechanically inspected annually by an approved Department of Public Safety fleet inspector. (SDE Regulation)

3. The driver shall perform a daily pre-trip safety inspection of the vehicle. The inspection shall include brakes, lights, tires, exhaust system, gauges, windshield wipers, steering, and fuel. The driver shall make a daily written report describing the condition of the bus and listing any deficiencies. This report is to remain on file with the superintendent or designee for a period of ninety (90) days. (SDE Regulation)

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

5. It is the responsibility of all drivers to clean and refuel any bus entrusted to their operation. It is furthermore the responsibility of all school bus drivers to inform the supervisor of transportation when routine maintenance is required.

6. The district shall adopt a preventative maintenance schedule to prolong the life of all school buses and to ensure the safety of the passengers. This schedule shall be developed by the supervisor of transportation.

School Bus Drivers

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

2. Any person employed as a school bus driver, whether full- or part-time, shall successfully complete a school bus drivers course and hold a school bus driver's certificate as required by the Oklahoma State Department of Education (SDE).

3. The driving records of all school bus drivers shall be checked annually and all drivers must meet the requirement of the SDE for school bus drivers' records. All new drivers shall have a felony records check conducted prior to employment and must meet SDE requirements.

4. All school bus drivers shall have an annual health certificate signed by a physician licensed by this state filed in the superintendent's office attesting that such physician has examined the driver and that the driver has no sign or symptoms of ill health, and is otherwise, from the observation of such physician, physically and mentally capable of safely operating a school bus. (SDE Regulation)
SCHOOL TRANSPORTATION, REGULATIONS (Cont.)

5. The use of tobacco by a school bus driver is not permitted during the operation of the bus or while on school premises as per board policy CKDA. The use of any intoxicating beverage and/or controlled dangerous substance by the driver within 8 hours prior to or during the operation of a school bus is strictly prohibited. (SDE Regulation)

6. Any school bus driver involved in a school bus accident resulting in personal injury, property damage of $500.00 or more, or charged with a violation of traffic law shall submit to a screening test to detect if alcohol or a controlled dangerous substance was used by the driver prior to school bus operation (see DCCB).

7. All school bus drivers shall be evaluated annually for job performance purposes. All new drivers shall be evaluated within the first 90 days of the beginning of the school year. All drivers shall receive written notification of the date of evaluation one week prior to evaluation. All procedures relative to and including the written evaluation form shall be on file in the office of the supervisor of transportation. These procedures shall be available to any interested party upon request.

Any school bus driver receiving a deficiency or reprimand may respond in writing to the transportation supervisor within 10 working days. A written plan of improvement shall be furnished to the school bus driver. A formal reevaluation shall be scheduled within 30 days. All evaluations shall be made available to the board of education and may be introduced as evidence in any disciplinary action or termination of employment hearings. Immediate suspension pending due process proceedings for termination of employment shall be made for any of the following reasons:

A. Failure to conduct a thorough daily pre-trip inspection;

B. The use of alcohol or any controlled dangerous substance within eight hours prior to the operation of a school bus.

C. Operating a school bus in a careless or wanton manner without regard for the safety of persons or property or in violation of the conditions outlined in 47 O.S. §11-801:

1. No person shall drive a school bus at a speed greater than a maximum of 55 miles per hour on paved two lane highways, except on turnpikes and interstate highways where the maximum shall be 65 miles per hour.

2. On any highway outside of a municipality, the speed limit in a properly marked school zone shall be a maximum of 25 miles per hour, unless otherwise determined by the Oklahoma Department of Transportation.

3. Many school bus routes will not warrant speeds even as high as 15 miles per hour. A driver must always adapt driving to conditions.

D. Failure to stop for a railroad crossing in a school bus when children are being transported; failure to exercise proper judgment at any railroad crossing, endangering the safety of any school children.
SCHOOL TRANSPORTATION, REGULATIONS (Cont.)

E. Conviction of any crime of moral turpitude involving children.

F. Abuse of sick leave; excessive absenteeism and/or tardiness.

G. Use of any portable electronic communications device while the vehicle is in motion

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

9. All school bus drivers shall comply with requirements of the supervisor of transportation regarding attendance of and participation in in-service and periodic safety meetings for the purpose of increased student safety.

10. All school bus drivers shall dress appropriate to the operation of a school bus. Prohibited articles of clothing shall include:

   A. Thong-type sandals;
   B. Halter tops or see-through blouses;
   C. Dresses shorter than three inches above the knee;
   D. Any article of clothing with logos promoting alcohol or tobacco products, phrases that are sexually implicit or suggestive, and phrases containing profanity;
   E. Any gang-related paraphernalia.

11. Substitute and activity school bus drivers shall meet all the requirements prescribed for regular bus drivers.

School Bus Safety

1. Illegally passing a school bus is a violation of state law. All school bus drivers are required to report, within 24 hours of the alleged offense, drivers who illegally pass their buses. Each report is to include the vehicle color, license tag number, and the time and place of the violation and is to be made to the law enforcement authority of the municipality where the violation occurred and to the district's director of transportation.

2. All auxiliary transportation equipment owned by this district shall comply with state law requirements and shall be of such construction as to provide safe, comfortable, and economical transportation of passengers.

3. School bus drivers transporting children under the age of six will utilize a child passenger restraint system or a seat belt when using school-owned vehicles other than school buses to transport the students.
SCHOOL TRANSPORTATION, REGULATIONS (Cont.)

School Bus Route

1. Transportation shall be restricted to use for the students of this school district who reside within the boundaries of the school district. All Oklahoma State Board of Education Regulations regarding school bus routes shall be strictly adhered to.

2. All school bus stops shall be selected with the safety of the children at the bus stop the first consideration. When possible, a bus stop shall be located within one-half (½) mile of the home of each child being transported.

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

4. School bus drivers may not deviate from established school bus routes without the written permission of the supervisor of transportation.

5. It is the duty of the parents or legal guardian to have their children at the bus stop at the proper time. No children may board any school bus except at a designated bus stop.

6. No children shall be discharged from their school bus at any point except the designated bus stop unless permission from the parent or guardian is furnished to the supervisor of transportation. Furthermore, no child shall be released to anyone except the parents having legal custody unless written permission is furnished to the supervisor of transportation or the principal.

Auxiliary or Activity Transportation

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

2. No school buses will be utilized for any activity trip prohibited by Oklahoma State Board of Education regulations.

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

4. All adults transported in connection with activity trips must be designated sponsors or appropriate school personnel such as the superintendent, principal, or sponsor.

5. All requests for auxiliary transportation must be made to the supervisor of transportation or principal prior to the trip.
SCHOOL TRANSPORTATION, REGULATIONS (Cont.)

Student Discipline

1. Due to the serious nature of student transportation, no disruptive behavior shall be tolerated on any school bus that might endanger the life or safety of any student transported.

2. During a school assembly or upon enrollment, all students will be presented with a copy of the school bus rider rules. These rules must be discussed with each child by their parent or legal guardian and each parent or legal guardian must sign a written statement supporting the school district in the enforcement of these rules (see CN-A2).

3. Any violation of these rules could result in the following:
   A. Two-day suspension of school bus riding privileges;
   B. Two-day in-house suspension;
   C. Suspension of bus riding privileges.

4. Any student carrying alcohol, a controlled dangerous substance, firearm, or weapon on any school bus will lose school bus riding privileges for the remainder of the school year and shall be reported to the appropriate enforcement agency.

5. All school bus riding rules and discipline policies shall apply both to school bus routes and to all activity trips.

School Bus Accidents and Emergencies

1. All students transported in school buses shall receive instructions in safe riding practices and will participate in emergency evacuation drills within the first two weeks of each semester. All students riding on activity trips shall be included. These drills shall be conducted on school grounds under the direction of the supervisor of transportation. Documentation of these drills shall be kept on file at the office of the supervisor of transportation and available to interested parties.

2. In the event of an accident, the following procedures shall be strictly followed by the bus driver:
   A. The bus must be stopped and the driver should preserve the accident scene, evacuate the students from the school bus if necessary, and render first aid to the best of the driver's abilities to any injured children or parties.
   B. The bus driver will notify the proper authorities and the supervisor of transportation.
SCHOOL TRANSPORTATION, REGULATIONS (Cont.)

C. The school bus driver shall make no comments to any party involved, witnesses, or students except to furnish proof of driver's license and school bus driver certification upon request. Any comments made to the investigating officer shall be contained to answering direct questions. At the accident scene, the school bus driver shall not submit to any media or press interviews unless approved by the superintendent. The school bus driver shall obtain the name and address of all witnesses to the accident.

3. The superintendent or designee shall be responsible for any communications with the various press or media outlets. A person shall be designated as spokesperson in the absence of the superintendent or designee.

4. Upon request, in the event of serious injury or death of a student, the principal shall consider contacting the mental health authorities and/or the ministerial alliance to arrange counseling sessions for parents, students, and all school employees.

5. All school bus accidents shall be investigated and the proper reports shall be submitted to the State Department of Public Safety and the State Department of Education as per state law and regulations.

6. In the event of any serious school bus accident, especially any involving personal injury, the superintendent will inform the chief legal counsel of the school district of the events surrounding the accident. Notification to the insurance carrier shall be made by the supervisor of transportation.

Parental Grievance Procedures

1. All parental grievances relating to student discipline and transportation services must be initiated with the principal.

2. In cases of disciplinary action concerning student suspension from school transportation, all decisions of the superintendent shall be final pending a formal hearing conducted by the board of education. All hearings must be requested in writing by the child's parent or legal guardian.

3. All inquiries regarding school bus stops shall be initiated with the supervisor of transportation, principal, or superintendent or his/her designee.

4. All complaints regarding any unsafe driving practices involving a school bus driver shall be directed to the school administration or superintendent for formal action. Documentation forms will be available in the office of the supervisor of transportation (see CN-A3).

REFERENCE: 47 O.S. §11-705
USE OF SCHOOL OWNED VEHICLES

It is the policy of the Nowata Board of Education to provide various vehicles for use in different programs or for purposes other than student transportation. Regulations applying to the use of such vehicles are as follows.

Vocational Agriculture Program

A pickup truck will be provided to be used in the Vocational Agriculture Program. However, such vehicle so provided shall be used for any other school need as approved by the superintendent.

The vehicle must remain parked at the school unless use is approved by the superintendent. Only authorized individuals may drive the vehicle.

The vehicle shall not be driven out of the state without the written permission of the superintendent.

A stock trailer will be provided for the sole use of the agriculture classes and other class-related activities as authorized by the superintendent.

Driver Education

A vehicle will be provided for use in the driver education program. Driver education training will be given priority over any and all use of the vehicle.

Since the vehicle is school-owned, it may be used for scouting purposes, meetings, and other official school use as approved by superintendent and/or the transportation director. This vehicle will not be used by staff members for personal use at any time. If the vehicle has a driver education training tag on the license plate, the vehicle shall not be used for any purpose other than driver education training. (70 O.S. §1210.35)

The vehicle will be parked at the school unless use is approved by the superintendent. All scheduling of the vehicle shall be made with the superintendent or designee.

School-owned Tractor

The tractor and/or equipment purchased to be used with it shall not be loaned or leased to any private individual, group, or business.

City, county, or community projects that would benefit the school may be assisted by the use of the tractor and/or equipment. In such event, an authorized school staff member will operate the equipment.

School personnel are not authorized to use the tractor and/or attachments on school property or any other site without prior authorization of the maintenance supervisor or the superintendent.

Vehicle Safety

Maintenance and repairs to vehicles and equipment shall be performed in compliance with board policy and administrative regulations.

Students will not be permitted to ride in the back, on the side, or on top of any school vehicle.
USE OF SCHOOL OWNED VEHICLES (Cont.)

When transporting any children between the ages of 4 and 13 years of age in a vehicle other than a school bus, the children must be protected by a child passenger restraint system or seat belt, unless all the vehicle's seat belts are in use or the child cannot be placed in such devices due to medical reasons.
CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM

The Nowata Board of Education recognizes that childhood obesity has reached epidemic levels throughout the country. Overweight children are at a higher risk for developing severe long-term health problems, and overweight children are affected by discrimination, psychological stress, and low self-esteem. However, research indicates that obesity and subsequent diseases are largely preventable through diet and regular physical activity. Research also indicates that becoming physically active and maintaining a regular physical activity program significantly reduces the risk of some obesity and some cancers, diabetes, and other chronic diseases.

Children who eat well-balanced meals and are healthy are more likely to learn in the classroom. The board supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of our district’s youth. Therefore, it is the policy of the board to:

1. Provide students access to nutritious food;
2. Provide opportunities for physical activity and developmentally appropriate exercise; and
3. Provide accurate information related to these topics.

WELLNESS POLICY

Purpose

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases. Schools have a responsibility to help students learn, establish, and maintain lifelong healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment since school staff can be daily role models for healthy behaviors.

Overall Goal

All students in the Nowata School District shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. All staff in the Nowata School District are encouraged to model healthful eating and physical activity as a valuable part of daily life.

To meet this goal, the Nowata School District adopts this school wellness policy with the following commitments to nutrition, nutrition education, physical activity, and other school-based activities that support student and staff wellness.

This school wellness policy was developed with the involvement of parents, students, representatives of the school food authority, the school board, school administrators, and the public.
CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM (Cont.)

Nutrition

1. School Meals

A. Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and section 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a)), as those regulations and guidance apply to schools.

B. School lunches and breakfasts will meet menu-planning system guidelines as required by the United States Department of Agriculture (USDA).

C. School lunches will provide 1/3 of the recommended dietary allowances (RDA) for calories, protein, calcium, iron, vitamin A, and vitamin C as required by USDA.

D. School breakfasts will provide of the RDA for calories, protein, calcium, iron, vitamin A, and vitamin C as required by the USDA.

E. The total calories from fat in school meals will be limited to 30 percent when averaged over one week.

F. The total calories from saturated fat in school meals will be less than 10 percent when averaged over one week.

G. School meals will meet the Dietary Guidelines for Americans.

H. School meals will include a variety of foods, including plenty of grain products, vegetables, and fruits.

I. Half of all grains served will be whole grains.

J. School meals will be low in cholesterol and moderate in salt and sodium.

K. The District will offer students a selection of foods and menu items at lunch to provide variety and encourage consumption.

L. Healthy food preparation techniques will be implemented. Food items will not be fried.

M. Fruits and/or vegetables will be offered daily at all points of service. Fruits and vegetables should be fresh whenever possible. Frozen and canned fruits should be packed in natural juice, water, or light syrup.

N. Schools serving chips will use reduced-fat or baked varieties, rather than the traditional varieties, whenever possible.

O. School staff will support and encourage student participation in the USDA school meals program.
CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM (Cont.)

2. Other Food Items Sold on School Campuses

A. Foods of minimal nutritional value (FMNV) are prohibited from being sold or served during student meal services in the food service area where USDA reimbursable meals are served or eaten.

B. Beverage contracts will not restrict the sale of fluid milk products at any time during the school day or at any place on the school premises.

C. Beginning with the 2007-2008 school year:

1. Students in elementary schools will not have access to FMNV except on special occasions;

2. Students in middle and junior high schools will not have access to FMNV except after school, at events which take place in the evening, and on special occasions;

3. Diet soda, an FMNV, will be available for sale at the junior high only in vending areas outside of the cafeteria; and

4. Healthy food options will be provided at the high school and priced lower than FMNV in order to encourage students and staff to make healthier food choices.

D. Fried food items will not be available for sale as ala carte food items.

Nutrition Education

1. The Healthy and Fit School Advisory Committee at each school site will study and make recommendations regarding health education, nutrition, and health services.

2. Nutrition Education in the Classroom and the Cafeteria

A. Nutrition education will be offered in the school cafeteria as well as the classroom.

B. Nutrition education will be provided by school staff who have appropriate training.

Physical Activity

1. The Healthy and Fit School Advisory Committee at each school site will study and make recommendations regarding physical education and physical activity.

2. Physical Activity During the School Day

A. Students in Grades K through 5 will participate in 60 minutes of physical education or exercise programs each week.
CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM (Cont.)

B. Elementary school sites will provide 20 minutes of daily recess that promotes physical activity beyond what is provided through physical education classes.

3. Physical Activity Beyond the School Day

A. Students will be encouraged to participate in voluntary before- and after-school physical activity programs such as intramurals, clubs, and, at the secondary level, interscholastic athletics.

School-Based Activities

1. Healthy and Fit School Advisory Committee

A. Each school site will establish a Healthy and Fit School Advisory Committee that meets and makes recommendations to the school principal, as described in the District’s Safe School Committees and Healthy and Fit School Advisory Committees Policy.

B. The school principal shall give consideration to recommendations made by the Healthy and Fit School Advisory Committee.

C. The Healthy and Fit School Advisory Committee at each school is charged with operational responsibility for ensuring that the school meets the requirements of this wellness policy.

Curriculum

The Nowata Board of Education recognizes that healthy eating patterns are essential for students to achieve their academic potential, full physical and mental growth, and lifelong health and well being. To help ensure students possess the knowledge and skills necessary to make nutritious food choices for a lifetime, the superintendent shall prepare and implement a comprehensive district nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program and/or the School Breakfast Program. To implement the program, the superintendent shall adopt and implement a comprehensive curriculum on health, fitness, and nutrition that will provide opportunities for developmentally appropriate instruction for grades K-12. The input of staff, students, parents, and public health professionals in the development of the curriculum will be encouraged.

Nutrition, health, and fitness topics shall be integrated within the sequential comprehensive health education curriculum taught at every grade level, K-12, and coordinated with the district’s nutrition and food services operation.

The district shall take a proactive effort to encourage students to make nutritious food choices. The superintendent shall ensure that:

1. A variety of healthy food choices are available whenever food is sold or served on district property or at district-sponsored events;

2. Schools shall regulate the sale or serving of foods or snacks high in fat, sodium, or added sugars; and
3. Nutritious meals served by the school nutrition and food services operation complies with state and federal law.

Child Nutrition Program

The Nowata Public Schools will operate a school lunch program that will include lunch, and may include breakfast, through participation in the Child Nutrition Programs. The superintendent, in conjunction with the food service supervisor and with the approval of the board of education, will establish and post meal prices.

As required for participation in the Child Nutrition Programs, the board prescribes that:

School lunch is to be made available to all students.

Free and reduced price lunches are to be made available for students who meet the federal income guidelines.

In the operation of the Child Nutrition Programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability. Discrimination complaints under these programs should be filed with the State Department of Education Child Nutrition Programs, 2500 North Lincoln Blvd., Oklahoma City, Oklahoma 73105-4599.

The district shall inform parents of the eligibility standards for free or reduced price meals. Reasonable efforts shall be made to protect the identity of students receiving such meals. A parent has the right to appeal the superintendent any decision with respect to his/her application for free or reduced price food services.

The district’s child nutrition program shall reflect the board’s commitment to providing adequate time for instruction to promote healthy eating through nutrition education, serving healthy and appealing foods at district schools, developing food-use guidelines for staff, and establishing liaisons with nutrition service providers, as appropriate. Nutrition education topics shall be integrated within the sequential, comprehensive health education program taught at every grade level, pre-kindergarten through grade 12, and coordinated with the district’s nutrition and food services operation.

It is the intent of the board of education that district schools take a proactive effort to encourage students to make nutritious food choices. Meals served in school before the end of the last lunch period shall conform to the U. S. Dietary Guidelines for Americans. Food and beverages sold or served on district grounds or at district-sponsored events shall meet requirements for nutritional standards and/or other guidelines as may be recommended by the district and school health and nutrition committees. The superintendent shall ensure that nutritious foods are available as an affordable option whenever food is sold or served on district property or at district-sponsored events.

The superintendent is directed to prepare rules and regulations to implement and support this policy, including such provisions as may be necessary to address all food and beverages sold and/or served to students at school (i.e., competitive foods, snacks, and beverages sold from vending machines, school stores, and fund raising activities and refreshments that are made available at school parties, celebrations, and meetings), including provisions for staff development, family and community involvement, and program evaluation.
CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM (Cont.)

REFERENCE:  70 O.S. §1-107
            7 CFR, Parts 210 and 220
            7 CFR, Part 245.5

THIS POLICY REQUIRED BY
PUBLIC LAW 108-265, SECTION 204.
FOOD PROCUREMENT

It is the policy of the Nowata Board of Education to follow acceptable practices in the procurement of food supplies for this school district. Acceptable practices are those set forth in federal law, Oklahoma statutes, and Department of Education regulations.

No employee, officer, or agent of this school district shall participate in the selection of or in the award or administration of a contract for food procurement if a conflict of interest, real or apparent, would be involved.

Conflicts of interest arise when any of the following has a financial or other interest in the firm selected for the award:

- The employee, officer, or agent;
- Any member of his/her immediate family;
- His/her partner;
- An organization which employs or is about to employ any of the above.

Officers, employees, and agents of this school district shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements. Prohibited favors include purchasing food items at cost or at retail value from a vendor.

Officers, employees, contractors, and agents are expected to be aware of the penalties established by the Anti-Kickback Act of 1974 as codified by Oklahoma Statutes, Title 74, Section 3401, et seq.

The superintendent is directed to establish a regulation setting forth acceptable procurement procedures for this district.

REFERENCE

Oklahoma Department of Education Directive, dated June 6, 1988
74 O.S. §3401, et seq.
7 CFR 3016
FOOD PROCUREMENT
(REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the procurement of food products for this school district.

The method of procurement used will be determined by the aggregate amount of goods, equipment, and services purchased. "Aggregate" is defined as any purchase or group of purchases, e.g., milk and milk products, bread, canned and staple foods, fresh and frozen meats, etc., capable of being secured from a single source on a given date or during a purchase period. The procurement methods that will be used by this school district to purchase the goods, equipment, and services required by the program are as follows:

1. **Small Purchase Procedures** will be used to purchase goods, equipment, and services where the aggregate cost is less than $100,000, and fresh produce regardless of aggregate amount. Such procedures shall be utilized on an annual basis by the school district.

   When small purchase procedures are used, the following conditions, stipulations, and terms must be met:

   A. The goods, equipment, or services to be purchased must be adequately and consistently described for each prospective supplier so that each one can provide price quotes on the same merchandise or service;

   B. Written or verbal "requests for quotations" for the goods, equipment, or services to be purchased may be made;

   C. An adequate number of qualified sources must be contacted to provide such quotes. NOTE: The term "adequate number" is determined by local market conditions;

   D. Responses to "requests for quotations" can be in either written form or verbal with a written confirmation;

   E. Cost plus a percentage of cost method of purchasing is prohibited;

   F. Price quotation responses will be retained by this school district with other program documentation and records for a period of five years after the end of the fiscal year to which they pertain.

2. **Competitive Sealed Bids (Formal Advertising)** will be used to purchase goods, equipment, and services where the aggregate cost is $100,000 or more, and when the selection of a successful supplier can appropriately be made principally on the basis of price. NOTE: Breaking up purchases with the intent of circumventing formal advertising procedures is contrary to federal procurement regulations. Any change in the district’s normal purchasing practices, which results in the aggregate amount of purchases becoming less than $100,000, must be documented for review and audit purposes.

   When competitive sealed bids are used, the following conditions, stipulations, and terms must be met:

   A. The invitation to bid will be publicly advertised;

   B. Bids will be solicited from an adequate number of known suppliers in sufficient time prior to the date set for the opening of the bids;
FOOD PROCUREMENT, REGULATION (Cont.)

C. The invitations for bid will clearly define the goods, equipment, or services needed in order for the bidders to be able to properly respond. This includes product specifications and general purchasing conditions;

D. All bids will be opened publicly at the time and place stated in the invitations for bid;

E. A firm, fixed-price contract award will be made by written notice to the responsible bidder whose bid is lowest, assuming the bid conforms to the requirements in the invitation for bid;

F. Where specified in the bidding documents, factors such as discounts, transportation costs, and life cycle costs (for equipment), if applicable, will be considered in determining which bid is lowest;

G. Payment discounts will only be used to determine the low bid when prior experience of the school district indicates that such discounts are generally taken;

H. Any and all bids may be rejected when there are sound documented reasons that the best interest of the program will not be served by the potential suppliers;

I. Cost plus a percentage of cost method of contracting is prohibited;

J. All bids received must be documented and such documentation shall be maintained by this school district with other program records for five years after the end of the fiscal year to which they pertain.

3. Competitive Negotiation can be used when competitive sealed bids are determined to be inappropriate, infeasible, or impossible. This method of procurement is commonly used for the acquisition of professional services. The document used to solicit bids is commonly referred to as a request for proposal.

When competitive negotiation is used, the following conditions, stipulations, and terms must be met:

A. Proposals will be solicited from an adequate number (at a minimum, two) of qualified sources to permit reasonable competition;

B. The request for proposal will be publicized and reasonable requests by other sources to compete must be honored to the maximum extent possible;

C. The request for proposal will identify all significant evaluation factors, including price or cost where required, and their relative importance;

D. This school district will provide a mechanism: (1) for technical evaluation of the proposals received; (2) to determine which responsible bidders will be contacted for further written and verbal discussions; and (3) for selection of contract award;
E. The contract will be awarded to the responsible bidder whose proposal is most advantageous to the school district when price or other factors are considered;

F. Cost plus a percentage of cost method of contracting is prohibited;

G. All requests for proposals received must be documented and such documentation shall be retained by the school district with other program records for five years after the end of the fiscal year to which they pertain.

4. Noncompetitive Negotiation is procurement through solicitation of a proposal from only one source and can only be used when the procurement is not feasible under small purchase procedures, competitive sealed bids (formal advertising), or competitive negotiation. The decision to use noncompetitive negotiation must be justified in writing and be available for audit and review. As with the methods of procurement, such documentation must be maintained with other program records for five years after the end of the fiscal year to which they pertain, and cost plus a percentage of cost method of contracting is prohibited.

Circumstances under which a procurement may be made by noncompetitive negotiations are limited to the following:

A. The merchandise or service is available only from a single source;

B. A public emergency exists and the urgency for the requirement will not permit the delay involved with competitive sealed bids (formal advertising) or competitive negotiation;

C. After solicitation from a number of sources, competition is found to be lacking.
FAIR LABOR STANDARDS ACT

The Nowata Board of Education will comply fully with the Fair Labor Standards Act, its regulations, and relevant court decisions. This district will inform employees of the Act through proper posting of information as disseminated by the U.S. Department of Labor. The district will cooperate with all state agencies and maintain compliance.

The superintendent is directed to prepare a regulation supporting this policy and implementing the provisions of the Fair Labor Standards Act subject to approval of this board.

- REFERENCE:  Fair Labor Standards Act
  State Department of Education, Outline for FLSA Policies