EXPENDITURE OF DISTRICT FUNDS

The Board of Education recognizes its responsibility for safeguarding the expenditure of district funds and for determining that all funds expended are by proper authority, in proper amounts, and for proper purposes as provided by law and by the direction of the board.

All expenditures shall be approved by the board of education or the superintendent when authorized. No expenditures shall be made except on a board or superintendent approved purchase order or contract. No expenditure may be authorized or made which exceeds the appropriation for any fund of the budget as adopted or amended. Employees of this district will not create or authorize creation of a deficit in any fund. Expenditures or encumbrances will not be authorized, made, or incurred in excess of any fund balance.

Employees of this district who authorize or contract for any obligation in violation of this policy shall assume personal responsibility for the payment of the obligation, shall be subject to dismissal from employment, and shall be subject to applicable civil and criminal proceedings. Any obligation, authorization for expenditure, or expenditure made in violation of the law and this policy shall be illegal and void.

REFERENCE: 70 O.S. §5-157

CROSS-REFERENCE: Policy CAB, School District Fund Accounts
Policy CE, Annual Budget
Policy CFA, School Finance
Policy CHC, Bids and Quotations

EXPENDITURE OF DISTRICT FUNDS (REGULATION)

District funds will be allocated for administrative costs according to provisions in 70 O.S. §18-124, which defines administrative costs as "costs associated with staff for the board of education, the secretary/clerk for the board of education, staff relations, negotiations staff, the superintendent, and immediate staff for the superintendent, any elementary superintendent or any assistant superintendent, any employee of a school district employed as a director, coordinator, supervisor, or who has responsibility for administrative functions of a school district; and any consultant hired by the school district." Legal services for the district are not included in "administrative costs." A superintendent who spends part of the time performing exempted nonadministrative services such as teaching in the classroom, serving as a principal, counselor, or library media specialist, can code up to forty percent (40%) of their salary to other nonadministrative functions.

The superintendent or designee will determine and certify the ADA (average daily attendance), and will limit administrative costs to the percentage of the total amount of district expenditures as allowed by law.

If ADA was:

1500 or more	no more than ~~6~~5% of total expenditures will be used for administrative costs
500 – 1499	no more than ~~8~~ 7% of total expenditures will be used for administrative costs
less than 500	no more than ~~10~~ 8% of total expenditures will be used for administrative costs

LEGAL REFERENCE: 70 O.S. § 18-124

MANAGEMENT AND INVESTMENT OF FUNDS

It is the policy of the Board of Education that all general fund receipts shall be transmitted to the treasurer of the board of education. A receipt shall be issued by the person receiving the funds to the person depositing the funds, and a copy of the receipt shall be forwarded to the treasurer. All disbursements shall be issued by the treasurer in the form of legal warrants, bonds, or interest coupons.

The board of education, at its regularly scheduled meeting, shall set aside funds to an operating account and to an investment account. The board may direct the treasurer to satisfactorily complete an investment education program approved by the State Board of Education and the State Board of Vocational-Technical Education. The treasurer shall invest the full amount of the investment account in:

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, a treasurer of a school district who has completed the appropriate training offered by the State Department of Education 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 deposit of banks when such certificates of deposit are secured by acceptable collateral;

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 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 proposes;

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;

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

8. Warrants, bonds, or judgments of the school district; or

9. Qualified pooled investment programs, the investment of which consist of those items specified in paragraphs 1 through 8 as well as obligations of the United States agencies and instrumentalities, regardless of the size of the district's budget. To be qualified, a pooled investment program for school funds must be governed through an interlocal cooperative agreement formed pursuant to 70 O.S. § 5-117b and the program must competitively select its investment advisors and other professionals. Any pooled investment program must be approved by the board of education.

MANAGEMENT AND INVESTMENT OF FUNDS (Cont.)

Any interest received from investments may be placed in the general fund, the sinking fund, the building fund, or the fund from which the investment was made as approved by the board of education at a lawfully convened board meeting.

The treasurer shall place primary emphasis on safety and liquidity in the investment of funds. Taking into account the need to use sound investment judgment, prior to purchasing direct obligations of the United States Government or other obligations of the United States Government, its agencies or instrumentalities, the school district shall utilize competitive bids, to the extent practicable. All investments shall be designed to maximize yield within the class of investment instrument, consistent with the safety of the funds invested.

To determine that school funds are properly secured, the treasurer shall, on a monthly basis, obtain from each bank where funds are deposited a listing of collateral pledged, setting forth the par value and market value of such collateral. The board shall utilize said documents in reviewing the investment performance of the treasurer.

The board of education shall review the investment performance of the treasurer each month at its regularly scheduled board meeting. Such review shall include, but is not limited to, a determination of whether the treasurer is making informed investment decisions regarding the safety, return, liquidity, costs, and benefits of various investment options in selecting investments for the school district.

REFERENCE: 62 O.S. §471
70 O.S. §5-115

CROSS-REFERENCE: Policy CDAB, Use of School Funds

PUBLIC GIFTS/DONATIONS TO THE SCHOOLS

The Turpin Board of Education assumes responsibility, within its financial capabilities, for providing at public expense all items of equipment, supplies, and services that may be required in the interest of education in the school units under its jurisdiction. Gifts, donations, grants, or bequests will be accepted and the action recorded, provided the conditions of acceptance do not remove any degree of control of the school district from the board and will not cause inequitable treatment of any student(s) or student group(s).

A gift shall be defined as money, real or personal property, and personal services provided without consideration. Gifts from organizations, community groups, and/or individuals that will benefit the district shall be encouraged by district administration. Individuals or groups contemplating presenting a gift to a school or the district shall be encouraged to discuss, in advance, with the building principal or the superintendent what gifts are appropriate and needed.

Community groups or individuals may donate equipment to the district. Such equipment shall be added to the district's inventory, provided it is operative at the time of donation and meets an educational purpose of the district.

The district reserves the right to accept or decline any proposed gifts. In determining whether a gift will be accepted, consideration shall be given to district policies, goals, and objectives (with particular emphasis on the goal of providing equal educational opportunities to all students) and adherence to the basic principles outlined in board-approved regulations (see CDC-R1).

Propositions giving funds, equipment, or materials to the school with a "matching agreement" or restriction are generally not acceptable. Acceptance of donated equipment or materials may depend upon the compliance with the board's policy of standardizing materials and equipment in the district which could restrict gifts purchased by parent-teacher organizations to individual schools. The acceptance of a gift for a particular school, however, indicates the board's approval of the use the benefactor specified.

Any person or organization desiring to give a gift or make a donation, grant, or bequest to the board should contact the superintendent who may accept the gift, thank the donors, and inform the board, except that offers of real property will be accepted only by the board. Also, where the appropriateness of a gift is in doubt, the superintendent will refer the matter to the board for its acceptance or rejection. For example, single gifts of considerable value exhibiting the donor's name or business shall be considered on an individual basis by the board.

Provided, all conditional gifts must be approved by the board.

Any gift or grant accepted by the board or the superintendent as its executive officer shall become the property of the board of education and will comply with all state and federal laws.

REFERENCE: Title IX, Education Amendment of 1972, 20 U.S.C. §1681, et seq.
70 O.S. §5-117

PUBLIC GIFTS/DONATIONS TO THE SCHOOLS (REGULATIONS)

The following basic principles shall apply to all gifts accepted by the school district:

1. Gifts to employ "regular" full-or part-time personnel shall be discouraged.

2. Gifts that involve significant costs for installation or maintenance, or initial or continuing financial commitments from school funds shall be discouraged.

3. Gifts to individual members of the staff by students, parents, or organizations shall be discouraged. (See policy DHC.)

4. Gifts on a matching basis requiring money, property, or services by the district shall be discouraged.

5. Gifts to the school district become the property of the district and are subject to the same controls and regulations that govern the use of all district-owned property.

6. Any purchase to be funded by a cash donation must be processed in accordance with district policy. (See policy CHA.)

7. Gifts that meet the definition of a fixed asset as outlined in the district policy on inventories must be added to the school's fixed assets inventory. (See Policy CLB-R.)

8. Gifts with a value of $1.000 or less will be accepted by the authority of the appropriate principal, director, or program manager. Gifts with a value in excess of $1,000 but less than $10,000 will be accepted by the authority of the superintendent or designee. Contributions with a value in excess of $10,000 will be presented to and acted on by the board of education.

9. At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all schools in the district. It is the responsibility of the appropriate principal, director, or program manager to approve and accept the gift, process the appropriate forms to update inventory, and to send an acknowledgment letter to the donor.

10. For E-rate services, Turpin will follow the gift rules outlined in the FCC's 6th Report and Order.

TEACHERAGES

It is the policy of the Turpin Board of Education to provide school teacherages to administrators and teachers under the following conditions:

1. The teacherages may be rented to administrators and teachers who expresses a desire to rent the property.
2. The rental fee will be determined by the board of education, but will approximate fair market rental.
3. Rental fees will be considered as part of the employee's contract.
4. The board may require that the superintendent reside in a teacherage as an employment condition/salary benefit. Such requirement may affect the taxation of the benefit. Accordingly, a tax professional should be consulted.
5. Employees occupying teacherages are expected to abide by the accompanying housing regulations, which will become part of the employees' contracts.

HOUSING REGULATIONS

The following housing regulations were considered and adopted by the Turpin Board of Education. The regulations are to become a part of the employee's contract.

For the convenience of the Turpin Board of Education in helping to maintain and preserve the teacherages, as well as looking after school property, it shall be the policy of the board to keep the houses occupied by school district employees at all times.

1. Housing has been provided for use by the employees of Turpin Public Schools at considerable expense and the cooperation of the occupants in maintaining the homes in first class condition will be expected at all times. It is agreed and understood that the premises shall be used by the employee and family as a private living dwelling only and a business enterprise will not be operated within the premises.

2. The board of education does not desire to infringe on the privacy of the employees' homes, but does reserve the right to make periodic inspections of all homes and make such repairs as may be found necessary from time to time. Advance notice of entry will be given whenever feasible.

3. Employees are requested to call to the superintendent's attention any needed repairs to roofs, plumbing, wiring, heating, air conditioning, walls, doors, windows, screens, etc. All emergency repairs will be made without delay. All other proposed house maintenance must have the prior approval of the board of education.

4. Employees are not to make any alterations or additions to the house, nor cause the same to be made by any other person. This is strictly forbidden and violation of this regulation shall be considered a breech of the contract and grounds for possible eviction, as well as a disciplinary matter for the employee.

5. Occupants of teacherages are asked to take precaution in locking their doors and windows when leaving the premises overnight. Each occupant is requested to leave an extra key on file in the superintendent's office for use in event emergency entry into the house is required.

6. Employees are asked to respect the property as their own and keep up all minor repairs. Employees are expected to pay for any repairs needed because of negligence, carelessness, or accidents for which they may be judged responsible.

7. During the summer months, if an occupant is to be gone from the premises for an extended period of time, the occupant shall be responsible ensuring the yard is maintained.

8. It shall be the policy of the board of education to allow the occupants to repaint the interior of the home. The district shall furnish the paint and materials and the occupants shall be expected to provide the labor.

9. Carpeting will be replaced in school owned housing based upon original need so that the entire house can be carpeted with the same style of carpeting. Guiding principles will be the need, wear, and care that has been given over time. The superintendent will make decisions as to replacement.

10. It shall be the occupant's responsibility and obligation to maintain the district-owned carpet in good condition. The expense for cleaning and shampooing shall be borne by the occupant.

11. If ceiling fans are installed in the teacherage in place of existing light fixtures, it will be the responsibility of the occupant to either leave the fans or replace the fixtures upon termination of employment with the school district.

12. The school district provides insurance on each house, but the coverage does not include the occupant's furnishings or personal belongings. Occupants are encouraged to contact their private insurance agent to purchase insurance coverage for these items.

13. It is understood that any teacher who lives in housing furnished by the district must vacate the house when the teacher's contract is terminated. In an effort to be fair to the employees, the occupant shall have 30 days after the last teaching day of school to have the contents of the house removed to another location.

14. Due to the various sizes of families and the need for more room, the board reserves the right to assign the houses.

15. Employees may have pets, but any damages to the property by employee pets will be the responsibility of the employee.

_____ _____

Tenant Signature Date

ANNUAL BUDGET

The Board of Education shall prepare a budget that shall represent a complete plan for the school district and shall present information necessary and proper to disclose the financial position and condition of the school district. It shall contain a budget summary in tabular form for each fund:

1. Actual revenues and expenditures for the immediate prior fiscal year:

2. Revenues and expenditures for the current fiscal year as shown by the budget for the current year as adopted or amended.

3. Estimates of revenues and expenditures for the budget year.

The board will schedule a public hearing at least 45 days prior to the beginning of the budget year. Notice of the date, time and place of the hearing, together with the proposed budget summary, shall be published in a newspaper of general circulation in the school district not less than five (5) days before the date of the hearing Any person present at the public hearing may present comments, recommendations, or information on the proposed budget to the board.

On or before July 31, each year, the Board of Education shall prepare a statement of actual income and expenditures of the district for the fiscal year that ended on June30 after the financial activity has been recorded, the annual Foundation and Salary Incentive Aid Allocations have been released, and the property tax valuation has been certified. The amended budget shall contain all of the following information, if applicable:

1. Valuation of the school district by county and classification, excluding homestead exemptions:

2. Bonded debt and judgments outstanding, including interest rates by maturity;

3. Matured debt and judgments:

4. Sinking fund balance, including cash and investments:

5. Sinking fund levy calculations, including surplus/deficit, principal accrual , annual interest, judgment installment and interest, total net levy and delinquency;

6. Levies in millage for general fund, building fund and sinking fund:

7. Millage adjustment factor, if applicable;

8. Previous year sinking fund collections, including total proceeds as certified, additions or deductions, reserve for delinquent tax reserve for protest pending, tax apportioned, net balance in process of collection, and excess collections.

9. Surplus analysis including itemized sources of excess and deductions.

The board will post a copy of the statement in the administrative office of the board in an area accessible to the public and in at least one public library within the district within five days after the statement is prepared.

Prior to September 1, each year, the board shall submit the statement of income and expenditures to the county excise board and shall file the itemized expenditure budget and request for state appropriated funds the ensuing fiscal year, and an estimate of revenues to be received by the district with the State Board of Education.

Not later than 45 days after the estimate of needs is approved by the county excise board, the board of education shall adopt a final budget for the current fiscal year.

The final budget may be revised by the board in open meeting.

ANNUAL STATISTICAL/FINANCIAL REPORTS

The Turpin Board of Education shall make annual statistical and financial reports to the State Board of Education in a timely manner. The statistical report shall be made as of June 30. Each of such reports shall be filed with the State Board of Education as soon as information is available following the effective date of such reports.

No later than July 31, each year, the district shall transmit a copy of the income and expenditures data to the State Department of Education. The Department shall post the data on the Department's Internet web site in a form that is accessible to the public.

REFERENCE: 70 O.S. §5-128
70 O.S. §5-134.1

SCHOOL FINANCE

It is the policy of the Turpin Board of Education that the superintendent of schools shall work with the school auditor and the board in the preparation of both a financial estimate and the annual budget, and to publish these documents, as well as any other necessary publications as required by law. The superintendent or designee shall report to the board monthly on the status of the budget.

The superintendent shall make to the board such fiscal recommendations as deemed necessary and shall furnish to the board all information pertaining thereto.

After recommendations made by the superintendent have been considered by the board, the board shall adopt those recommendations which it deems advisable.

Minor purchases may be made by school employees and charged to the school, provided such purchases are previously approved by the superintendent or made in accordance with procedures established by the superintendent.

The superintendent shall cause to be prepared all claims against the school district for consideration by the board. The superintendent shall furnish explanations of such claims.

When claims are approved by the board for payment, the board encumbrance clerk shall issue warrants in payment with the school district treasurer. The clerk shall insure that a record of such warrants is made in the school district warrant register, and that the warrants are distributed to the proper creditors.

The superintendent shall make such financial reports as may be required by the State Department of Education and such other financial reports as the board may require. The superintendent shall present to the board in July a financial statement reflecting the fiscal condition of the district as of the close of the previous fiscal year and an itemized statement of estimated needs and the probable income including ad valorem tax for the current fiscal year. These financial statements and estimates shall be published in one issue of a newspaper of general circulation in this area and shall be filed with the county excise board on or before September 1 of each year.

REFERENCE: **68 O.S. §3002**
70 O.S. §5-128, §5-128.1
70 O.S. §5-134, §5-134.1
70 O.S. §5-135

CROSS-REFERENCE: **Policy CA, Expenditure of District Funds**
Policy CAB, School District Fund Accounts
Policy CE, Annual Budget
Policy CFC, Auditors

ACTIVITY FUNDS

The 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.

Annually, the board shall approve the various activity funds, beginning balances, depository bank for fund, and authorized signers on the account.

The superintendent shall cause the activity account to be audited annually by a certified public accountant that 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 authorizations 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 daily.

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 sub-account 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 sub-account. 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).

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, and such bond shall be filed with the clerk of the board of education.

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.

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.

ACTIVITY FUNDS (Cont.)

Notice must be given to the public if the proceeds of a student fund-raising activity will be deposited to an activity fund sub-account under the control of a school district's administration. Unless notice is given, no income revenue, deposits, collections, or interest earned from funds generated by student fund-raising activities shall be deposited to or transferred to any sub-account of the activity fund under the control of the administration. Transfers form any account shall be authorized by the board of education after notice has been given to the public. The board shall prohibit the use of funds in one account for another purpose unless a transfer is granted as provided by law.

The board alone has the authority to approve the establishment of accounts by whatever mane 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 on a daily basis.

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 Turpin School Activity Fund.

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.

Activity Fund Account Guidelines

Fund Raising:

All fund raisers to be initiated during the school year must have prior approval. The sponsors, in conjunction with any officers or group members, should decide on fund raisers for the entire school year and submit those recommendations for School Board approval at the September meeting. Each fund raising activity shall also specify a person who is responsible for receipts and disbursements of the particular fund raiser. The activity account clerk will deal with this person in paying bills and crediting receipts.

Accounting Procedures:

1. Collected funds should be turned in to the activity clerk on a daily basis by the person responsible for the account. The money should be counted and that count recorded. The clerk will issue a receipt when the count is verified. These funds should be deposited on a daily basis, sent to the bank for safekeeping, or taken to the bank night depository. No funds should be kept overnight at home except in situations which cannot be avoided and no funds should remain at school overnight.
2. Purchases exceeding $500 should show evidence of group action to approve such a purchase.
3. All bills requiring payment must be signed by the person responsible for the account.
4. Records should be kept that show all receipts and disbursements, the purpose of the transaction, and a fund balance. Enough information should be available to provide an audit trail for all funds and fund accounts.
5. Turpin Schools will not be responsible for lost money or for accounts that cannot be paid.
6. All Activity Fund accounts are reviewed monthly by the Turpin Board of Education.

Sales Guidelines:

Some fund raisers involve the sale of merchandise. In many cases the items to be sold have inflated prices to insure a profit. Groups should be especially careful with this type of fund raiser.
1. Make sure that the entire group is involved in making the decision to use this type of fund raiser.
2. It is usually best to pre-sell and then order.
3. It is usually best to make sure, before purchase, that any unsold items may be returned. This should be specified in writing by the company involved in the fund raiser.
4. If pre-selling is not possible, smaller amounts of products should be purchased for sale. If sales are good, more can be ordered.
5. Accurate records should be kept of items for sale by individuals. The sponsor and seller should each have a copy of items checked out for sale and the respective price of each item. The copy should be signed by the seller. It should be understood that the seller is responsible for either the money or product to balance the account.
6. Sellers should be given short timelines for delivery of the product and for collection of the money.
7. Fund raisers should not interfere with the daily classroom activities at school.
8. Checks should be made out to the Activity Fund or the appropriate fund account and should be endorsed with an Activity Fund stamp.
9. Adults should be responsible for making change or collecting money in concession stands.

Donations:

Any donations that are received should be turned in to the activity clerk on a daily basis and should be credited to the appropriate account. Checks should be made out to the activity fund or the appropriate account and should be endorsed with an Activity Fund stamp. Receipts should be written for donations and returned to the donee.

EXEMPT FOOD FUNDRAISERS

During the school day and while the school district's food program is offering meals, there shall be no sales of competitive foods at school. The board of education may approve up to thirty (30) exempt food fundraisers for each school site, each semester that may sell foods that do not meet the guidelines of the Healthy Hunger-Free Kids Act of 2010. these fundraisers cannot be held during school hours or during the time that the school district's food program is offering meals. Each fundraiser cannot last more than fourteen (14) days.

Those groups wihing to have an exempt food fundraiser approved should submit a written request to the superintendent. The superintendent will make a determination as to whether the request will be recommended for approval at an upcoming board meeting under an appropriately worded agenda item.

ACTIVITY FUNDS SCHOOL SUPPORT GROUPS AND CLUBS

The Turpin Board of Education shall exercise control over all funds on hand or herafter received or collected, as herein provided, from student or other extracurricular activities conducted in the school district. Such funds shall be deposited to the credit of the account maintained for the benefit of the particular activity within the student activity fund. Disbursements from each of the activity accounts shall be by check countersigned by the student fund custodian and shall not be used for any purpose other than that for which the account was originally created. Provided, the board of education may direct by written resolution 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 another account by the custodian.

The board of education may designate that any of the following revenue be deposited for the use of specific student activity accounts, or to a general activity fund within the student activity fund:

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

All other income, revenue, deposits, or collections of any nature, including, but not limited to, laboratory fees; fees for the use of equipment owned or rented by the school district; deposits or assessments for breakage or supplies used in instructional courses; sale, exchange, lease, or rent of property; supplies or products originally acquired from funds belonging to the school district or through the management, use, or production of property belonging to the school district, shall be deposited in accordance with the provisions of Title 62 of the Oklahoma Statutes, Section 335.

FFA funds are subject to control of the board of education as part of the district's activity fund.

Funds collected by parent organizations or booster clubs and similar organizations will not be subject to control of the board of education as part of the district's activity funds if such organizations are sanctioned by the board and meet approved guidelines. Sanctioned organizations will provide to the board of education financial records or detailed treasurer's report as requested. (See policy CRBB.)

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 secondary 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 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**
Title IX, Education Amendment of 1972, 20 U.S.C. §1681, et seq.

CROSS-REFERENCE: **Policy CFB, Activity Funds**
Policy CFBA, Activity Funds, School Support Groups and Clubs
Policy DHB, Fund Raising by Parent-Teacher Organizations

AUDITOR

It is the policy of the Turpin 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 Turpin 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 superintendent's designee shall make purchases without written authorization.

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 origination from teachers, through the principal, to the superintendents. Purchases shall be made from local firms when economically wise to do so.

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

PURCHASING AND DISTRIBUTION (REGULATION)

All purchases shall be made in strict conformity with local procedural requirements as set forth in the laws of Oklahoma. Purchases must have prior approval of the board of education.

School supplies and equipment shall be purchased only after careful consideration of the needs as pointed out by the appropriate administrative officials and teachers of the school system and authorized by the superintendent.

All materials and services received by the school district shall be reviewed by the proper school district representative to see that terms and specifications have been met.

The board shall keep written records covering all purchases. These records shall include written purchase orders, copies of the bills, and claims showing time of payment. All guarantees shall remain on file in the superintendent's office.

AFFIDAVIT

Any contract entered into in the amount of $25,000.00 or more requires the following sworn statement:

STATE OF OKLAHOMA)
)§
COUNTY OF _____)

The undersigned (architect, contractor, supplier, or engineer), being of lawful age, being first duly sworn, on oath states that this contract is true and correct. Affiant further states that the (work, services, or materials) will be (completed or supplied) in accordance with the plans, specifications, orders or requests furnished the affiant. Affiant further states that s(he) has made no payment directly or indirectly to any elected official, officer, or employee of the school district, of money or any other thing of value to obtain or procure the contract or purchase order.

_____
Contractor, supplier, engineer, or architect

Subscribed and sworn to before me this _____ day of _____, 2_____.

_____
Notary Public (or Clerk or Judge)

My commission expires:

_____

(Seal)

In lieu of the foregoing a statement containing the same information is to be signed by the vendor.

TERMINATION OF LEASE-PURCHASE AGREEMENTS

State law allows the school district to terminate leases or lease-purchase agreements at any point by proper resolution entered into the board minutes that certify the continuation of the rental or lease is unnecessary and contrary to the public interest.

In order to terminate a lease or lease-purchase agreement, written notice shall be sent by certified mail to the vendor 30 days prior to the termination of the contract. The notice shall include the payment of all sums then owed up to the date of the contract termination and shall certify that the canceled equipment is not being replaced by equipment performing similar functions.

The equipment covered by the contract termination shall be returned to the vendor at the expense of the school district, in good condition, to a location designed by the vendor. The returned equipment shall be free of all liens and encumbrances.

Meeting these requirements shall release the district from any further contractual obligation to the vendor.

REFERENCE: 62 O.S. §430.1

RESOLUTION

WHEREAS, the _____ Board of Education entered into a multi-year lease with _____;

WHEREAS, Oklahoma law states when any real or personal property has been leased or rented during any fiscal year under any contract which permits continuance of such rental for the remainder of the fiscal year, the renting or leasing thereof shall be continued for the remainder of the fiscal year unless the governing body, shall certify that the continuation of such rental is unnecessary and contrary to the public interest 62 O.S. § 430.1;

WHEREAS the _____ Board of Education believes that the continuation of the rental of _____ from _____ is unnecessary and contrary to the public interest.

THEREFORE BE IT RESOLVED the _____ Board of Education hereby terminates the multi-year lease entered into with _____ as per the above-referenced Oklahoma law.

Adopted this ____ day of _____, 2002.

_____
Board President

ATTEST:

_____
Board Clerk

LEASE-PURCHASE AGREEMENTS
RENTAL OF REAL OR PERSONAL PROPERTY OR EQUIPMENT

State law authorizes the Turplin Board of Education to rent, on a monthly basis, real or personal property as authorized by the board and to pay the rental thereon for usage during any fiscal period, or portion thereof, out of appropriations made and approved for such purposes for, or during, the fiscal year. Any such rental contract extending beyond June 30 of the fiscal year shall contain provisions for mutual ratification of renewal under the conditions provided below.

Personal property includes, but is not limited to:

1. Portable, or otherwise moveable, buildings and structures;

2. Prefabricated metal buildings and structures, along with necessary utility services for such buildings or structures;

3. Roofs placed over existing roof structures; provided retrofit metal roofs shall not be included within the definition of "personal property;" and

4. Other structures or property that can be disassembled after installation and removed without permanent physical damage to existing property.

For the duration of the lease-purchase agreement, such personal property shall retain its status as personal property and shall not be deemed to become attached to the real estate.

Any agreement to rent personal property shall be in accordance with all Oklahoma laws.

Where total payments of principle and interest are anticipated to exceed $25,000.00, the lease purshase of items pursuant to paragraphs numbered 2 and 3 above must be competitively bid.

REFERENCE: 62 O.S. §430.1

CROSS-REFERENCE: Policy CHAE, Termination of Lease-Purchase Agreements

BIDS AND QUOTATIONS

No expenditure involving an amount greater than $500.00 shall be made except in accordance with the provisions of a written contract or purchase order, and no contract involving an expenditure of more than $50,000 for the purpose of erecting a building or making any improvements on school buildings shall be made except upon sealed proposals and to the lowest or best responsible bidder. This does not prohibit the district from erecting a building or making improvements on a force account basis.

Public construction contracts less than $50,000 shall be let and awarded to the lowest responsible bidder by receipt of written bids. Public construction contracts are any contract for the purpose of making any public improvements or constructing any public building or making repairs to or performing maintenance on any school-owned building. Contracts between $25,000 and $50,000 shall be let and awarded to the lowest responsible bidder by receipt of written bids or awarded on the basis of competitive quotes to the lowest responsible qualified contractor. If a public construction contract is less than $25,000, a contract may be negotiated with a qualified contractor. No work shall be commenced until a written contract is executed and proof of insurance has been provided by the contractor to the school district's business office.

The term "force account" means the purchase of necessary materials, and the employment of necessary workmen, by the school district itself, rather than entering into a contract with a building or other contractor to construct the building or other improvement. No contract involving sums in excess of $50,000 shall be split into partial contracts involving sums below $50,000 for the purpose of avoiding the requirements of the Public Competitive Bidding Act.

For the purposes of this policy, the term "improvements on school buildings" shall not include any of the following:

1. Portable, or otherwise moveable, buildings and structures;

2. Prefabricated metal buildings and structures, along with necessary utility services for such buildings or structures;

3. Roofs placed over existing roof structures; and

4. Other structures that can be disassembled after installation and removed without permanent damage to existing property.

For the purposes of the Public Competitive Bidding Act, where total payments of principal and interest are anticipated to exceed $50,000 the lease purchase of items pursuant to paragraphs numbered 2 and 3 above must be competitively bid.

REFERENCE: 61 O.S. §102, §103, §107, §131
62 O.S. §430.1
70 O.S. §5-123

BIDS AND QUOTATIONS (REGULATIONS)

The superintendent or designee shall secure bids on all items purchased, either by oral price quotations, formal quotations, or advertised bids. In the interest of economy of time, informal quotations by telephone may be secured on purchases of less than $500.00. In determining whether formal quotations shall be obtained, the superintendent or designee shall weigh the necessity for speed of securing supplies or equipment and the possible savings that may be realized. If savings from quotations are insignificant, prices given by reliable vendors may be used.

All contracts for, and purchases of supplies, materials, equipment, and contractual services in the amount of $500.00 or more shall be based on at least three competitive bids. All purchases made in the open market shall be consummated after careful pricing.

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding. The Oklahoma Department of Corrections will be placed on the mailing list and will be sent invitations to bid for all goods and services the department may provide and for which this district has a specific need.

All bids must be submitted in sealed envelopes, addressed to the administrative office of the school district and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time and place specified and all bidders and other persons shall be invited to be present.

The board reserves the right to reject any or all bids and to accept the bid which appears to be in the best interest of the school district. The board reserves the right to reject any or all bids or any part of any bid, or to waive any informality, and to accept the bid which appears to be in the best interest of the school district. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

The bidder to whom the award is made may be required to enter into a written contract with the school district.

The superintendent or designee shall maintain a bid list. Any vendor shall be placed on the bid list upon written request. As an objective, the superintendent or designee will normally seek out sufficient bidders to have an uncontested low bid by virtue of having several bona fide bids.

All bidders shall be given an equal opportunity to qualify for school business.

Where two or more bidders are the same on quality and price, preference shall be given to the bidder whose business establishment is within the boundaries of the school district. Where the tie bidders are from outside the district, preference may be given to the firm that has given the best sustained service to the district.

E-Rate Procurement Policy:
In selecting providers for all eligible goods and/or services for which Universal Service Fund("E-Rate") support will be requested, the Administration shall:

1. Make a request for competitive bids for all eligible goods and/or services for which Universal service Fund support will be requested and comply with applicable state and local procurement processes included in its documented policies and procedures.
2. Wait at least four weeks after the posting date of the FCC Form 470 on the USAC Schools and Libraries website before making commitments with the selected service providers.
3. Consider all bids submitted and select the most cost-effective service offering, with price being the primary factor considered.
4. Keep control of the competitive bidding process by not surrendering control to a service provider who is participation in the bidding process and not including service provider contract information on the FCC Forms 470.

SUSPENSION AND DEBARENT COMPLIANCE

It is the policy of the Turpin Board of Education that all contracts and purchase orders reimbursed using federal funds need to include suspension and debarment language. The purpose of this certification is to protect the government from entering into business relations with unethical or otherwise irresponsible companies and individuals.

The following language shall be included within the terms of any contract for goods and services that will be paid for using federal funding:

Certification Regarding Debarment, Suspension and Ineligibility
To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS" published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified.

THE SCHOOL DISTRICT IS REQUIRED BY FEDERAL LAW TO HAVE A POLICY FOR DEBARMENT AND SUSPENSION FROM PROGRAMS AND ACTIVITES INVOLVING FEDERAL FINANCIAL BENEFITS. IF THE DISTRICT ELECTS NOT TO UTILIZE THIS POLICY, A POLICY ON THIS TOPIC WILL BE REQUIRED TO ENSURE THAT EITHER THE VENDOR OR THE SCHOOL DISTRICT IS VERIFYING THAT THE VENDORS ARE NOT LISTED ON THE EXCLUDED PARTIES LISTING SYSTEM ON THE FEDERAL WEBSITE OF THE SAME NAME.

DISPOSAL OF SURPLUS SCHOOL PROPERTY

Certain school-owned equipment, furniture, and other personal property may be declared surplus by the Turpin Board of Education and disposed of by public sale or discarded if determined to be of no value.

Computers declared as surplus property may contain such information as social security numbers, staff/student identification numbers, credit card numbers, bank account numbers, passwords, medical records, photographs, addresses, telephone numbers, student records, and other information that should not be released to the public. The district has an obligation to ensure that all school information has been deleted from surplus computers' files **and** hardware. Specialized software will be used to ensure the complete deletion of information from surplus computers prior to their sale or disposal.

Surplus personal property that has a saleable value shall be sold by the administration in a timely manner. As the Oklahoma Constitution clearly prohibits gifts with public funds, the school district must receive reasonable compensation in exchange for any surplus personal property. School board members and relatives of school board members within the second degree are prohibited from purchasing property from the school.

REFERENCE: **70 O.S. §5-117(A)(11)**
Oklahoma Constitution, Article 10, Section 15

SAFETY PROGRAM

It is the policy of the Turpin Board of Education to develop rules and procedures which will promote safety in the workplace and which will establish and maintain conditions of work, which are reasonably safe and healthful for district employees. Therefore, the superintendent is directed to develop such rules and procedures in accordance with Oklahoma law and the rules of the Oklahoma department of Labor. The superintendent will designate himself/herself or other person as a district safety coordinator. The rules and procedures developed by the superintendent and approved by this board shall be incorporated into this policy and become a part hereof.

The superintendent will establish procedures in an effort to offer reasonable protection for the safety of students, employees, visitors, and others present on school property or a school-sponsored events.

The practice of safety shall be taught in educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, disaster preparedness, etc., appropriately geared to students in different grade levels. Areas of emphasis shall include, but not be limited to, in-service training, accident record keeping, plant inspection, driver and vehicle safety programs, fire prevention, and emergency procedures in traffic safety problems relevant to students, employees, and the community.

Not later than October 1 of each school year, each school district site shall select a Safe School Committee composed of at least six members including an equal number of teachers, parents of the children affected, and students. The committee will study and make recommendations to the principal concerning unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues, which prohibit the maintenance of a safe school. The committee shall meet at least once yearly.

NOTE: **Burning candles on school property may lead to a potentially dangerous situation. As a result, the State Fire Marshal and the State Department of Education are encouraging school districts to prohibit the burning of candles on school property.**

EMERGENCY PLANS:
DISASTER DRILLS

The Board of Education has appointed a committee composed of the superintendent, each building principal, the director of maintenance, and other designated personnel for the purpose of developing and maintaining the district emergency plans. A Crisis Plan will be developed by local officials and the Safe School Committee which will ensurre an established set of directives to guide the actions of those involved and responsible for the safety of students and property. Special drill activities related to fire safety and other emergencies will be planned and implemented by each principal, in association with the superintendent, director of maintenance, the fire marshal, or other civil authorities, to ensure orderly movement and placement of students to the safest available space(s) should an emergency occur including but not limited to the following:

1. Severe weather
2. Fire
3. Flood
4. Terrorism
5. Missing Student(s)
6. Suicide
7. Threatening persons
8. Weapons/explosives found on school site
9. Any other situation the Safe Schools Committee deems appropriate

The superintendent will maintain communication with other community agencies in order to share information on preparedness and planned procedures. It shall also be the responsibility of the superintendent to ensure that the schools work in cooperation with these other agencies during such emergencies.

Emergency preparedness should be discussed with teachers and students at least once per semester or as deemed necessary by the building administration. 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.

REFERENCE: **70 O.S. §24-100**

CROSS-REFERENCE: **Policy CK, Safety Program**
Policy CKC-R, Fire Drills, Rules and Procedures
Policy CKCB-R, Bomb Threat Procedures

EMERGENCY PLANS
(REGULATION)

The board recognizes it is a custodian of the next generation. Consequently, this imposes the responsibility to provide facilities, equipment, and training to minimize the effects of a disaster. It is the responsibility of the district to develop a school emergency plan that will provide as much protection as possible for children while at school and on their way to and from school, and to provide adequate instruction so that the school emergency plan may be carried out with the greatest possible speed and safety. Therefore, the following responsibilities are assigned:

Superintendent

1. Make annual recommendations for needed policy statements to the board.
2. Designate a staff member at each school site to act as school emergency coordinator.
3. Coordinate a school disaster plan with the local civil defense plan.
4. Act as liaison, or appoint a liaison, to coordinate with local civil defense and other officials.
5. Ensure a copy of the school disaster plan is filed at each site within the district.
6. Provide a copy of the district's plan to appropriate local emergency management officials.

Each Principal

1. Be informed concerning his or her responsibilities for organizing and implementing the emergency preparedness program in the school.
2. Select and assign faculty members to various positions of responsibility in accordance with the school plan.
3. Request needed emergency preparedness supplies and equipment and ensure the maintenance and replenishment of emergency supply kits.
4. Inform parents concerning the emergency plan program of the school through student/parent handbooks or other distributed information.

Each Teacher

1. Help students to develop confidence in their ability to take care of themselves and to be of help to others.
2. Be prepared to provide leadership and activities for students during a period of enforced confinement.
3. Be familiar with the psychological basis for working with students under the stress of emergency situations.
4. Be familiar with minimum first aid procedures.
5. Maintain good housekeeping practices to reduce hazards.
6. Help students to understand and interpret the emergency preparedness plan to parents.

EMERGENCY PLANS, REGULATION (Cont.)

Custodians and Maintenance Personnel

1. Inspect facilities for structural safety and report defects.
2. Chart shutoff valves and switches for gas, oil, water, and electricity, and post charts so that other personnel may use them in an emergency.
3. Be prepared to assist in establishing school building security.
4. Be prepared to assist with emergency evacuations.
5. Be prepared to inspect the building following a disaster and report damage to the appropriate administrator(s).
6. Be ready to make emergency repairs to building services.

Cafeteria Manager and Assistants

1. Maintain an adequate supply of food and water for emergency use.
2. Be prepared for feeding services under emergency conditions.

Transportation Personnel

1. Ensure all vehicles are properly maintained and have at least a half tank of gas in the event of an emergency evacuation.
2. Be familiar with alternate routes of transportation from the school to alternate places of safety (police department, community shelter, local hospital, etc.)

CROSS-REFERENCE: Policy CK, Safety Program

SCHOOL SECURITY DRILLS

The following are the planned procedures for responding to a school campus intrusion/crisis. If a teacher, student, or administrator is made aware of an intruder, violence, weapons, acts of terrorism, or other crisis within the school campus, the following actions should be taken:

1. Notify the office immediately by intercom or in person, whichever is fastest (no student messengers).

2. Do not confront any intruder. Instead, notify the principal/office, unless a student is in imminent danger.

3. The principal/office will announce over the intercom, "This is a security drill, please take action at this time." The office will also notify the police, ambulance, superintendent, etc., and will immediately shut off all school bells.

4. Teachers' immediate responsibilities shall be:

   Lock all classroom doors (all inside)
   Close all windows, window blinds/curtains
   Turn all classroom lights off
   Gather all students in an obscure corner of the room
   Keep students orderly and quiet
   Refrain from using the intercom unless the intruder is visible and office contact is necessary
   Do not leave the classroom/students at any time

5. The principal shall close all hallway doors in the building.

6. The principal shall announce over the intercom that the drill is "over" and any explanation will be given at that time.

7. Turpin Public Schools shall provide professional counseling to students, parents, and faculty after such a crisis is resolved.

A minimum of one lockdown drill will be conducted at each school site within the district on an annual basis. The board of education and administration shall make a determination each year as to the extent of student involvement in the lockdown drill. Staff shall be required to participate in the drill.

DRUGS, ALCOHOL AND CONTRABAND SEARCHES

The Turpin Board of Education believes that in order to respond to the drug and alcohol abuse problems in our schools and to maintain a reasonably safe school environment, the district will occasionally use trained dogs to search for drugs, alcohol, or contraband on school property.

Such searches will be arranged by the superintendent at his/her discretion and will target only school property including lockers and vehicle parking areas. Students, staff members, and other persons on school property will not be the subject of animal searches and will be searched in accordance with school policy only if reasonable suspicion arises during a search of school property.

The superintendent is directed to prepare a regulation implementing and supporting this policy.

DRUGS, ALCOHOL AND CONTRABAND SEARCHES (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the searching of school property by search dogs.

Searches of school property and grounds will be conducted during periodic unannounced visits either during school hours or non-school hours at the discretion of the superintendent.

All lockers, vehicles, and school desks are subject to search. If a search dog indicates the possible presence of any material that the dog is trained to detect, that area or place or object will be further searched by designated school personnel.

No student, employee, or other person will be the target of a search by a search dog unless reasonable suspicion exists with regard to that particular person. However, if the search dog indicates the possible presence of material that the dog is trained to detect is contained in a locker, desk, or vehicle, a further search will be conducted by designated school personnel. This search will be of the cold weather outerwear, purse, containers, or other items of concealment in the possession of the student assigned to that locker or desk or driving that vehicle.

Searches which disclose the presence of any material which the dog is trained to detect, or any material or items which is forbidden by school policy may lead to further investigation by school officials or law enforcement officers, and/or disciplinary action by the school. Such disciplinary action may include suspension. No disciplinary action will be taken without appropriate due process. Parental or legal guardian notification will be made in all cases where prohibited substances, materials, or items are discovered in the possession of a minor student.

Strip searches or removal of any clothing other than cold weather outerwear are prohibited.

REFERENCE: 70 O.S. §24-102

CRISIS RESPONSE PLAN

Because of the many events which may impact our schools in a negative way, it is imperative that there is a crisis response plan which can be implemented at the building level if an emergency situation occurs.

Events which impact the schools also affect the community, and it is imperative that the needs of everyone involved are resonded to with compassion and respect for their privacy. An organized plan for response to crisis situations will help to ensure that concern for people will be an important part of the return to the normal education process. Knowing that there is such a procedure in place will also reassure parents and decrease the confusion that results from emergency situations.

Although it is impossible to foresee every emergency that may occur and be able to prepare specifically for that situation, the effects will be minimized if there is an emergency response system in place which is organized and efficient. An organized plan will also enable the building and district to resume the normal education process as quickly as possible.

The school feels an obligation to provide a safe and secure environment for students, teachers and other staff al all times. Having an organized response system in place will help to fulfill this responsibility in the event of an emergency.

CRISIS RESPONSE PLAN - REGULATION

1. FACULTY GUIDELINES

If emergency response guidelines are activated by the person in charge, teachers should:

A. Close and lock classroom doors.
B. Stay in room and keep students in room to stop hall traffic.
C. Take a roll count and make sure a class list is available and taken with you if ordered to leave the room. If students are released to someone other than a parent, require I.D. and find out where the student will be taken.
D. If ordered to evacuate, follow the fire drill plan, unless other instructions are given.
E. If unable to receive instructions and the building seems to be in danger, get students into the safest possible environment.
F. DO NOT COMMENT TO STUDENTS until you are notified of the facts. After receiving verification from the person in charge, you should acknowledge what has happened and explain the situation in age appropriate terms.
G. DO NOT EVER use the term "suicide" in relaying information to students.
H. Try to model appropriate expression of feelings and allow students to express their feelings. Conditions will return to normal more quickly if emotions are allowed to be released.
I. Be alert for students who seem to be experiencing more that normal stress and may need to be given special counseling. Notify counselors as soon as possible.
J. Allow students to talk out their feelings as soon as they are in a secure place and/or the facts have been relayed to them.
K. When class resumes, you may need to adjust assignments, postpone tests and provide an opportunity for students to discuss what has happened.

2. SUPERINTENDENT AND/OR DESIGNEE

A. Announce that crisis plan is being activated.
B. Call 911 to request emergency service.
C. Take action to ensure safety of staff and students.
D. Assemble crisis team and determine action plan.
E. Verify facts with those directly involved.
F. Collect information regarding who is involved in crisis and notify parents of students who are injured or in danger.
G. Notify crisis team leader of what resources are needed.
H. Direct other resource personnel to those most affected by crisis.
I. Make a determination of which students should be allowed to leave school and under what conditions. If they are released to someone other that a parents, require I.D. and find out where the student will be taken.
J. The superintendent remains in charge until a crisis plan is activated and he delegates it to somebody else.

CRISIS RESPONSE PLAN, cont.

3. CRISIS RESPONSE TEAM

The Crisis response team at Turpin Public Schools consist of the following individuals:

Principal
Counselor
H.S. Teacher
Elementary Teacher
Cafeteria

4. ON CAMPUS ACCIDENT/DEATH DURING SCHOOL TIME

A. Summon emergency help by calling 911. Notify response team with code.
B. Take action to prevent further accidents or deaths.
C. Isolate the area where accident or death occurred.
D. Move all those who witnessed the accident or death to the superintendent's office.
E. Arrange for notification of next of kin.
F. Notify staff needed to assist witnesses.
G. Make arrangements for witnesses to receive needed support or to be released.
H. Appoint a staff member to meet and stay with family members to see to their comfort while they are at the school.
I. Determine if there is a need to change the schedule or location of a class.
J. Determine if there is a need for class coverage for reassigned staff.
K. Determine the time and method for communicating about the accident or death to the remaining staff, students and public.
L. Arrange for traffic control around the school.
M. Determine plans for the remainder of the day/week.
N. Communicate appropriate memorials to the funeral home
O. The Superintendent will set guidelines for dismissal of students when necessary.

5. GUNMAN, KIDNAPPER, THIEF, VIOLENT PERSON

A. Summon emergency help by calling 911.
B. Take action to reduce danger to students and staff.
    1. Isolate the intruder
    2. Stay in classrooms with doors closed and locked until further instructions are given.
    3. Maintain student roster.
    4. Evacuate the building, if necessary.
    5. Move students to another location within the building when indicated.

CRISIS RESPONSE PLAN, cont.

C. If the intruder if outside the building, move the students to inside and lock outside doors.
D. After the intruder is apprehended:
   1. Decide if students should be taken to an alternate location.
   2. Decide if students should return to class or be dismissed early.
   3. Determine need for follow-up support to those involved and their families.
   4. The superintendent will decide when to dismiss students, if necessary.

7. **CAR WRECK, DROWNING, SUICIDE, BUS WRECK, HEALTH PROBLEMS**

A. Notify the Superintendent, ASAP; if not available notify H.S. Principal then Elementary Principal
B. Gather all the facts and relay information to appropriate staff.
C. Notify and secure support staff through telephone tree.
D. Communicate with family members of the victim.
E. Call a full staff meeting.
   1. Issue statement of facts know regarding the death.
   2. Inform staff of plans.
   3. Recommend how staff should respond to student questions.
   4. Inform staff of support that is available for those who need it.
F. Arrange for family to gather victim's personal belongings.

ACTION PLAN FOR CRISIS TEAM

CRISIS EVENT:

WHO IS AFFECTED?

WHAT NEEDS TO BE DONE FOR THEM?

WHAT RESOURCES ARE NEEDED? WHO WILL SECURE THESE RESOURCES?

- **PEOPLE**
- **SPACE/LOCATION**
- **EQUIPMENT**
- **MATERIALS**
- **TIME**

WHO NEEDS TO KNOW? WHEN?

- **STAFF**
- **PARENTS**
- **STUDENTS**
- **OTHERS**

WHEN WILL CRISIS TEAM MEET AGAIN?

INFORMATION LETTER TO PARENTS

TO: All Parents and/or Guardians of Turpin Public School Students

FROM: Glyndol Holland, Superintendent

The staff of Turpin Public Schools has developed a Crisis Response Plan that is designed to minimize the danger to anyone occupying our schools should an emergency occur. Our main objective is to attend to the health and welfare of your children in the event of a crisis and to see that they get home safely.

It is impossible to foresee all the potential emergencies, but we feel we have identified the most effective ways to use our resources in order to respond immediately to those emergencies that cannot be avoided. Any emergency will disrupt the "normal" way of doing things. It will cause inconvenience to all of us. The responsibilities are shared by as school administrators/teachers and you as parents.

In most emergencies your child will remain and be cared for at the school. In the rare event of an emergency affecting the school that prohibits reentry to the building, students and staff will be moved immediately to an alternate site.

We ask you to follow this procedure if you hear rumors of any school emergency:

1. Turn on your radio or television. We will keep the media accurately informed of any emergency.
2. Please do not telephone the school. We have limited phone lines. These must be used to respond to the emergency.
3. Please do not come to the school unless requested to pick up your child at school. Any emergency involving the school may mean emergency vehicles and disaster workers must be able to get to the building.
4. If the emergency necessitates relocation of staff and students, radio stations will be provided information about where and when to pick up your child.
5. If you are allowed to pick up your child, we will ask you to sign your name, the time and your destination.

Our goal is to be efficient and caring whenever any crisis at school may occur. If you have any questions about our Crisis Response Plan, please call the school at (580) 778-3333.

WARNING SYSTEMS
INCLEMENT WEATHER

It is policy of the Turpin Board of Education to dismiss school if weather conditions deteriorate to the extent that the safety of students may be jeopardized.

During the tornado season, the school administration will be concerned with tornado watches and tornado alerts. A tornado watch is issued by the weather bureau when conditions are favorable for the development of tornadoes. School will not be dismissed because of a tornado watch. However, if a parent is concerned about the safety of a child, the child will be released to the parent's custody at the school. A tornado warning is issued by the weather bureau when a tornado has been sighted. School will be dismissed if the administration feels that it is safe to do so. Otherwise, children shall remain at school and appropriate safety measures shall be taken.

Should the superintendent or, in the superintendent's absence, the principal determine that weather conditions warrant, school may be postponed or dismissed. If severe weather conditions exist prior to the start of the school day, the administration will notify the Liberal radio stations as soon after 7:00 a.m. as possible. Absent such announcements, students should assume that school will be in session.

Should it become necessary to dismiss school during a school day, the Liberal radio stations and all bus drivers will be notified by the administration. Students will be dismissed in an orderly fashion once buses have arrived.

SAFETY DRILLS

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

1. Lockdown drills. A minimum of two (2) lockdown drills shall be conducted at each site within the school district each school year. No lockdown drill can be conducted at the same time of day as a previous lockdown drill in the same school year, and no more than two drills shall be conducted in the same semester. Lockdown drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat on or near the school.

2. Fire drills. Each site school shall conduct a minimum of two (2) fire drills per school year. Each fire drill shall be conducted within the first fifteen (15) days of each semester. The fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.

3. Intruder drills. Each school site shall conduct a minimum of two (2) intruder drills per school year. Intruder drills are conducted for the purpose of mitigating injuries or deaths by executing a plan as an alternative to the lockdown method. Each intruder drill shall be conducted within the first fifteen (15) days of each semester.

4. Tornado drills. Each school site shall conduct a minimum of two (2) tornado drills per school year. Tornado drills are required to be conducted in the months of September and March.

5. Safety drills. Each school site shall conduct a minimum of two (2) safety drills per year that can consist of any of the aforementioned drills.

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

REFERENCE: ~~**63 O.S. §176**~~
70 O.S. § 5-148
70 O.S. § 5-149

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

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.

   All personnel will use reasonable judgment in determining whether these responsibilities may be safely carried out.

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

FIRE DRILLS, RULES AND PROCEDURES (Cont.)

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

DRILLS RULES AND PROCEDURES

In accordance with the policy of the board of education, tornado drills will be scheduled by the principal at least two times per school year 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. Tornado drills must be conducted in September and March of each school year. 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.

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.

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.

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

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.

BOMB THREATS

In the event of a call or notice to the effect that a bomb has been placed in a school or any other building or establishment, the following procedures are recommended:

1. Immediate evacuation of the school or buildings.
2. If the call was not received originally by the fire and police departments, immediate notification is required.
3. A search of the building or premises should be conducted by the police and/or fire department.
4. If a thorough search has been conducted and nothing found, the principal of the building should be notified by the police and/or fire department that reentry will be permitted.
5. A request for investigation of the incident should be made to the local police department.

Any decision concerning the dismissal or school students and subsequent action after the above procedures have been followed is the prerogative of the superintendent.

BOMB THREAT PROCEDURES

In accordance with the policy of the Turpin Board of Education, these procedures shall be followed in the event of a bomb threat communicated to any employee or student of the public schools.

In the event that you receive a telephoned bomb threat, try to remain calm - do not manifest fear. If not placed in immediate danger, attempt to safely follow the following procedure. The attached form (see CKCB-E) should be located near each telephone and be accessible to each user. Have the form before you as you talk. Try to keep the caller as occupied as possible. Keep the caller talking as long as you can. In addition to the information on the form, ask for the caller's name; where the caller is calling from; why the caller wants to blow up the building; where the bomb is located; how and when the bomb is set to explode.

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

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

BOMB THREAT PROCEDURES
(EXHIBIT)

Stay calm.

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

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

1. CALLER'S EXACT WORDS _____

_____

_____

_____

_____

_____

(Use reverse of this paper if necessary)

2. WHAT BUILDING IS THE BOMB IN _____

   EXACT LOCATION _____

3. WHAT TIME IS THE BOMB SET TO EXPLODE _____

4. BACKGROUND SOUNDS _____

_____

5. CALLER'S DESCRIPTION

   Time and date _____

   a. age _____
   b. sex _____ Person receiving call _____
   c. race _____
   d. accent _____
   e. speech impediments _____
   f. attitude _____
   g. when bomb is to explode _____

BOMB THREAT PROCEDURES, EXHIBIT (Cont.)

6. PLEASE CIRCLE APPROPRIATE RESPONSE:

TONE	SPEECH	LANGUAGE	ACCENT	MANNER
Loud	Fast	Excellent	Local	Calm
Soft	Slow	Good	Not local	Angry
High Pitch	Distinct	Fair	Foreign	Coherent
Low Pitch	Distorted	Poor	Caucasian	Incoherent
Raspy	Stutter	Cursing	Black	Righteous
Pleasant	Nasal		Latin American	Emotional
				Rational
				Irrational
				Deliberate
				Laughing

ADDITIONAL COMMENTS:

DISASTER PLANS

Written plans and procedures shall be in place for protecting students, faculty, administrators, and visitors from natural and man-made disasters and emergencies. Such plans will be kept on file in each school building in the district and at each local emergency management organization within the district. Annual reports will be presented to the board of education detailing the status of emergency preparedness and identifying safety needs for each school.

With respect to the size of the Turpin school system, there will be one crisis team. The team will be composed of the superintendent, two teachers, school board members, two parents, and the P.T.A. officers. The superintendent will be the team leader and media liaison.

Local agencies, as well as media agencies, will be contacted in regard to disaster assistance when needed.

In case of a disaster, the school will be used as the central office for coordination of activities stemming from the incident. If the school is not available because of the incident, the alternative site will be the Turpin Fire Department.

Decisions to be made by the team and team leaders should a disaster occur include the following:

1. How the staff, student body, and community will learn of the disaster.
2. How to most accurately and efficiently provide information.
3. Schedule changes.
4. Opening or closing of school and resuming normal routines.
5. Plans for shielding the children from the media, if needed.

REFERENCE: 63 O.S. § 681

CROSS-REFERENCE: Policy CK, Safety Program
Policy CKCA, Emergency School Closings

TOBACCO USE PROHIBITED

The use of a tobacco product shall be prohibited 24/7 in or on an educational facility that offers an early childhood education program or in which children in grades kindergarten through twelve are educated. The use of a tobacco product shall also be prohibited 24/7 in school vehicles, and at any school-sponsored or school-sanctioned event or activity.

1. "Educational facility is defined as any property, building, permanent structure, facility, auditorium, stadium, arena or recreational facility owned, leased, or under the control of the school district.

2. "School Vehicle" is defined as any transportation equipment or auxiliary transportation equipment as defined in 70 O.S. § 9-104.

3. "Chewing tobacco" is defined as any Cavendish, twist, plug, scrap, and any other kinds and forms of tobacco suitable for chewing.

4. "Smoking tobacco" is defined as any granulated, plug cut, crimp cut, ready rubbed, and any other kinds and forms of tobacco suitable for smoking in a pipe or cigarette.

5. "Tobacco product" is defined as any bidis, cigars, cheroots, stogies, smoking tobacco and chewing tobacco, however prepared. Tobacco products shall include any other articles or products made of tobacco or any substitute thereof. Tobacco product will also include any vaping product.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited

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.

For career technology center districts only!
A technology center school district may designate smoking areas outside of buildings, away from general traffic areas and completely out of sight of children under eighteen (18) years of age, for use by adults attending training courses, sessions, meetings, or seminars. In addition, a technology center school district may designate an area outside of the educational facility for the use of adults during certain activities or functions, including but not limited to, athletic contests.

REFERENCE: **21 O.S. §1247**
63 O.S. §1-1522, et seq.
70 O.S. § 1210.212
20 U.S.C. §6083

HAZARDOUS MATERIALS

The Turpin Board of Education realizes that hazardous materials are used in the day-to-day operation of the school facilities and in the support of education requirements. The board also recognizes that with the use of hazardous materials, responsibility must be taken to ensure personal safety and to protect the environment during the use, storage, and transportation of such materials.

Therefore, this school district shall establish and maintain conditions of work which are reasonably safe and healthful for our employees. The school district's safety standards and safeguards shall be those which are reasonably necessary for the protection of the life, health and safety of our employees.

The term "hazardous materials" includes any substance or mixture of substances that pose a fire, explosive, reactive, or health hazard (such as bloodborne pathogens). Examples are common household cleaning supplies, spray oven cleaners, cleaning solvents, photo chemicals, soldering flux, some ceramic glazes, oils, gasoline and other fuels, and all other materials for which a "material safety data sheet" (MSDS) has been prepared. The U.S. Occupational Safety and Health Administration maintains complete listings of hazardous substances and materials.

The superintendent will develop regulations and/or procedures which govern the purchase, storage, handling, transportation, and disposal of hazardous materials for school facilities and operations.

Such regulations will establish an ongoing process by which each location in the district will have a program of identifying and managing hazardous material. District personnel will be encouraged to substitute non-hazardous material for hazardous material to the extent possible and to minimize the quantities of hazardous substances used and stored on school property.

CROSS-REFERENCE: Policy DIAF, Hygiene and Sanitation (Bloodborne Pathogens)

HAZARDOUS MATERIALS (REGULATION)

In accordance with the policy of the board of education, the following regulation establishes procedures for the use, storage, and transportation of hazardous materials in this school district.

Hazardous materials are defined to be those items listed in Oklahoma and federal law and regulations regarding the transportation of hazardous materials. Examples include, but are not limited to the following:

Non-building related asbestos materials;

Lead and lead compounds (included in school supplies, e.g., art supplies, ceramic glazes, etc.);

Compressed gases (natural gas), and explosive (hydrogen), poisonous (chlorine), or toxic gases (including exhaust gases such as carbon monoxide);

Solvents (gasoline, turpentine, mineral spirits, alcohol, carbon tetrachloride);

Liquids, compounds, solids or other hazardous chemicals which might be toxic, poisonous, or cause serious bodily injury;

Materials required to be labeled by the Department of Agriculture or the EPA (pesticides, algaecide, rodenicide, bactericides);

Regulated underground storage tank hazardous materials (including diesel fuel, regular and unleaded gasoline, oil (both new and used), and propylene glycol).

Each building principal or project manager is responsible for ensuring receipt, proper labeling and storage of hazardous materials received at their location. Copies of the current inventory will be provided to the superintendent no later than May 1 of each year. Inventory lists will be maintained and may be made available to appropriate police, fire, and emergency service districts as appropriate.

The superintendent or superintendent's designee will maintain a set of material safety data sheets (MSDS) for the district.

Purchase orders for hazardous materials will include a requirement that the shipment of any such materials include MSDS with any order or portion of order. Purchase orders also will note that failure to provide MSDS with the shipment may result in either the District's refusing to accept the shipment or conditionally accepting the shipment and refusing to pay for the material until the MSDS are provided. These procedures will apply to all hazardous materials regardless of the method of acquisition.

Storage of hazardous materials will be in compliance with any local ordinances and state and federal law and regulations. Hazardous materials will be separated and labeled according to hazardous characteristics and stored safely in storage areas appropriate to the risk posed by the materials. Where appropriate, storage cabinets may be locked and access to students or non-authorized staff limited. Containers will be labeled to show the date of receipt by the district, shelf life, and expiration date. Materials should be stored so that the oldest materials are used first.

HAZARDOUS MATERIALS, REGULATION (Cont.)

The superintendent or designee will maintain a master Chemical Information List (CIL) which shall contain the common and trade names of all hazardous substances used or stored within the district. Any new substances introduced into the district will be added to the master CIL within 30 days.

The superintendent or designee will maintain a CIL on each employee who works with or who has had chemical exposure at a workplace within the district. Such CILs shall be presented to any employee upon request and to all appropriate employees at least once annually. The master and individual CILs will be made available for inspection within 24 hours of an employee's request.

Each superintendent will maintain a Chemical Information List (CIL) of hazardous materials used or stored in their respective building. Such CILs will be available for inspection by any employee working in the building or who is known to have had exposure to any chemical or other hazardous substance stored within the building.

REFERENCE: 40 O.S. §401

HAZARD COMMUNICATION

It is the policy of the Turpin Public Schools to provide in-service training on an annual basis concerning hazard communications (Right To Know Law) and the Maintenance, Operation of Plants (MOPs) workshops by the Oklahoma State Department of Education.

1. MOP Workshop in-services will be mandatory for district employees, custodial staff, appropriate support personnel, and student workers and any other employees who work during the summer.

2. Hazard communications in-service will be conducted by district personnel or outside consultants. Employees to attend are custodial staff, appropriate support personnel, lunchroom personnel, and student workers.

All employees will be compensated to attend these workshops. Meals will be paid for or the employees will be reimbursed after submitting receipts to the assistant superintendent's office.

Certificates of attendance will be maintained in the employee's personnel file on an annual basis.

HAZARD COMMUNICATION STANDARD (REGULATIONS)

In order to comply with the Hazard Communication Standard, the following written program has been established for Turpin Schools:

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

The superintendent will be the Hazard Communication Standard Program Manager and will be assisted by the maintenance director.

Container Labeling

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

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

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

Material Safety Data Sheets (MSDS)

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

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

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

Employee Training and Information

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

Prior to starting work, each new employee of the school district will attend a health and safety orientation and will receive information and training on the following:

1. An overview of the requirements contained in the Hazard Communication Standard;
2. Chemicals present in the workplace operations;
3. Location and availability of the written Hazard Communication Standard Program;
4. Physical and health effects of the hazardous chemicals;
5. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area;
6. How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment;
7. Emergency procedures to follow if exposed to these chemicals;

8. How to read labels and review MSDS's to obtain appropriate hazard information; and

9. Location of MSDS files and location of hazard chemical lists.

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

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

List of Hazardous Chemicals

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

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

Hazardous Nonroutine Tasks

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

This information will include:

1. Specific chemical hazards;

2. Protective/safety measures the employee can take; and

3. Measures the district has taken to lessen the hazards, including ventilation, respirators, presence of another employee, and emergency procedures.

Informing Contractors

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

1. Hazardous chemicals to which they may be exposed while on the job site, and

2. Precautions the employees may take to lessen the possibility of exposure by usage of protective measures.

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

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

Fire Safety

The fire safety regulations call for keeping the Turpin Fire Department informed of hazards. A system for placards to mark areas for the fire department will be set up with the local fire chief.

Monitoring and Evaluation

The superintendent and maintenance director will review the Hazard Communications Programs at least annually and update and make changes as necessary.

MAIL HANDLING SAFETY PROCEDURES

Chemical and biological weapons are sometimes referred to as the "poor man's nuclear weapons" and pose a significant threat in the current political environment. The relative low cost and simplicity of design and technology make them the weapons of mass destruction choice for a variety of rogue states and terrorist and non-state organizations. Although acts of chemical and biological agent terrorism have not been prevalent in the United States until recently, these acts or threats of acts are disruptive forces.

Threats and hoaxes which include anthrax, hoof and mouth disease, and the Klingerman virus hoax or the use of other terrorist-related biological agents have been received in the mail at courthouses, reproductive health service providers, churches, schools, and post offices. The U.S. Postal Services provides emergency response procedures and management guidelines for incidents in which letters or parcels are received that allegedly contain anthrax. The remote, but real, possibility anthrax will be introduced into the mail stream requires specific procedures be followed.

Some typical characteristics of suspicious parcels, which ought to trigger suspicion, include parcels that:

- are unexpected or from someone unfamiliar.
- are addressed to someone no longer with the school district or are otherwise outdated.
- have no return address, or have one that can't be verified as legitimate.
- are of unusual weight, given their size, or are lopsided or oddly shaped.
- are marked with restrictive endorsements, such as "Personal" or "Confidential."
- have protruding wires, strange odors, or stains.
- show a city or state in the postmark that doesn't match the return address.

If a district employee encounters a suspicious looking mail piece(s) or receives an anthrax threat by mail, these procedures should be followed immediately:

1. *Do not handle the mail piece or package suspected of contamination.*

2. Notify the supervisor and/or the superintendent, who will immediately contact the Postal Inspection Services, local police, safety office, and other designated persons. Designated personnel will notify the local, county, and state health departments and the state emergency manager. When notifying the Postal Inspection Services, report that a mail piece or parcel received in the mail may be a bomb or may contain biological or chemical substances.

3. The supervisor will direct all persons away from the suspected mail piece(s) immediately and will make a list of all persons who have touched the letter/and or envelope or package. The list should include contact information and is to be provided to the Postal Inspection Service.

4. Make sure that damaged or suspected mail is isolated and the immediate area is cordoned off. (Appropriate safety personnel may assist in this effort.)

5. Instruct employees (and others) thought to have handled the suspect mail to wash exposed skin with soap and water for three minutes and then rinse with water for one minute. These employees should remain in a safe place on the premises until the HAZMAT team arrives and the employees are processed through the decontamination line.

MAIL HANDLING SAFETY PROCEDURES (Cont.)

6. After being decontaminated, employees may be interviewed by federal authorities (FBI) to determine the extent of the situation.

7. Invoke the local emergency action plan, including mechanical shutdowns (air handling equipment) and evacuation, as appropriate.

8. Notify the Centers for Disease Control Emergency Response at 770-488-7100 for answers to any questions.

SEX OFFENDERS REGISTRATION ACT

THE FOLLOWING IS REQUIRED TO BE SIGNED BY ALL BUSINESSES OR COMPANIES HAVING A CONTRACT TO PERFORM WORK ON A FULL-TIME OR PART-TIME BASIS THAT WOULD OTHERWISE BE PERFORMED BY SCHOOL EMPLOYEES FOR A SCHOOL OR SCHOOL DISTRICT

Every person or business having a contract with a school or school district in Oklahoma to perform work on a full-time or part-time basis that would otherwise be performed by school district employees is required to sign a statement declaring that no employee working on school premises under the authority of such person or business is in violation of the provisions of 70 O.S. &6-101.48.

I, _____on behalf of _____, hereby subscribe and swear that no employee performing work on a full-time or part-time basis that would otherwise be performed by school employees under the authority and control of this business or company has been convicted of a felony within the past ten (10) years in this state, the United States or any other state. I further subscribe and swear that no employee of this business or company working on school premises at any time has been convicted in this state, the United States, or any other state of any sex offense subject to the Sex Offenders Registration Act in this state, or subject to another state, or federal sex offender registration provisions.

OKLAHOMA SEX OFFENDERS REGISTRATION ACT

The provisions of the Oklahoma Sex Offenders Registration Act ("Act") apply to any person who, after November1, 1989, has been convicted, whether upon a verdict or plea of guilty or upon a plea of nolo contendere, or received a suspended sentence for a crime, which, if attempted in this state, would be a crime or an attempt, to commit a crime provided for in any of said laws. In addition, the provisions of the Act apply to anyone who enters Oklahoma after September 1, 1993, and who has received a deferred judgment for a crime or attempted crimes listed below.

1. Abuse or neglect of a child if that crime involves either sexual abuse or sexual exploitation.

   "Sexual Abuse" includes, but is not limited to, rape, incest, and lewd or indecent acts or proposals, by a person responsible for the child's health or welfare.

   "Sexual Exploitation" includes, but is not limited to, rape, incest, and lewd or indecent acts or proposals, by a person responsible for the child's health or welfare or allowing, permitting, or encouraging, or engaging in the lewd, obscene, or pornographic photographing, filming, or depiction of a child in those acts by a person responsible for the child's health or welfare.

2. Kidnapping-without lawful authority, forcibly seizing and confining another, or to lure, entice, or lead astray, by false representation or promises, or other deceitful means or to cause another to be sent out of state against their will.

3. Trafficking in Children.

4. Incest.

5. Forcible Sodomy

6. Child Stealing.

7. Indecent exhibitions-procuring, counseling, or assisting any person to expose such person, or to make any other exhibition of such person to public view or to the view of any number of persons for the purpose of sexual stimulation of the viewer.

8. Obscene or Indecent Writings-writing, composing, stereotyping, printing, photographing, designing, copying, drawing, engraving, painting, molding, cutting or otherwise preparing, publishing, selling, distributing, keeping for sale, or exhibition any obscene or indecent writing, paper, book, picture, photograph, motion picture, figure, for of any description or any type of obscene material.

9. Making, prearranging, cutting, selling, giving, loaning, distributing keeping for sale, or exhibiting any disc record, metal, plastic, or wax, wire or tape recording, or any type of obscene material or any other kind of sound recording of any obscene or indecent language, poetry, or songs, or speaking any words by means of a telephone to any person which are offensive to decency or are calculated to excite vicious or lewd thoughts or acts or speaking any other communicable words which are offensive to decency or are adapted to excite vicious or lewd thoughts or acts.

10. Solicitation of Minors-willfully soliciting or aiding a child to perform or show, exhibit, loan or distribute to a minor child any obscene or indecent writing, paper, book, picture, photograph, motion picture, figure, or form of any description or any type of obscene material for the purpose of inducing any minor to participate in any act described in 7,8,or 9.

11. Procuring or causing participation of a minor, under the age of 18, in any film, motion picture, videotape, photograph, negative, slide, drawing, painting, play, performance or any type of obscene material wherein the minor child is engaged in or portrayed, depicted, or represented as engaging in any act of sexual intercourse.

12. Any parent, guardian, or individual having custody of a minor who allows the minor to participate in any act specified in 11.

13. Facilitation, encouraging, offering or soliciting sexual conduct with a minor.

14. Showing acts of sexual intercourse or unnatural copulation.

15. Procuring child under eighteen years of age for prostitution, lewdness or other indecent act.

16. Inducing, keeping, detaining, or restraining a child, under eighteen years of age for prostitution.

17. Rape by instrumentation.

18. Rape in first or second degree.

19. Lewd or indecent proposals or acts as to a child under sixteen.

IT IS UNLAWFUL FOR ANY PERSON REGISTERED PURSUANT TO THE SEX OFFENDERS REGISTRATION ACT TO WORK WITH OR PROVIDE SERVICES TO CHILDREN OR TO WORK ON SCHOOL PREMISES, OR FOR ANY PERSON OR BUSINESS WHO OFFERS OR PROVIDES SERVICES TO CHILDREN OR CONTRACTS FOR WORK TO BE PERFORMED ON SCHOOL PREMISES TO KNOWINGLY AND WILLFULLY ALLOW ANY EMPLOYEE TO WORK WITH CHILDREN OR TO WORK ON SCHOOL PREMISES WHO IS REGISTERED PURSUANT TO THE SEX OFFENDERS REGISTRATION ACT. UPON CONVICTION FOR ANY VIOLATION. THE VIOLATOR SHALL BE GUILTY OF A MISDEMEANOR PUNISHABLE BY A FIVE NOT TO EXCEED ONE THOUSAND DOLLARS. IN ADDITION, THE VIOLATOR MAY BE LIABLE FOR CIVIL DAMAGES.

I have read and understand the provisions of this document.

Dated this_____day of_____.____.

_____

On behalf of _____

Subscribed and sworn to before me
This_____day of _____._____.

_____
Notary Public

My Commission Expires: _____

BUILDINGS, EQUIPMENT, AND GROUNDS

The Turpin 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 superintendent 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 superintendent - 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. 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).

TURPIN PUBLIC SCHOOL

P.O. 187
Turpin Oklahoma 73950
Office: 580-778-3333
Fax: 580-778-3179

Glyndol Holland, Superintendent
Valerie Rider, Counselor

Bret Rider, High School Principal
Raymond Cole, Elementary Principal

LIABILITY WAIVER

Any school employees or other persons who use the school swimming pool are required to sign a waiver of liability. Please sign, date, provide notary verification, and return to Mr. Holland or Debra Evans.

I_____will not hold Turpin Schools, Turpin Schools administration, or Turpin Schools Board of Education liable in the event of accident or injury in the use of Turpin School's swimming pool. This waiver applies to any family members or guests under my supervision.

_____ _____
(Signature) (Date)

Notarization: Subscribed and sworn to before me this _____day of_____

My commission expires_____.
(Date)

Notary_____
(Signature

Seal:

EQUIPMENT ACCOUNTABILITY

It is the policy of the Turpin 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

NOTE: **The board of education may delegate authority for inventory control to anyone it wishes. However, the superintendent is usually charged with that responsibility.**

CROSS-REFERENCE: **Policy CMA, Equipment Accountability, Lending**
Policy CMAA, Use of School Property by District Employees
Policy GK, Use of School Property

INVENTORIES
(REGULATION)

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

A separate furniture and equipment list must be used for each room of the building listing all items of furniture and equipment which are movable or portable.

A furniture and equipment inventory book is provided by the administration office for the purpose of recording all pertinent data. Exact instructions are listed in this book.

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

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

BUILDING AND GROUNDS MAINTENANCE

The Turpin Board of Education believes that adequate maintenance of buildings, grounds, and property is essential to efficient management of the district.

The board directs a continuous program of inspection and preventative maintenance of school buildings and equipment.

The superintendent shall develop and implement a maintenance program that will include:

A regular program of repair and conditioning,

Critical spare parts inventory,

An equipment replacement program, and

A long-range program of building modernization and conditioning.

The superintendent shall develop such guidelines as may be necessary for the maintenance and repair of the physical plant.

The superintendent shall develop a checklist that will be applicable to all buildings in the district. Each building principal, in conjunction with the maintenance supervisor in that building, shall conduct a physical inspection of the building on a monthly basis and submit a written report to the superintendent.

The superintendent shall report to the board regarding the current maintenance and improvement program.

ARMED SCHOOL EMPLOYEES

The board of education authorizes the carrying of a handgun onto school property by school personnel specifically designated by the board of education to do so at a lawfully convened board meeting under an appropriately worded agenda item. Individuals who are authorized by the school board to carry handguns on school premises must:

1. Possess a valid armed security guard license as provided for in Section 1750.1 et seq. of Title 59 of Oklahoma Statutes; or

2. Hold a valid reserve peace officer certification as provided for in Section 3311 of Title 70 of Oklahoma Statutes.

The board of education shall have the final authority to determine and designate school employees who will be authorized to obtain and use an armed security guard license or reserved peace officer certification in connection with their employment as school personnel. Participation in either armed security guard training programs or the reserve peace officer program shall be voluntary and shall not in any way be considered a requirement for continued employment with the school district as per 70 O.S. § 5-149.2. The school district will pay all necessary training, meal, and lodging expenses associated with the training required above.

Authorized employees shall only use a handgun and ammunition that have been approved by or issued by the school district board of education. The handgun will be carried in an approved holster and appropriately secured on the person of the authorized employee or the firearm shall be stored in a locked and secure location at all times while the employee is on school property. Authorized employees shall be responsible for ensuring that his/her issued handgun is properly maintained and in good working order at all times. If at any time, the handgun is pointed at someone or discharged on school premises, a written report documenting the incident shall be prepared within twenty-four (24) hours of the incident or discharge by the employee who pointed the weapon or discharged the weapon and the superintendent. Law enforcement shall be immediately notified that a weapon has been pointed at someone or discharged by the employee who has discharged the weapon or the superintendent.

The board of education hereby delegates to the superintendent the ability to temporarily suspend the ability of an employee designated by the board of education to carry a handgun pending a formal decision at a lawfully convened meeting as to whether the employee will continue to be authorized by the board of education to carry a handgun on school premises. If the superintendent temporarily suspends the ability of an employee to carry a handgun, the employee shall immediately turn over the handgun and ammunition to the superintendent who shall immediately secure the weapon in a locked and secure location. The decision of the school board is non-appealable. Due process does not apply to the carrying of a handgun.

TEXTBOOKS: DISTRIBUTION AND CARE OF

The Turpin Board of Education believes that all employees and students are responsible for the proper care of school facilities, equipment, and property in their use or under their control.

Cooperation is expected from the professional staff regarding the care and distribution of school-owned textbooks. The superintendent may delegate authority to building principals for the care, custody, and distribution of textbooks, as well as other instructional material and equipment.

Students using school-owned textbooks or library books are responsible for them and shall reimburse the school for any lost or damaged books. If a misplaced book is returned, the student may be refunded any charges previously paid to the school for the book.

The school district may withhold transcripts or other school records relating to a student if the student fails to return a textbook or fails to make payment for the textbook if not returned. The superintendent is authorized to apply this provision on a case-by-case basis taking into consideration the student's (or parent's) ability to pay for lost textbooks and reasons for the nonreturn of such textbooks. For the purpose of this policy, transcript means any record of a grade or grades given to a student by a teacher.

The school district will not - and the superintendent is not authorized to - prevent a student from receiving a grade to which the student is entitled, from graduating upon completion of graduation requirements, or from obtaining any records or information supplied to the school or otherwise owned by the student.

REFERENCE: 70 O.S. §16-121

SCHOOL TRANSPORTATION

The Turpin 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. Director 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.

REPORT OF INDIVIDUAL ILLEGALLY PASSING SCHOOL BUS

Date: _____

Time: Location: _____

License Tag Number: _____

Location: _____

Vehicle Make/Color: _____

Description of Violation: _____

Description of Driver/Name of Driver (if known): _____

_____

Name of Law Enforcement Agency Contacted: _____

_____

Name of Person Receiving Report _____

_____

_____

Signature of Bus Driver

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)
5. The use of tobacco by a school bus driver is not permitted during the operation of the bus. 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 CN-A1).
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 director 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 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.
   E. Conviction of any crime of moral turpitude involving children.
   F. Abuse of sick leave; excessive absenteeism and/or tardiness.
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 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 director 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 director of transportation or his designee. Furthermore, no child shall be released to anyone except the parents having legal custody unless written permission is furnished to the director 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 director of transportation or principal prior to the trip.

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 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 director 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.
   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 director 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).

Fuel is for Turpin School Vehicles

1. Fuel is to be pumped into Turpin School vehicles only. Prior approval must be received from the Turpin School superintendent for any exceptions.
2. The following information must be provided on any charge ticket for fuel:
   A. Number or make of vehicle(All school vehicles will have school tags)
   B. Odometer reading
   C. Date
   D. Signature of person fueling the vehicle
   E. Signature or initial of store clerk
   F. Type of fuel purchased
   G. Amount of fuel purchased
   H. Mower or ATV fuel may be purchased 20 gallons at one time and pumped into portable containers. Mower or ATV fuel should be noted on the receipt. If a vehicle and portable fuel containers are purchased at the same time, two receipts should be written.
3. The person fueling the vehicle must be given a receipt with the information listed in the above number 2. Failure to comply with this policy will result in Turpin Public Schools not paying for fuel.
4. Equity credit cards should be retained in the Transportation Director's office. These cards should be checked out for after hours or weedend purchases and returned after use with receipt with information listed in the above number 2. Receipts should be turned in the next regular business day.
5. Shell credit cards should be checked out from the Encumbrance Clerk with prior approval from the Superintendent. The Shell credit cards are for out of town trips in which fuel will need to be purchased. Returned receipts must be signed with the vehicle mileage and returned to the Encumbrance clerk immediately upon returning to school. The driver must fill in the same information in the vehicle log book.
6. Log books will be kept in each Turpin Public School vehicle/bus. The log book is to be kept for each out of town trip made in the district vehicle/bus. The Superintendent may devise whatever form is deemed needed to comply with this policy. Anything that happens to the vehicle is to be recorded in the log book along with required information.
7. School bus drivers: An inspection form is to be done **Daily** as required by the Oklahoma State Department of Education. Any problems, needs or incident/accidents should be turned in immediately to Transportation Director. **BUS DRIVERS ARE RESPOSIBLE TO CHECK BUSES AFTER TRIPS/ROUTES.**
8. Being able to ride a school bus is a privilege. That privilege may be revoked by the Transportation Director for violation of the student code of conduct.
9. Transportation requisitions must be filled out by school personnel wanting to use school vehicles. These forms are to be e-mailed/given to the Transportation Director. **No form, no vehicle.** For extra curricular activities, directors/coaches should give schedules to the Transportation Director to schedule trips.
10. Spare buses must be maintained in safe, runnable condition. It is required that one large bus (35 passenger or more) and one small bus (20 passenger) or less be available on short notice in case regular buses cannot be used.
11. School vehicles are required to be washed and cleaned, both inside and outside, on a regular basis.

_____

Signature

SCHOOL BUS:
EXTRACURRICULAR USE OF

It is the policy of the Turpin Board of Education to allow the use of school buses or other district-owned vehicles for the transportation of students participating in school-sponsored activities under the following conditions:

Bus or district-owned vehicle use for educational field trips and by student organizations is accepted as an extension of classroom activities.

When district-owned transportation is used, the student organization using the vehicles may be required to reimburse the district for all or part of the cost of the transportation.

Students participating in such activities must return in the same vehicle in which they departed unless permission is granted from the activity sponsors to return with parents.

TRANSPORTATION MANAGEMENT

The Turpin Board of Education recognizes that transportation is a necessary element of educational opportunity and, therefore, the board shall grant appropriations for transportation. Transportation is a privilege extended to students in the district only when necessary for the accomplishment of one of the following purposes:

1. To provide transportation for any child who is participating in kindergarten.

2. To transport children whose homes are more than a reasonable walking distance, as defined by regulations of the State Board of Education, from the school attended by such child. Transportation may be provided to children whose residence is within one and one-half miles of the school attended only within the limits of time, space, and funds. Such transportation privileges shall be withdrawn if the board believes it to be in the best interest of the school district.

3. To allow, when practicable, the use of school buses for the transportation of students to school activities and on field trips which have been approved by the superintendent. Expenses for such transportation shall be paid by the students transported or by the school activity or school organization requiring the transportation. Such costs may also be paid from other private sources. Any money so collected will not be chargeable to or become a part of the school district's finances.

4. To provide adequate education facilities and opportunities which otherwise would not be available;

5. To contract for the use of school buses and other school transportation for general public use including religious, political, literary, community, cultural, scientific, mechanical, agricultural, or parental involvement purposes, and to make a reasonable charge to cover the cost of the use of school buses and other school transportation.

6. For group movements within the state, for participants to and from contests, athletic games, or other school functions under the direct auspices of the board of education:

   A. Activity trips for children participating in regularly scheduled school activities within the state.

   B. Activity trips for children participating in educational contests and activities with neighboring out-of-state schools for normally scheduled inter-school functions.

   C. FFA and FHA trips in the state for children participating in regularly scheduled activities.

   D. 4-H trips in the state, for children in regularly scheduled activities, if under the supervision of a member of the local school faculty.

   E. Transportation for school children participating in educational contests and activities outside the State of Oklahoma or outside the districts in which they reside upon request from the State Director of Cooperative Extension Work in Agriculture and Home Economics (Service), or the State Director of Vocational Education, or the State Supervisor of Vocational Agriculture.

TRANSPORTATION MANAGEMENT (Cont.)

F. Trips, in state, for purposes connected with summer youth activities, upon approval of the school board.

G. Transportation for adults enrolled in adult and community education class.

7. Prior to the beginning of each school year, the superintendent requests permission from the Oklahoma Department of Education to transport students to and from activities out of state.

REFERENCE: **70 O.S. §5-130**
70 O.S. §9-101
70 O.S. §9-108

TRANSPORTATION PROCEDURES

The following procedures shall apply to transportation for field trips, to athletic events, and to other school-sponsored trips:

1. All trips must be approved by the building principal and the sponsor.
2. All transportation requests must be in the principal's office at least three days preceding the trip.
3. Requests are to be made in duplicate if a record of the bus number and driver assigned to the trip is required.
4. Students will not be permitted to drive cars on school-sponsored trips. Students will not be permitted to drive a car to a school-sponsored contest if the student is a participant unless parents are passengers in the car. In extreme emergencies students may be allowed to drive a personal automobile if a prior written notice or a telephone call is received prior to the event.
5. If the distance of the trip will require extra fuel, the coach or sponsor is to check out a credit card from the administration office. The credit card can be used for school-owned vehicles only. All gas tickets must be turned in to the transportation secretary.
6. Extremely long distances or overnight trips must be approved by the principal and the sponsor before a request for transportation is made.
7. All auxiliary vehicles shall be checked out for school use. They are to be driven by school personnel only. Approval must be obtained from the principal or superintendents. In emergency situations or situations of necessity, administrators may grant permission for other licensed, adult drivers (21 years of age or older) to drive a school vehicle. The driver must possess a current, valid driver's license.
8. Departure times for all buses used on a long trip should be the same time, if possible. Spare tires and a jack will be provided.
9. Each student making the trip must have permission slip filled out and signed by a parent and given to the sponsor. Permission slips should be kept on file the entire school year.
10. Sponsors are responsible for their students the entire trip. Students are to be given appropriate instructions related to the purpose of the trip, what is to be accomplished, and the expected dress and behavior, students and parents will be kept informed as to time and place of departure and return. Sponsors will ensure that all participating students will have transportation home upon return from a trip. Students are not to be left at the school by themselves.
11. Food and beverages are not allowed on any bus at any time unless permission is granted by the bus driver.
12. In the event a trip is canceled for any reason, the principal should be notified immediately so the requested transportation may be canceled.

Proper planning of all field trips, activity trips, and other school-sponsored trips is expected. All such trips are to be approved by the administration and placed on the school calendar.

TRANSPORTATION PROCEDURES

The following procedures shall apply to transportation for field trips, to athletic events, and to other school-sponsored trips:

1. All trips must be approved by the building principal and the sponsor.
2. All transportation requests must be in the principal's office at least three days preceding the trip.
3. Requests are to be made in duplicate if a record of the bus number and driver assigned to the trip is required.
4. Students will not be permitted to drive cars on school-sponsored trips. Students will not be permitted to drive a car to a school-sponsored contest if the student is a participant unless parents are passengers in the car. In extreme emergencies students may be allowed to drive a personal automobile if a prior written notice or a telephone call is received prior to the event.
5. If the distance of the trip will require extra fuel, the coach or sponsor is to check out a credit card from the administration office. The credit card can be used for school-owned vehicles only. All gas tickets must be turned in to the transportation secretary.
6. Extremely long distances or overnight trips must be approved by the principal and the sponsor before a request for transportation is made.
7. All auxiliary vehicles shall be checked out for school use. They are to be driven by school personnel only. Approval must be obtained from the principal or superintendents.
8. Departure times for all buses used on a long trip should be the same time, if possible. Spare tires and a jack will be provided.
9. Each student making the trip must have permission slip filled out and signed by a parent and given to the sponsor. Permission slips should be kept on file the entire school year.
10. Sponsors are responsible for their students the entire trip. Students are to be given appropriate instructions related to the purpose of the trip, what is to be accomplished, and the expected dress and behavior, students and parents will be kept informed as to time and place of departure and return. Sponsors will ensure that all participating students will have transportation home upon return from a trip. Students are not to be left at the school by themselves.
11. Food and beverages are not allowed on any bus at any time unless permission is granted by the bus driver.
12. In the event a trip is canceled for any reason, the principal should be notified immediately so the requested transportation may be canceled.

Proper planning of all field trips, activity trips, and other school-sponsored trips is expected. All such trips are to be approved by the administration and placed on the school calendar.

SCHOOL BUS ROUTES

The following procedures will be used in determining bus routes:

1. Safety will be considered above all other considerations.
2. State law will apply to all situations.
3. Lights will be activated at all times that the bus is in operation.
4. School buses will not enter private property except as a safety factor or turn-around.
5. Providing and maintaining adequate turn-around will be the responsibility of the parents.
6. A student must live at least one and one-half (1 ½) miles from the school in order to qualify for transportation.
7. Insofar as possible, buses will be approved to go within one-half (1/2) mile of a students home, except for kindergarten through grade five as provided below. This statement is interpreted to mean within one-half (1/2) mile of where the privately owned road and/or driveway intersects with the county or state maintained road. A public road will be considered to be any road established along a section line or one that has been in use by the general public for several years. Any road to which the county or state holds title will be considered public. An easement road will not be considered a public road.

   The pick up and delivery of students in kindergarten through grade five for the distance of one-fourth (1/4) mile upon the request of parents and subject to the approval of the administrative staff, provided the pick up/delivery is located on a road considered to be that of the county/state and is regularly maintained by the county commissioner/state, with adequate turn-around space provided if necessary. If the road and/or turn-around proves to be hazardous in any aspect, the requesting family will be notified and if, upon notification, the repairs are not made within seven days, the district will be relieved of any responsibility for the pick up/delivery within the one-fourth (1/4) mile limit. Buses are not to inter private property.
8. Bus routes will be determined by the superintendent or transportation supervisor.
9. The school administration retains the right to change bus routes where efficiency is concerned or state law is involved.
10. The transportation supervisor will assign students to buses when there is more than one bus that the student could ride.

SCHOOL BUS SAFETY INSPECTIONS

The purpose of the school bus inspection is twofold. First, it is to determine that the equipment as purchased meets the minimum uniform standards set for school buses. Secondly, it is to see that the equipment is being maintained in such condition as to keep it safely and economically operable.

In order to carry out this twofold purpose, the inspection must be a continuous process, not merely an annual or semi-annual affair. In addition to the local inspection, all buses must be inspected and approved annually at specified stations approved by the Department of Public Safety. The State Board of Education will designate official inspectors who are eligible to conduct inspections for school transportation equipment. The annual inspection is required to include, but is not limited to, the following:

1. Brakes
2. Steering
3. Front and rear wheel suspension
4. Exhaust systems
5. Wheels and tires
6. Windshield wipers
7. Horn or warning device
8. Proper adjustment of turn signals
9. Windshield
10. Glass and lighting equipment
11. Stop signal arms
12. Emergency exits and equipment

Transportation Section of the State Department of Education will visit each school in the state to inspect and approve school buses.

The most vital part of the inspection process is that carried on at the local level. This is a continuous, daily pre-trip inspection and report.

The daily inspection will include examination of tires, radiator, oil level, engine operation, brakes, lights, signaling devices, and definite check to see if exhaust system is free of leaks and tail pipe extends even with the back bumper. After each daily inspection, the school vehicle driver shall be required to complete and sign a check sheet showing all defects and deficiencies that may affect the safety of the vehicle's operation or result in a mechanical break down. These sheets are to be filed daily with the supervisor of school bus transportation. The daily safety check reports shall be kept on file 90 days and shall be kept available for inspection by authorized persons.

This system of school bus inspection will result in two benefits. First, regular inspections will forestall mechanical failures and thus avoid delays in transportation of students as well as costly repairs. Secondly, it will reduce the accidents that can result from mechanical failures.

In consideration of these facts, no school bus driver or any person in any way responsible for the operation of the school transportation system can afford to be without the protection of a systematic school bus inspection report.

USE OF SCHOOL OWNED VEHICLES

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.

WELLNESS POLICY

The Turpin 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.

Overall Goal:
All students in Turpin 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 Turpin School District are encouraged to model healthful eating and physical activity as a valuable part of daily life.

To meet this goal, the Turpin 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.

Nutrition Guidelines

School Meals:

- Per USDA Regulations 210.10 and 220.8, school lunches and breakfasts will meet menu-planning system guidelines as required by USDA.
- Per USDA Regulation 210.10, 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.
- Per USDA Regulation 220.8 school breakfasts will provide ¼ of the RDA for calories, protein, calcium, iron, vitamin A, and vitamin C as required by USDA.
- Per USDA Regulations 210.10 and 220.8, the total calories from fat in school meals will be limited to 30 percent when averaged over one week.
- Per USDA Regulation 210.10 and 220.8, the total calories from saturated fat in school meals will be less than 10 percent when averaged over one week.
- Per USDA Regulations 210.10 and 220.8, school meals will meet the Dietary Guidelines for Americans.

Other Food Items Sold on School Campuses

- Per USDA Regulation 210, Appendix B, foods of minimal nutritional value (FMNV) are prohibited from being sold or served during student meal services in the food service where USDA reimbursable meals are served or eaten.
- Per the Child Nutrition and WIC Reauthorization Act of 2004, 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.
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), students in elementary schools will not have access to FMNV except on special occasions.
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), 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.
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), diet soda, an FMNV, will be available for sale at the junior high only in vending areas outside of the cafeteria.
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), 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. A no cost salad bar is available daily to make healtier food choices available.

NUTRITION EDUCATION

- Per USDA Regulations 210.12 and 227, nutrition education is offered in the school cafeteria as well the classroom.
- Per Oklahoma Senate Bill 1627, the Healthy and Fit School Advisory Committee at each school site will study and make recommendations regarding health education, nutrition, and health services.

PHYSICAL ACTIVITY

- Per Oklahoma Senate Bill 1627, the Healthy and Fit School Advisory Committee at each school site will study and make recommendations regarding physical education and physical activity.
- Per Oklahoma Senate Bill 312 (effective school year 2006-2007), students in Grades K through 5 will participate in 60 minutes of physical activity each week.

SCHOOL-BASED ACTIVITIES

- Per Oklahoma Bill 1627, each school site will establish a Healthy and Fit School Advisory Committee that meets and makes recommendations to the school principal. The school principal shall give consideration to recommendations made by the Healthy and Fit School Advisory Committee.
- Per the school district's Child Nutrition Program Agreement, school meals may not be used as a reward or punishment.

- Per USDA Regulations 210.12 and 227, students and parents will be involved in the USLP. Parent and student involvement will include menu-planning suggestions, cafeteria enhancement, program promotion, and other related student-community support activities.

Curriculum

The Turpin 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 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 nutritional and food services operation complies with state and federal law.

Child Nutrition Program

The Turpin Public Schools will operate a school lunch program which 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 be made available to all students.

Free and reduced price lunches 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 to 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 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 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 make available at school parties, celebrations, and meetings), including provisions for staff development, family and community involvement, and program evaluation.

This School Wellness Policy adopted by the Board of the _____ at the regularly scheduled meeting on this, the _____ day of _____ in the year _____.

Signature

_____ SFA Official

_____ Clerk of the Board

CHILD NUTRITION PROGRAMS (REGULATION)

In accordance with the Child Nutrition Programs policy of the board of education, the following regulation shall govern the child nutrition program in this school district.

1. Any student may eat in the school cafeteria or other designated place.
2. Students may bring or otherwise provide their own lunch. Milk or other beverages may be purchased in the dining hall, if desired. These students may eat their lunch in the school cafeteria or a designated area. Vending machine ("junk food") items shall not be consumed in the dining hall.
3. Meal prices will be established by the superintendent and food service supervisor, with the approval of the board of education, at the beginning of each year.
4. Meal prices will be conspicuously posted in each cafeteria. Payment for meals is due by the first of each month unless other arrangements have been made with the building principal.
5. Not more than 10 charges will be allowed. Any student accumulating 10 charges will be denied further cafeteria privileges and will not be served a meal.
6. All school lunches must be paid in advance. All previous charges must be paid before any student will be granted cafeteria privileges for the current school year.
7. Refunds for school lunches will not be made for days absent unless the absence is for a prolonged period due to the student's illness.
8. A guest must be cleared through the food service supervisor by his/her host to be eligible to eat in the cafeteria.
9. Use of dining room facilities by nondistrict organizations or individuals must have approval of the superintendent.
10. The food service supervisor will develop in-service training programs, approved by the superintendent, for the food service staff.
11. Under federal law, a school that operates on a commodity program is prohibited from serving free meals to any adult, including employees of the district.
12. Qualifications for free and reduced-price lunches will vary annually in accordance with the annual eligibility schedule.

Definitions

1. Competitive foods means any food or drink sold in competition with the National School Lunch Program and/or School Breakfast Program in food service areas during the meal periods.
2. Dietary Guidelines for American means the current set of recommendations of the federal government that are designed to help people choose diets that will meet nutrient requirements, promote health, support active lives, and reduce chronic disease risks.
3. Nutrition education means a planned sequential instructional program that provides knowledge and teaches skills to help students adopt and maintain lifelong healthy eating habits.
4. Foods of minimal nutritional value means:
   A. In the case of artificially sweetened foods, a food that provides less than five percent of the Reference Daily Intakes (RDI) for each of eight specified nutrients per serving: and
   B. In the case of all other foods, a food that provides less than five percent of the RDI for each of eight specified nutrients per 100 calories and less than five percent of the RDI for each of eight specified nutrients per serving. The eight nutrients to be assessed for this purpose are protein, vitamin A, vitamin C, niacin, riboflavin, thiamine, calcium, and iron.
   C. Food that is classified into four categories:
      Carbonated soft drinks
      Chewing gum
      Water ices
      Certain candies make predominately from sweeteners such as hard candy, licorice, jellybeans, gumdrops, marshmallows, fondant, cotton candy, and candy-coated popcorn.
5. Food service area means any area on school premises where child nutrition program meals are both served and eaten, as well as any areas in which such meals are either served or eaten.
6. Meal period means the period(s) during which breakfast or lunch meals are served and eaten, and as identified on the school schedule:

Nutrition Education

Nutrition education shall focus on students' eating behaviors, be based on theories and methods proven effective by research and be consistent with state and local district health education standards. Nutrition education at all levels of the district's curriculum shall include, but not be limited to, the following essential components designed to help students learn:

1. Age-appropriate nutritional knowledge, including the benefits of healthy eating; essential nutrients; nutritional deficiencies; principles of healthy weight management, the use and misuse of dietary supplements; safe food preparation, handling, and storage; and cultural diversity related to food and eating;
2. Age-appropriate nutrition-related skills, including, but not limited to, planning a healthy meal, understanding and using food labels, and critically evaluation nutrition information, misinformation, and commercial food advertising; and
3. How to assess one's personal eating habits, set goals for improvement, and achieve those goals.

In order to reinforce and support district nutrition education efforts, the building principal is responsible for ensuring;

1. Nutrition instruction is closely coordinated with the school's nutrition and food services operation and other components of the school health program to reinforce massages on healthy eating and includes social learning techniques. The maximize classroom time, nutrition concepts shall be integrated into the instruction of other subject areas where possible:
2. Links with nutrition service providers(e.g., qualified public health and nutrition professionals) are established to provide screening, referral, and counseling for nutritional problems inform families about supplemental nutritional services available in the community(e.g., food stamps, local food pantries, summer food services program, child and adult card food program); and implement nutrition education and promotion activities for school staff, board members, and parents;

Nutrition and Food Services Operation

In order to support the school's nutrition and food services operation as an essential partner in the educational mission of the district and its role in the district's comprehensive nutrition program, the building principal is responsible for ensuring:

1. The school encourages all students to participate in the school's child nutrition program meal opportunities.
2. The school notifies families of need-based programs for free or reduced-price meals and encourages eligible families to apply.
3. The school's child nutrition program maintains the confidentiality of students and families applying for or receiving free or reduced-price meals (or free milk) in accordance with the National School Lunch Act.
4. The school's child nutrition program operates to meet nutrition standards in accordance with the Healthy Meals for Healthy Americans Act of 1994, as amended, and with applicable state laws and regulations.
5. The school sells or serves varied and nutritious food choices consistent with the applicable federal government Dietary Guidelines for Americans.
6. Food prices set by the district are communicated to students and parents. District pricing strategies will encourage students to purchase full meals and nutritious items.
7. Procedures are in place for providing to families, on request, information about the ingredients and nutritional value of the foods served.
8. The district will provide substitute foods to students with disabilities upon written parental permission and a medical statement by a physician that identifies the student's disability, states why the disability restricts the student's diet, identifies the major life activity affected by the disability, and states the food(s) to be omitted and the food or choice of foods that must be substituted.
9. Food service equipment and facilities meet applicable local and state standards concerning health; safe food preparation, handing, and storage; drinking water; sanitation; and workplace safety.
10. Students are provided adequate time and space to eat meals in a pleasant and safe environment. School dining areas will be reviewed to ensure;
    A. Tables and chairs are of the appropriate size for students;
    B. Seating is not overcrowded;
    C. Students have a relaxed environment;
    D. Noise is not allowed to become excessive;
    E. Rules for safe behavior are consistently enforced;
    F. Tables and floors are cleaned between meal periods;
    G. The physical structure of the eating area is in good repair
    H. Appropriate supervision is provided.

Foods of Minimal Nutritional Value and Competitive Food Sales

In keeping with federal regulations, the distinct controls the sale of foods of minimal nutritional value and all competitive foods.

Accordingly the district will offer choices in vending machines from the following nutritional food items:

1. Canned fruits;
2. Fresh fruit(e.g., apples and oranges):
3. Fresh vegetables (e.g., carrots);
4. Fruit juice and vegetable juice (at least 50% full strength), and bottled water (within established district guidelines);
5. Low-fat crackers and cookies, such as fig bars and ginger snaps;

6. Pretzel:
7. Bread products (e.g., bread sticks, rolls, bagels, and pita bread);
8. Ready-to-eat, low sugar cereals (e.g., granola bars made with unsaturated fat);
9. Low-fat (one percent) or skim milk;
10. Low-fat or nonfat yogurt:
11. Snack mixes of cereal and dried fruit with a small amount of nuts and seeds;
12. Raisins and other dried fruit;
13. Low-fat crackers.

(Note: The district may modify the list as necessary.)

Other Foods Offered or Sold

The district recognizes that federal government standards requiring schools to provide child nutrition program meals consistent with applicable Dietary Guidelines for Americans do not apply to competitive foods sold or served outside the food service areas as defined in this regulation.

Staff Development

Ongoing in-service and professional development training opportunities for staff, in the area of food nutrition, will be encouraged.

Family and Community Involvement

In order to promote family and community involvement in supporting and reinforcing nutrition education in the schools, the building principal is responsible for ensuring:

1. Nutrition education materials and cafeteria menus are sent home with students;
2. Parents are encouraged to send healthy snacks/meals to school;
3. Families are invited to attend exhibitions of student nutrition projects or health fairs;
4. Nutrition education workshops and screening services are offered;
5. Nutrition education homework that students can do with their families is assigned (e.g., reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes, etc.)and
6. School staff are encouraged to cooperate with other agencies and community groups to provide opportunities for student volunteer or paid work related to nutrition, as appropriate.

Program Evaluation

In order to evaluate the effectiveness of the school health program in promoting healthy eating and to implement program changes as necessary to increase its effectiveness, the building principal is responsible for ensuring:

1. Board policy and this regulation are implemented as written;
2. All building, grade-level nutrition education curricula and materials are assessed for accuracy, completeness, balance, and consistency with state and local district educational goals and standards;
3. Nutrition education is provided throughout the student's school years as part of the district's age-appropriate, comprehensive nutrition program;
4. Teachers deliver nutrition education through ate-appropriate, culturally relevant, participatory activities that include social learning strategies and activities; and
5. Families and community organizations are involved, to the extent practicable, in nutrition education.

FOOD PROCUREMENT

It is the policy of the Turpin 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.

FOOD PROCUREMENT
PROTEST PROCEDURES

Any actual or prospective bidder, offeror, or contractor who considers himself to have been aggrieved in connection with the solicitation, evaluation, or award of a contract by Turpin School may formally protest to the Superintendent of Turpin School. Such protests must be made in writing and received by the Superintendent of Turpin School at, P O Box 187, Turpin, OK, 73950, within 10 days of the awarding of the bid. The protesting party must mail or deliver copies of the protest to the Turpin School, the State Agency, and other interested parties.

In the event of a timely protest, the Turpin School shall not proceed further with the solicitation or award of the contract.

A. A formal protest must be sworn and contain:

1. A specific identification of the statutory or regulatory provision that the protesting party alleges has been violated.
2. A specific description of each action by Turpin School that the protesting party alleges to be a violation of the statutory or regulatory provision that the protesting party has identified.
3. A precise statement of the relevant facts.
4. A statement of any issues of law or fact that the protesting party contends must be resolved.
5. A Statement of the argument and authorities that the protesting party offers in support of the protest.
6. A statement that copies of the protest have been mailed or delivered to the State Agency and all other identifiable interest parties.

The Turpin School may settle and resolve the dispute over the solicitation or award of a contract at any time before the matter is submitted on appeal. The Turpin School may solicit written responses to the protest from other interested parties.

If the protest is not resolved by mutual agreement, the Turpin School shall issue a written determination that resolves the protest.

If the Turpin School determines that no violation of statutory or regulatory provisions has occurred, then the Turpin School shall inform the protesting party, the State Agency, and other interested parties by letter that sets forth the reasons for the determination.

If the Turpin School determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has not been awarded, then the Turpin School shall inform the protesting party, the State Agency, and other interested parties of that determination by letter that details the reasons for the determination and the appropriate remedy.

If the Turpin School determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has been awarded, then the Turpin School shall inform the protesting party, the State Agency, and other interested parties of that determination by letter that details the reasons for the determination. This letter may include an order that declares the contract void.

The Turpin School shall maintain all documentation on the purchasing process that is the subject of a protest or appeal in accordance with the retention schedule of Turpin School.

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.

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 $10,000, 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. 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;

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 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.

D. Noncompetitive Proposal will be used only when the procurement is not feasible under small purchase procedures, sealed bid(formal advertising), or competitive proposals. The decision to use noncompetitive proposal will be justified in writing and be available for audit and review.

Circumstances under which procurement may be by noncompetitive proposal will be limited to the following:

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

An emergency exists, and the urgency for the requirement will not permit the delay involved with sealed bids(formal advertising0 or competitive proposal.

After solicitation from a number of sources, competition is found to be lacking.

E. Oklahoma State Prime Vender-Contract(State Contracting). Turpin SFA chooses to purchase food and foodservice supplies using a statewide contract established by the Department of Central Services, Central Purchasing Division for the State

F. All purchase will be conducted in accordance with the attached Chart of Procedures.

G. The following records will be maintained for a period of three years after the end of the fiscal year to which they pertain or until the findings of audits and reviews are resolved.

Records of all telephone price quotes.

Logs of all emergency and noncompetitive purchases

All written quotes and bid documents

Comparison of all price quotes and bids with the effective date shown

Price comparison showing vendors

Log of approved substitutions

H. Cost-plus-a-percentage-of-cost method of purchasing is prohibited.

I. Code of Conduct. The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by CNP funds.

On employee, officer, or agent of the Turpin SFA shall participate in selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.

Conflicts of interest arise when one 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 or her partner

--An organization which employs or is about to employ one of the above

Turpin SFA employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of material/monetary value from contractors, potential contractors, or parties to subagreements.

The purchase during the school day of any food or service from a contractor for individual use is prohibited.

The outside sale of such items as used oil, empty cans, and the like will be sold by contract between the Turpin SFA and the outside agency. Individual sales by any SFA employee to an outside agency or any other SFA employee is prohibited.

Failure of any employee to abide by the above-stated code could result in a fine or suspension or both, or dismissal. Interpretation of the code will be given at any time by contacting Turpin School Superintendent at 580-778-3333. The Turpin SFA will not be responsible for any other explanation or interpretation which anyone presumes to make on behalf of the Board.

Changes in this Procurement Plan will be made as conditions warrant upon the approval of the SFA.

This plan adopted by the Turpin Board of Education at the regularly scheduled meeting on this, 11th day of April

in the year 2011.

Signature_____

SFA Official

_____

Clerk of the Board

Chart of Procedures

The Turpin Public School, SFA, will purchase the following products or group of products and services as per the stated purchase period using the identified procurement method. Price quote time frame period is defined as the time frame for which bids or quotes are obtained and awarded.

PRODUCT/SERVICE	PRICE QUOTE TIME FRAME	PROCUREMENT METHOD USED
Milk	Once a Year	Small Purchase Procedures
Bread	Once a Year	Small Purchase Procedures
Canned fruits	Once a Year	Small Purchase Procedures
Canned vegetables	Once a Year	Small Purchase Procedures
Frozen fruits	Once a Year	Small Purchase Procedures
Frozen vegetables	Once a Year	Small Purchase Procedures
Preprepared frouits and vegetables	Once a Year	Small Purchase Procedures
Fresh fruits	Once a Year	Small Purchase Procedures
Fresh vegetables	Once a Year	Small Purchase Procedures
Meats	Once a Year	Small Purchase Procedures
Paper Products	Once a Year	Small Purchase Procedures
Chemicals	As Needed	Small Purchase Procedures
Small equipment	As Needed	Small Purchase Procedures
Large Equipment	As Needed	Small Purchase Procedures
Extermination service	As Needed	Small Purchase Procedures
Commodity processing services	As Needed	Small Purchase Procedures
Food production/menu-planning services	As Needed	Small Purchase Procedures

VENDING MACHINES

The Turpin Board of Education has determined that there shall be no installations of vending machines except as approved by the superintendent. The superintendent will have the authority to determine whether such machines may be installed, where they will be placed, what items will be dispensed, and during which hours they might be used. Vending machines are operated as a convenience for students, staff and patrons. All revenue produced from this source shall be deposited in the designated activity fund as approved by the board of education. Revenues may be spent only on those purposes for which general revenue may be expended.

All snack foors sold in school must be "whole grain rich" meaning they contain 50% whole grains or have whole grains as the first ingredient, or have as the first ingredient a fruit, a vegetable, a dairy product or a product or a protein-rich food. Combination foods that contain at least ¼ cup fruit and/or vegetable or naturally contain 10% of the daily value (DV) of calcium, potassium, vitamin D or dietary fiber will also be accepted.

COMPETITIVE FOOD SALES
(REGULATION)

"Competitive foods" are those foods or beverages sold in competition with the district's food service program. The sale of competitive foods is restricted as follows:

1. Competitive foods in the following list are considered by the U.S. Department of Agriculture to be of minimal nutritional value:
   - All confections
   - Candy
   - Potato chips
   - Carbonated beverages
   - Fruit drinks containing less than 50% pure fruit juice
   - Tea
   - Coffee

2. The above shall not be sold in the food service area during meal periods.

3. Competitive foods, other than those of minimal nutritional value, may be sold during meal periods only if the income they generate accrues to the non-profit school lunch fund.

4. No competitive foods may be sold without the prior approval of the superintendent.

TELEPHONES

The Turpin Board of Education recognizes that telephone communications by staff and students are occasionally necessary. However, classes must not be interrupted for routine telephone calls.

Therefore, the superintendent is directed to establish a regulation to provide reasonable access to telephones for both students and staff.

TELEPHONES
(REGULATION)

In accordance with the telephone policy of the board of education, the following regulation shall govern the use of telephones by students and staff.

1. Students or staff may be called from the classroom only for urgent or emergency telephone calls.

2. Personal telephone calls are discouraged; however, students may obtain permission from office personnel to use the office telephones for business use only during class breaks.

3. Incoming messages will be accepted and delivered during class breaks, if time permits.

4. Teaching staff may use office telephones if necessary. Long distance calls will not be made without permission from the principal. When personal long distance calls are made, arrangements must be made to reimburse the district for the cost. Credit will not be extended.

HEALTH INSURANCE

The Turpin Board of Education may provide a group health and/or life insurance program for all employees who work six (6) hours or more per day.

WORKERS' COMPENSATION INSURANCE

It is the policy of the Turpin Board of Education that when an employee is absent from work due to a job-related illness and/or injury, compensation will be made to the claimant by the workers' compensation carrier.

It is further understood that neither earned vacation nor sick leave time will be used in lieu of workers' compensation benefits except as described below.

The school district will provide additional benefits to the employee, in addition to the workers' compensation benefits, by permitting employees to use a portion of accrued sick leave. When sick leave is used along with worker's compensation benefits, only that amount of sick leave may be used which when combined with worker's compensation benefits will provide a combined daily benefit equal to the employee's regular daily rate of pay. Any benefits above the worker's compensation benefits will be taxed at the particular employee's normal tax rate.

In no case will the combined payments to the claimant be in excess of 100 percent of the regular contractual salary for that employee.

Sick leave may be used for time lost to job-related injuries that do not qualify for workers' compensation insurance.

DISABILITY ACCOMMODATIONS

It is the policy of the board of education to take reasonable steps to accommodate our patrons and students with disabilities.

Each facility or part of a facility constructed by, on behalf of, or for the use of the district will be designed and constructed in such manner that the facility or part of the facility is readily accessible to and usable by persons with disabilities. Alterations of facilities that affect or could affect their usability will, to the maximum extent feasible, be altered in such a manner that the altered portion is readily accessible to and usable by persons with disabilities.

This school district prohibits discrimination in any form against any person, persons, organizations or other entity. Employment opportunities will not be withheld from any qualified person solely because of a known disability. The school district will make reasonable accommodations to the known physical or mental limitations of a qualified person, unless it can be shown that the accommodation would impose an undue hardship on the operation of this school district. This school district does not require pre-employment medical examinations except for bus drivers.

For the purposes of this policy, the term "reasonable accommodation" shall mean making existing facilities used by employees readily accessible to and usable by individuals with disabilities; and job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment, modifications of examinations and training, the provision of qualified readers, and other similar and reasonable accommodation.

In determining whether an accommodation would impose an undue hardship, the district will consider:

a. the nature and cost of the accommodation needed;
b. the overall financial resources available to the district;
c. the number and nature of employees at the facility in question.

In order to disseminate the content of this policy to all school district employees, the superintendent is directed to post appropriate notices in those common areas where employees may expect to find such notices.

REFERENCE: Public Law 101-336, The Americans With Disabilities Act (ADA)
70 O.S. §13-101, et seq.

FAIR LABOR STANDARDS ACT

The Turpin 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

OVERTIME AUTHORIZATION FORM

Name _____ Date _____

Job to be Done _____

Reason for Overtime _____

_____

Form Returned: Date _____

_____
Signature of Worker

_____
Signature of Superintendent

Rate of Pay: (Reg.) _____ (OT) _____

FAIR LABOR STANDARDS ACT PROCEDURES

It is the intent of this school district to fully comply with the Fair Labor Standards Act (FLSA), its regulations, and relevant court decisions and to cooperate with state agencies in an effort to maintain compliance with the FLSA.

The following procedures and guidelines are to be followed in each department to ensure employees are properly compensated for approved hours worked in excess of the established work week as required by the provisions of the FLSA.

Definitions

"Overtime" is defined as authorized, compensable work time in excess of forty (40) hours per work week.

A "work week" for full-time nonexempt employees is forty (40) hours during one consecutive seven-day period beginning at 12:00:01 a.m. on Saturday and ending at 12:00 midnight on the following Friday.

"Non-covered employees" are those who are excluded from the definition of "employee" within the meaning of 29 USCA §203(e) (Supp. 1990).

"Covered employees" are those who meet the definition of "employee" within the meaning of 29 USCA §203(e) (Supp. 1990). Covered employees will be either exempt or nonexempt employees.

An "exempt employee" is a covered employee who is exempt from FLSA by virtue of meeting one of the tests for exemption.

A "nonexempt employee" is a covered employee who does not meet one of the tests for exemption.

Exemptions

The FLSA exempts certain groups of covered employees from coverage. The following categories of exemptions are established:

1. Executives
2. Administrators; e.g., superintendents, principals
3. Professionals; e.g., teachers, special education skilled service providers, attorneys, auditors, nurses, counselors

FAIR LABOR STANDARDS ACT (REGULATION)

In accordance with the policy of the board of education, the following regulation shall insure compliance with the Fair Labor Standards Act within this school district.

1. This district will pay all nonexempt employees at least the federal minimum wage and time and a half for all hours worked which exceed 40 hours per week, or permit compensatory time off at the rate of one and one-half hours off duty for each overtime hour worked. Provided, however, that for any overtime hours to be credited for overtime pay such overtime hours must be approved in advance by that employee's designated superior. Failure to get approval for overtime may result in disciplinary action being taken, which may include termination of employment.

2. This district will inform employees of the law by posting information disseminated by the U.S. Department of Labor.

3. This district shall establish, through separate administrative regulations, the process of time keeping and procedurally complying with the Act.

COMPLIANCE PROCEDURES FAIR LABOR STANDARDS ACT

In accordance with the policy of the board of education, the following procedures shall apply to compliance with the Fair Labor Standards Act within this school district. Should any employee or group of employees have questions concerning the following, additional information will be provided upon request.

Minimum Wage Provisions

Turpin Public Schools meets the minimum wage provisions established by law. All employees are subject to the Fair Labor Standards Act (FLSA) unless exempt by some provision of the act. As outlined under the exemption provisions set forth below, certified educational employees working in certified positions who perform ancillary duties (i.e., bus driver, etc.) will be exempt from the overtime requirements of the FLSA as long as not more than 20% of their time is spent in non-exempt activities.

Overtime Pay Provisions

The FLSA requires that an employer must pay all nonexempt employees time and one-half their regular rate for all hours worked in excess of 40 hours in a seven-day workweek. The hours worked will not be averaged over two or more workweeks (i.e., pay period) to determine overtime hours, even though an employee is paid monthly. For example, if a nonexempt employee works 45 hours one week and 35 hours the next week, the employee will be paid one and one-half times the regular rate for five hours of overtime in the first week.

Compensable hours include all time that an employee is required to be on duty, either at school or at a workplace for the employer, and all times that the employee is permitted to work. This includes time during which an employee is required at school functions, meetings, or training activities. It may also include time spent traveling on work-related business. Also included is time an employee voluntarily works before or after the regular work shift if "suffered or permitted" by the employer. Even work done at home is included if the employer knows or has reason to think work is being done there.

Vacation and sick leave hours are not counted as hours worked even though they are paid hours. Lunch breaks where the employee is completely relieved of his or her duties for at least 30 uninterrupted minutes and breaks of at least 20 uninterrupted minutes also are not counted as hours worked.

Because of the overtime provision, nonexempt employees should not work overtime unless they are specifically authorized to do so by their supervisors. Lunch breaks must be taken by all nonexempt employees as per the schedule created by the administration. If the employee eats lunch at his or her desk or work station, the employee must not work while on lunch break. This includes not answering the phone, not writing memos, not assisting others, not reading material that is required by the job, etc. Nonexempt employees will not be allowed to start work before their regularly scheduled time and must stop working at their regularly scheduled stopping time unless permission to work overtime has been obtained from their supervisor(s) as per district policy.

Recordkeeping

The Turpin Public School District will keep records for each nonexempt employee which records should include the following information:

The employee's full name

Social security number

Address, including zip code

Birth date/age

Sex

Occupation

Time and day of week when employee's workweek begins

Hours worked each day

Total hours worked each workweek

Wage basis (e.g., "$6 per hour", "$220 per week", "piecework")

Regular hourly pay rate

Total daily or weekly straight-time earnings

Total overtime earning for the workweek

Additions to or deductions from wages

Total wages paid each pay period

Date of payment and the pay period covered by the payment

Time sheets will be provided to all nonexempt employees and they will be required to complete and sign them on a weekly basis. Exact time of arrival and departure shall be noted on the time sheet. Employees should not arrive at work any earlier than 10 minutes prior to the scheduled work time. The board may determine that a time clock be installed and used by all nonexempt employees as an alternative method of timekeeping.

Exempt Employees

An exemption from both the minimum wage and overtime pay requirements is provided in section 13(a)(1) of the FLSA for any employee employed in a bona fide executive, administrative, professional, or outside sales capacity, as these terms are defined and delimited in regulations of the Secretary of Labor. An employee will qualify for exemption if he or she meets all of the pertinent tests relating to duties, responsibilities, and salary stipulated in the applicable section of Regulations, 29 CFR, Part 541.

1. Executive:

In order to be exempt as a bona fide executive employee, all of the following must be met:

A. The employee's primary duty must be management of the enterprise, or of a customarily recognized department or subdivision; and

B. The employee must customarily and regularly direct the work of at least two or more other employees therein; and

C. The employee must have the authority to hire or fire, or recommend hiring and firing; or whose recommendations on these and other actions affecting employees is given particular weight; and

D. The employee must customarily and regularly exercise discretionary powers; and

E. The employee must devote no more than 20% of his or her hours worked to activities not directly and closely related to the managerial duties; and

F. The employee must be paid on a salary basis at a rate of at least $155 a week exclusive of board, lodging, or other facilities.

G. An executive employee paid at least $250 a week, exclusive of board, lodging, and other facilities, is exempt if the employee regularly directs the work of at least two or more other employees and the employee's primary duty is management of the enterprise, or a recognized department or subdivision thereof.

2. Administrative:

In order to be exempt as a bona fide administrative employee, all of the following must be met:

A. The employee's primary duty must be either:

1. Responsible office or nonmanual work directly related to the management policies or general business operations of the employer or the employer's customers; or

2. Responsible work that is directly related to academic instruction or training carried on in the administration of a school system or educational establishment; and

B. The employee must customarily and regularly exercise discretion and independent judgment, as distinguished from using skills and following procedures, and must have the authority to make important decisions; and

C. The employee must:

1. Regularly assist a proprietor or bona fide executive or administrative employee; or

2. Perform work under only general supervision along specialized or technical lines requiring special training, experience, or knowledge; or

3. Execute under only general supervision special assignments; and

D. The employee must not spend more than 20% of the time worked in the workweek on work that is not directly and closely related to the administrative duties discussed above; and

E. The employee must be paid on a salary or fee basis at a rate of not less than $155 a week, exclusive of board, lodging, or other facilities, or in the case of academic administrative personnel in public or private schools, the salary requirement for exemption must be at least $155 a week or one which is at least equal to the entrance salary for teachers in the employing school system or educational establishment or institution.

F. An administrative employee who is paid on a salary or fee basis of at least $250 a week, exclusive of board, lodging, or other facilities, will be exempt if:

1. The employee's primary duty consist of either:

a. Responsible office or nonmanual work directly related to the management policies or general business operations of the employer or the employer's customers; or

b. Responsible work that is directly related to academic instruction or training carried on in the administration of a school system or educational establishment; and

2. Such primary duty includes work requiring the exercise of discretion and independent judgment.

3. Professional:

In order to be exempt as a bona fide professional employee, all of the following must be met:

A. The employee's primary duty must be either:

1. Work requiring knowledge of an advanced type in a field of science or learning, customarily obtained by a prolonged course of specialized instruction and study; or

2. Work that is original and creative in character in a recognized field of artistic endeavor, the result of which depends primarily on the employee's invention, imagination, or talent; or

3. Work as a teacher certified or recognized as such in the school system or educational institution by which he or she is employed; and

B. The employee must consistently exercise discretion and judgment; and

C. The employee must do work that is predominantly intellectual and varied, as distinguished from routine mental, manual, mechanical, or physical duties, and

D. The employee must not spend more than 20% of the time worked in the workweek on activities not essentially a part of and necessarily incident to the professional duties; and

E. The employee must be paid on a salary or fee basis at a rate of not less than $170 a week, exclusive of board, lodging, and other facilities.

The salary requirement above does not apply to an employee who is the holder of a valid license or certificate permitting the practice of law or medicine and who is actually engaged in such practice, an employee who is the holder of the requisite academic degree for the general practice of medicine and is engaged in an internship or resident program, or an employee employed and engaged as a teacher in a school or educational institution.