



Oakdale Public School Board of Education Regular Meeting
Tuesday, September 8, 2020
6:00 PM

Fine Arts Building - Auditorium, 10901 N. Sooner, 5701 E Hefner, Edmond, Oklahoma 73013

1. **Routine Items:**
 - Call to Order
 - Roll Call
 - Establishment of a Quorum
 - Possible consideration and vote to approve Agenda
2. **Pledge of Allegiance, Moment of Silence, & Inspirational Thought**
3. **Public Comment:** See attachment
4. **Staff Reports, Presentations, and/or Recognitions**
 - Superintendent's Report: Dr. Joe Pierce
 - Director of Operations & Athletics Report: Mike Franz
 - Elementary School Principal Report: Jenna Foster
 - Middle School Principal Report: Jill Willhoite
 - Virtual Schooling Update: Lynette Brown, Learning Coach
 - Independent Committee / Organization Reports
5. **Consent Agenda:** The following items concern reports and items of a routine nature normally approved at Board meetings. They will be considered and voted on together as a group with one vote; provided that any Board member may ask that one or more items be considered and voted on separately. The Consent Agenda includes discussion, consideration, and possible action upon the following items:
 1. Approve minutes of the August 11, 2020 Regular Board Meeting.
 2. Approve minutes of the September 3, 2020 Special Board Meeting (Work Session).
 3. Accept Treasurer's Report including: Financial statements, fund balances, expenditures, revenue, warrants, bank summary, bond reports, and investments) for the month ending August 31, 2020.
 4. Approve Encumbrances
 5. General Fund Payments #307 - #341
 6. Child Nutrition Payments are included with General Fund Payments
 7. Building Fund Payments #95 - #116
 8. Activity Fund Payments #1 - #19
 9. Bond 34 Payments # 5 - #12
 10. Declare district equipment, technology devices, furniture, fixtures and other materials (as listed and described in supporting document) as surplus and authorize administration to dispose of properly.
 11. Approve naming members to the 2020-21 the Gifted-Talented Committee: Lauren Branscum, Lynette Brown, Jill Clark, Jenna Foster, Molly Goldsworthy (community member/consultant), Laura Heckenkemper, Jenny Jones, Gina McCarty, Sheila Scott, Jill Willhoite, and Erin Hulsey (parent).
 12. Approve naming members to the 2020-21 Safe, Healthy & Fit School Committee.

6. **Business (Action) Items:** The following items will be considered, discussed, and possible action taken on each one separately.
 1. Discussion, consideration, and possible action upon Estimate of Needs for 2020-21.
 2. Consideration, discussion, and possible action on certified & support personnel recommendations as listed in the attached Personnel Report.
 3. Consideration, discussion, and possible action upon student transfers for 2020-21 as recommended in attached document.
 4. Consideration, discussion, and possible action upon sanctioning of Oakdale School Foundation (OSF) for 2020-21.
 5. Consideration, discussion, and possible action upon sanctioning of Parent-Teacher Club (PTC) for 2020-21.
 6. Consideration, discussion, and possible action upon purchase of new floor auto-scrubber machine in the amount of \$9503.07. (Bond 34 funds)
 7. Consideration, discussion, and possible action upon the purchase of new John Deere Utility Vehicle in the amount of \$7,900.79 with Kubota trade. (Bond 34 funds)
 8. Consideration, discussion and possible action approving labor costs to replace track/fb field lights in the amount of \$4,844.57.
 9. Discussion, consideration, and possible action upon updates/revisions to *Policy FB: Sexual Harassment of Students*.
 10. Discussion, consideration, and/ possible action upon updates/revisions to *Policy FD: Student Residency* including updates/revisions to its procedures as outlined in *FD-P: Student Residency Dispute Procedures*.
 11. Discussion, consideration, and possible action upon updates/revisions to *Policy FE: Open Transfer Policy*.
 12. Discussion, consideration, and possible action upon updates/revisions to *Policy FNCD: Bullying* including updates/revisions to its regulations and/or procedures as outlined in *FNCD-R & FNCD-P Prohibiting Harassment, Intimidation, and Bullying*.
 13. Discussion, consideration, and possible action upon updates and/or revisions to *Policy FO: Student Discipline* including updates/revisions to its regulations as outlined in *FO-RI: Control and Discipline Policy*.
 14. Discussion, consideration, and possible action upon updates and/or revisions to *Policy FOD: Suspension of Students* including updates/revisions to its regulations as outlined in *FOD-R: Suspension of Students*.
7. **New Business:** Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.
8. **Adjourn:** Possible consideration, discussion, and vote to adjourn.

Notice of this meeting was given to the Oklahoma County Clerk on November 13, 2019. This agenda was posted on the school web page, at the south (main) entrance of the school, and at the Kim Lanier Fine Arts Building on _____ at _____ PM by Marlene Martinez, Board Clerk.



All regular, special and emergency meetings of the Board of Education shall be open to the public.

The board wishes to hear the viewpoints of citizens throughout the district and considers the responsible presentation of these viewpoints vital to the efficient operation of the school system. Constructive criticism of the school is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the schools to do their tasks more effectively. The following regulation shall govern visitors attending board meetings.

1. Any individual wishing to address the board of education shall communicate such wish to the superintendent. The superintendent must know the nature of the matter to be discussed and the name(s) of the person(s) making the request. The notification must be received by the superintendent at least twenty-four hours prior to the next regularly scheduled meeting in order to be placed on the agenda. The superintendent must inform the board president of any individual or organization denied the opportunity to address the board of education.
2. The board may waive the advance notice requirement and allow "new business" items to be placed on the agenda at the regular meeting time only if such "new business" was not known about prior to the posting of the agenda and could not have been reasonably known about prior to posting.
3. The board clerk shall record all names of the visitors at board meetings.
4. The president of the board shall recognize speakers, maintain proper order, and adhere to time limits, if any, established by the board. Specifically, the president may require all proponents of one side of an issue to elect one spokesperson. Repetitive comments by consecutive individual will not be allowed.
5. Board members and administrative staff will not respond to questions or comments from the public. Proper questions from members of the public may be referred to the superintendent for later report to the board. The board will not be able to vote on matters brought forward by the public during public participation time if such matters are not specific agenda items. Such items may be placed on the agenda for the next meeting.
6. Members of the public shall not be recognized while the board is conducting its official business.
7. Since individual board members have no authority to resolve complaints, other than by formal board action, whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will promptly be referred to the school administration for study and possible solution. Administrators are expected to follow up on all complaint referrals and to advise the board members of the nature of the complaint and the action(s) taken. The board expects that the administration will handle complaints courteously and that it will take steps to make a proper reply to the complainant. Follow-up shall be in the form of a written memorandum to the board members.
8. Anonymous complaints provide no avenue for response or redress of the complaint. Therefore, it will be the policy of the board that anonymous complaints shall not be pursued. An unsigned complaint will not be read or acted upon at any meeting of the board and anonymous telephone complaints will not be brought to the board by any individual board member, administrator, or other district employee. Further, the administration will not act on any anonymous complaint.

9. Complaints for which specific resolution procedures are provided shall be directed through those channels. This includes complaints about personnel, complaints about instructional materials, etc. Complaints should be resolved at the lowest possible level of authority. At the building level the principal will meet with persons who have a complaint and if necessary respond in writing within five working days of the meeting. If the complaint cannot be resolved at the building level, either party is encouraged to bring the matter to the attention of the superintendent of schools. The superintendent will respond in writing within five working days to all parties and the building principal. If all other remedies have been exhausted and a complaint can not be satisfactorily resolved, the complaint may be appealed to the board of education.
10. The board shall not hear personal complaints unless the proper administrative procedures concerning complaints have been followed. The board will not tolerate personal attacks on members of the board or the administrative staff. The board has confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and complaint. No appeal will be heard by the board and no charges or accusations against an employee will be investigated or acted upon unless the accusations are reduced to writing, signed by the party making the complaint, and presented to the board through the superintendent.

In addition to the above, the board will request written reports be provided to the board prior to the meeting from the following:

1. The person against whom the complaint is made,
2. The principal of the school involved,
3. The superintendent, and
4. The complainant.

Generally, all parties involved will be asked to attend the board meeting for the purposes of presenting any additional facts, making further explanations, and clarifying the issues. The board will not consider or act upon complaints that have not been explored at the appropriate administrative level or complaints for which specific resolution procedures have been established that do not include board review. If the board decides to hear the complaint, the board shall make a decision which shall be sent to all interested parties. The board's decision is final.

OAKDALE VIRTUAL ACADEMY



Oakdale Virtual Academy Students

**Elementary (K-5): 18
students enrolled**

**Middle School: 5 students
enrolled**

***Kindergarten - 5 students**

***7th Grade - 3 students**

***1st grade - 5 students**

***8th Grade - 2 students**

***2nd grade - 2 students**

***3rd grade - 4 students**

***5th grade - 2 students**

TOTAL STUDENTS: 23

Oakdale Virtual Academy

Google Site

EDMENTUM

Edmentum is the publisher of the *MAIN* curriculum we will be using.

COURSEWARE - Grades 6-8

CALVERT - Grade K-5

EXACT PATH - Grades K-8

COURSEWARE

*Grades 6-8

*Each student has 5 or 6 classes they are enrolled in.

*Assignments are self-paced and students know if they are working ahead of schedule, right on track, or getting behind. This platform has been very user-friendly.



CALVERT

*Grades K-5

*Calvert is our main curriculum for our elementary students.

*Calvert has four core areas: **English Language Arts, Math, Science, and Social Studies.**

*Specials offered are PE, Health, and Art.

EXACT PATH

- *All students will be using Exact Path.
- *Students should spend 15-30 minutes on each subject, each week for optimal growth.
- *As the students move through the assignments, Exact Path will adjust to their abilities for a complete individualized and differentiated plan.
- *This platform is user-friendly and an excellent resource for all of our students.

BOOK/READING RESOURCES

Grades K-3: Epic!

Destiny 5-8: Oakdale Online Library

Students are encouraged to use the public library, as well.

OTHER RESOURCES

- *IXL - Grades K-8 (math, reading, language arts)
- *Reflex - Grades 1-5 (math fact practice)
- *Study Island - Grades K-8 (reading/math)
- *STAR Diagnostic - Grades K-8 (reading/math)

Links for all of these resources
can be found on our website.

STAYING CONNECTED

- Zoom classes with Mrs. Foster, Mrs. Willhoite, and Mrs. Jones, MS librarian
- Mrs. Scott, ES librarian, is scheduled to visit us next week.
- Mrs. McCarty, our school counselor, will meet with smaller groups once a month.
- We want these students to know that they are a valuable part of our school community!

"Once a Rocket, always a Rocket!"

Board Minutes
Oakdale Public School Board of Education Regular Meeting
Tuesday, August 11, 2020 6:00 PM
Fine Arts Building - Auditorium

President – Jerome Loughridge

Vice President – Erin Hulsey

Clerk – Todd Corbin

Minutes Clerk - Marlene Martinez

1. Call to Order / Roll Call / Establishment of a Quorum

Attendance Taken at 6:00 PM.

Mr. Todd Corbin: Present

Erin Hulsey: Present

Jerome Loughridge: Present

Present: 3.

2. Pledge of Allegiance / Moment of Silence

3. Recognition of Guests

4. Public Comment

No comments were given from the Public

5. Superintendent & Staff Reports:

Topics of discussion:

Crosswalks

Enrollment

Allocation from State for digital virtual learning

1. Administration Report (Operations)
2. Administration Report (Elementary School)
3. Administration Report (Middle School)
4. Independent Committee / Organization Reports
Representative from Oakdale School Foundation gave a report to the Board

6. Consent Agenda: The following items concern reports and items of a routine nature normally approved at Board meetings. They will be considered and voted on together as a group with one vote; provided that any Board member may ask that one or more items be considered and voted on separately. The Consent Agenda includes discussion, consideration, and possible action upon the following items.

Approval of the consent agenda passed with a motion by Mr. Todd Corbin and a second by Erin Hulseley.

Mr. Todd Corbin: Yea

Erin Hulseley: Yea

Jerome Loughridge: Yea

Yea: 3, Nay: 0

1. Minutes of the Regular Board of Education Meeting held on July 14, 2020.

2. Minutes of the Board of Education Special Meeting held on July 30, 2020.

3. Treasurer's Reports / Financial Statements / Investment Review

4. Expenditures

1. General Fund Payments #75-#103

2. Child Nutrition Payments are included with General Fund Payments

3. Building Fund Payments #56-#71

4. Activity Fund has no payments for July 2020

5. Bond 34 Payments #4-#4

5. Declare district equipment, technology devices, furniture, fixtures and other equipment (as listed and described in supporting document) as surplus and authorize administration to dispose of properly.

Declare district equipment as surplus and authorize administration to dispose of property passed with a motion by Mr. Todd Corbin and a second by Erin Hulseley.

Mr. Todd Corbin: Yea

Erin Hulseley: Yea

Jerome Loughridge: Yea

Yea: 3, Nay: 0

6. Transfer requests for school year 2020-21 as recommended by the Superintendent.

Approval of transfer request passed with a motion by Mr. Todd Corbin and a second by Erin Hulseley.

Mr. Todd Corbin: Yea

Erin Hulseley: Yea

Jerome Loughridge: Yea

Yea: 3, Nay: 0

7. Business / Action Items

1. Consideration, discussion, and action upon declaring Oakdale Schools as an "hours" district for state accreditation purposes.

Declaring Oakdale Schools as an "hours" district for State accreditation purposes passed with a motion by Mr. Todd Corbin and a second by Erin Hulseley.

Mr. Todd Corbin: Yea

Erin Hulseley: Yea

Jerome Loughridge: Yea

Yea: 3, Nay: 0

2. Consideration, discussion, and action upon membership with Oklahoma Public School Resources Center in the amount of \$2,500.

Membership with Oklahoma Public School Resources Center in the amount of \$2,500. passed with a motion by Mr. Todd Corbin and a second by Erin Hulseley.

Mr. Todd Corbin: Yea

Erin Hulsey: Yea
Jerome Loughridge: Yea
Yea: 3, Nay: 0

3. Consideration, discussion, and action upon the Personnel Report including extra duty assignments for 2020-21 as recommended by the Superintendent.

Approval of Personnel Report passed with a motion by Mr. Todd Corbin and a second by Erin Hulsey.

Mr. Todd Corbin: Yea
Erin Hulsey: Yea
Jerome Loughridge: Yea
Yea: 3, Nay: 0

8. Information & Discussion:

1. Information and discussion of first round reading of the revisions, edits, omissions and additions to the Oakdale Board Policy Book as recommended by OSSBA attorney's legal review.
2. Information and discussion about future projects, initiatives, master planning, and/or programs related to the short- and long-term goals/plans of the District as shared in previous work session.

9. Adjournment

Approve motion to adjourn at 6:45 pm passed with a motion by Mr. Todd Corbin and a second by Erin Hulsey.

Mr. Todd Corbin: Yea
Erin Hulsey: Yea
Jerome Loughridge: Yea
Yea: 3, Nay: 0

Board Minutes
Oakdale Public School Board of Education Special Meeting
Thursday, September 3, 2020 10:00 AM
Fine Arts Building - Auditorium

President – Jerome Loughridge

Vice President – Erin Hulsey

Clerk – Todd Corbin

Minutes Clerk - Marlene Martinez

1. Call to Order

2. Roll Call/Establishment of Quorum.

3. Approval of agenda.

Approval of agenda passed with a motion by Mr. Todd Corbin and a second by Erin Hulsey.

Mr. Todd Corbin: Yea

Erin Hulsey: Yea

Jerome Loughridge: Yea

Yea: 3, Nay: 0

4. Welcome and introduction of guests.

Representatives from LWPB, Randy and Jeff
Ron Fisher, Stephen H. McDonald

5. WORK SESSION: Discussions about future possible projects, initiatives, master planning, bond issues, and/or programs related to the short- and long-term goals/plans of the District.

6. Adjournment

Motion to adjourn at 11:53 a.m. passed with a motion by Erin Hulsey and a second by Mr. Todd Corbin.

Mr. Todd Corbin: Yea

Erin Hulsey: Yea

Jerome Loughridge: Yea

Yea: 3, Nay: 0



Oakdale School
55-C029

FY21 Financial Report
August 31, 2020

Oakdale Public Schools
Cash Balances - Appropriated Funds
August 31, 2020

	Balance 8/31/2020	Less: O/S Warrants 8/31/2020	Cash Balances 8/31/2020	Comparison 8/31/2019	Comparison 8/31/2018
General Fund					
2020-21 FY	1,002,080.39	34,223.25	967,857.14		
2019-20 FY	26,564.82	26,564.82	0.00		
Total	1,028,645.21	60,788.07	967,857.14	1,012,439.59	855,264.33
Building Fund					
2020-21 FY	2,893.68	2,903.56	(9.88)		
2019-20 FY	0.00	0.00	0.00		
Total	2,893.68	2,903.56	(9.88)	(32,356.54)	(26,822.15)
Building Bond Funds					
BBF (Fund 34)	340,709.02	0.00	340,709.02	-	-
BBF (Fund 35)	90,493.80	0.00	90,493.80	-	-
Total	431,202.82	0.00	431,202.82	2,707,638.64	4,527,517.25
Sinking Fund	1,094,267.21	0.00	1,094,267.21	1,238,777.20	420,101.65
Total Cash Balances	2,557,008.92	63,691.63	2,493,317.29	4,926,498.89	5,776,061.08

**OAKDALE SCHOOL
GENERAL FUND EXPENDITURES
August 31, 2020**

	FY19 Expenditures		FY20 Expenditures		FY21 Expenditures	
	Payroll	Non-Payroll	Payroll	Non-Payroll	Payroll	Non-Payroll
July	74,679.73	52,205.09	67,711.84	28,743.40	80,886.78	47,087.63
August	178,172.55	80,862.57	203,987.56	28,694.57	229,781.70	87,281.91
September	373,625.32	22,470.80	383,903.33	25,483.55		
October	370,468.67	67,275.37	385,767.35	31,172.79		
November	372,992.56	30,423.88	384,402.08	74,003.92		
December	362,449.37	27,851.88	434,222.85	29,883.38		
January	361,243.27	15,996.44	385,115.27	30,328.66		
February	373,854.82	38,817.38	385,488.81	30,222.76		
March	388,987.79	17,226.09	412,295.02	36,019.84		
April	380,337.90	13,076.07	406,668.45	14,157.63		
May	1,110,612.81	34,387.69	1,247,218.61	11,703.68		
June	270,778.53	42,689.97	48,695.50	32,678.26		
TOTALS	4,618,203.32	443,283.23	4,745,476.67	373,092.44	310,668.48	134,369.54
		5,061,486.55		5,118,569.11		445,038.02

YTD Comparison

	FY19 Expenditures		FY20 Expenditures		FY21 Expenditures	
	Payroll	Non-Payroll	Payroll	Non-Payroll	Payroll	Non-Payroll
July	74,679.73	52,205.09	67,711.84	28,743.40	80,886.78	47,087.63
August	178,172.55	80,862.57	203,987.56	28,694.57	229,781.70	87,281.91
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
TOTALS	252,852.28	133,067.66	271,699.40	57,437.97	310,668.48	134,369.54
		385,919.94		329,137.37		445,038.02

**OAKDALE SCHOOL
GENERAL FUND EXPENDITURES
August 31, 2020**

Personnel Expenses		2020-21	AUGUST	2020-21	% of YTD
OBJECT	DESCRIPTION	BUDGET	2020	YEAR-TO-DATE	TO BUDGET
100-299	Personnel	4,800,000.00	229,781.70	310,668.48	6.47%
	Total Personnel	4,800,000.00	229,781.70	310,668.48	6.47%
Non-Personnel Expenses					
310	Administrative Services	40,939.00	-	10,939.00	26.7%
320	Professional Education Services	24,053.00	3,220.00	3,220.00	13.4%
321	Instructional Program Improvement	1,288.00	-	-	0.0%
331	Accounting & Audit Services	5,762.80	-	-	0.0%
336	Medical Services	14,442.00	-	-	0.0%
346	Technology Services	2,282.50	-	-	0.0%
358	Legal Services	3,816.00	-	-	0.0%
359	Employee Training	5,365.50	-	-	0.0%
420	Cleaning Services	1,278.17	-	-	0.0%
440	Rentals	630.00	-	-	0.0%
450	Construction Services	7,298.80	-	-	0.0%
522	Liability Insurance	8,012.00	-	8,012.00	100.0%
524	Vehicle Insurance	6,676.00	-	6,676.00	100.0%
525	Surety Bonds	1,882.50	-	750.00	39.8%
530	Communication Services	33,102.05	1,702.24	11,806.22	35.7%
540	Advertising	713.61	-	-	0.0%
560	Tuitions	400.00	-	-	0.0%
580	Staff Travel	2,520.98	-	-	0.0%
611	Copy Supplies	14,305.05	361.40	361.40	2.5%
612	Automotive & Bus Supplies	40,088.57	1,348.19	1,348.19	3.4%
614	Testing Supplies	3,960.34	-	-	0.0%
616	First Aid	450.00	-	-	0.0%
617	Kitchen Supplies	7,001.95	-	-	0.0%
618	Maintenance Supplies	23,211.73	324.88	324.88	1.4%
619	Classroom/Office Supplies	81,379.12	6,913.29	7,056.93	8.7%
625	Gasoline	13,000.00	-	-	0.0%
630	Food and Milk	97,025.84	120.00	120.00	0.1%
639	Other Food Costs	3,642.85	-	-	0.0%
641	Books	955.30	-	-	0.0%
643	Textbooks	35,864.00	31,318.55	31,318.55	87.3%
646	Binding	1,000.00	-	-	0.0%
652	Audiovisual	14,334.34	1,095.00	1,095.00	7.6%
653	Technology Related Supplies	96,229.42	40,844.21	47,832.22	49.7%
654	Furniture and Fixtures	4,005.00	-	-	0.0%
657	Uniforms	200.00	-	-	0.0%
681	Co-curricular Activities	3,325.00	-	-	0.0%
682	Refreshments, Awards, Gifts	442.50	-	-	0.0%
733	Technology Software and Equipment	2,400.00	-	-	0.0%
810	Dues and Fees	20,338.85	1.65	3,476.65	17.1%
833	Interest on Non-Payable Warrants	2,285.55	-	-	0.0%
850	Game Contracts & Guarantees	6,025.00	-	-	0.0%
860	Staff Registration & Tuition	469.99	-	-	0.0%
870	County Assessments/Revaluation Fees	43,584.24	-	-	0.0%
930	Reimbursement	8,885.00	32.50	32.50	0.4%
	Total Non-Personnel	684,872.55	87,281.91	134,369.54	19.6%
	TOTALS	5,484,872.55	317,063.61	445,038.02	8.1%

Oakdale Public Schools
Summary of Monthly Revenue - By Fund
2020-21 FY

Month	Total	General Fund	Building Fund	BBF (Fund 34)	BBF (Fund 35)	Sinking Fund
7-2020	18,374.87	18,374.87				
8	211,607.74	157,946.86	8,823.55			44,837.33
9	0.00					
10	0.00					
11	0.00					
12	0.00					
1-2021	0.00					
2	0.00					
3	0.00					
4	0.00					
5	0.00					
6	0.00					
Total	229,982.61	176,321.73	8,823.55	0.00	0.00	44,837.33

**Oakdale Public Schools
Warrants Issued By Month - By Fund
2020-21 FY**

Month	Total	<u>General Fund</u>		<u>Building Fund</u>		(Fund 34)	(Fund 35)	Sinking
		2020-21 FY	2019-20 FY	2020-21 FY	2019-20 FY	BBF	BBF	Fund
7-2020	1,753,734.45	127,974.41		110,062.43		35,775.11		1,479,922.50
8	357,674.45	317,063.61		39,921.13		689.71		
9	0.00							
10	0.00							
11	0.00							
12	0.00							
1-2021	0.00							
2	0.00							
3	0.00							
4	0.00							
5	0.00							
6	0.00							
Totals	<u>2,111,408.90</u>	<u>445,038.02</u>	<u>0.00</u>	<u>149,983.56</u>	<u>0.00</u>	<u>36,464.82</u>	<u>0.00</u>	<u>1,479,922.50</u>

**Oakdale Public Schools
Warrants Paid By Month - By Fund
2020-21 FY**

Month	Total	<u>General Fund</u>		<u>Building Fund</u>		(Fund 34)	(Fund 35)	Sinking
		2020-21 FY	2019-20 FY	2020-21 FY	2019-20 FY	BBF	BBF	Fund
7-2020	1,889,407.08	117,870.43	97,964.29	109,462.43	12,770.82	71,416.61		1,479,922.50
8	339,538.58	292,944.34	7,721.96	37,617.57	565.00	689.71		
9	0.00							
10	0.00							
11	0.00							
12	0.00							
1-2021	0.00							
2	0.00							
3	0.00							
4	0.00							
5	0.00							
6	0.00							
Total	2,228,945.66	410,814.77	105,686.25	147,080.00	13,335.82	72,106.32	0.00	1,479,922.50

**Oakdale Public Schools
Warrant Accounts - By Funds
2020-21 FY**

<u>2020-21 FY</u>	Total	General	Building	BBF (34)	BBF (35)	Sinking (41)
O/S @ 7-01-20	0.00	0.00	0.00	0.00	0.00	0.00
Issued to Date	2,111,408.90	445,038.02	149,983.56	36,464.82	0.00	1,479,922.50
Less: Paid to Date	2,074,282.09	410,814.77	147,080.00	36,464.82	0.00	1,479,922.50
O/S @ 7/31/2020	37,126.81	34,223.25	2,903.56	0.00	0.00	0.00

<u>2019-20 FY</u>	Total	General	Building	BBF (34)	BBF (35)	Sinking (41)
O/S @ 7-01-20	181,228.39	132,251.07	13,335.82	35,641.50	0.00	0.00
Issued to Date	0.00	0.00	0.00	0.00	0.00	0.00
Less: Paid to Date	154,663.57	105,686.25	13,335.82	35,641.50	0.00	0.00
O/S @ 7/31/2020	26,564.82	26,564.82	0.00	0.00	0.00	0.00

<u>All Years</u>	Total	General	Building	BBF (34)	BBF (35)	Sinking (41)
O/S @ 7-01-20	181,228.39	132,251.07	13,335.82	35,641.50	0.00	0.00
Issued to Date	2,111,408.90	445,038.02	149,983.56	36,464.82	0.00	1,479,922.50
Less: Paid to Date	2,228,945.66	516,501.02	160,415.82	72,106.32	0.00	1,479,922.50
O/S @ 7/31/2020	63,691.63	60,788.07	2,903.56	0.00	0.00	0.00

**Oakdale Public Schools
Bank Summary
General Fund
2020-21 FY**

<u>Month</u>	<u>Beginning Balance</u>	<u>Deposits</u>	<u>Transfers In</u>	<u>Transfers Out</u>	<u>Disbursements</u>	<u>Ending Balance</u>
7-2020	3,076,133.76	18,374.87		GW 120.51 SC 35.00	409,484.58	2,685,093.54
			225.00	BC		
8	2,685,093.54	211,607.74		GW 118.78 SC 35.00	339,538.58	2,557,008.92
9				GW		
				SC		
10				GW		
				SC		
11				GW		
				SC		
12				GW		
				SC		
1-2021				GW		
				SC		
2				GW		
				SC		
				RC		
3				GW		
				SC		
4				GW		
				SC		
5				GW		
				SC		
6				GW		
				SC		
Total	<u>3,076,133.76</u>	<u>229,982.61</u>	<u>225.00</u>		<u>309.29</u>	<u>749,023.16</u>
						<u>2,557,008.92</u>

RC = Returned checks

SC = Bank service charges-ACH

SC1 = Reversed Bank Service Charge-ACH

GW = Gateway and Credit Card Processing

HL = Heartland Processing

BOND PRINCIPAL AND INTEREST SCHEDULE 8/31/2020

BUILDING BOND, SERIES B JULY 1, 2015 - \$4,520,000.00

Date	Principal	Interest	Total	Date Paid	Notes
7/1/2015	\$ -	\$ -	\$ -		
1/1/2016	\$ -	\$ -	\$ -		
7/1/2016	\$ -	\$ -	\$ -		
1/1/2017	\$ -	\$ -	\$ -		
7/1/2017	\$ 110,000.00	\$ 107,600.00	\$ 217,600.00	7/3/2017	
1/1/2018	\$ -	\$ 26,460.00	\$ 26,460.00	12/22/2017	
7/1/2018	\$ 1,470,000.00	\$ 26,460.00	\$ 1,496,460.00	7/1/2018	
1/1/2019	\$ -	\$ 18,742.50	\$ 18,742.50	12/28/2018	
7/1/2019	\$ 1,470,000.00	\$ 18,742.50	\$ 1,488,742.50	7/1/2019	
1/1/2020	\$ -	\$ 9,922.50	\$ 9,922.50	12/23/2019	
7/1/2020	\$ 1,470,000.00	\$ 9,922.50	\$ 1,479,922.50	7/1/2020	BOND RETIRED

BUILDING BONDS of 2015 NOVEMBER 1, 2015 - \$1,100,000.00

Date	Principal	Interest	Total	Date Paid	Notes
11/1/2015	\$ -	\$ -	\$ -		
5/1/2016	\$ -	\$ -	\$ -		
11/1/2016	\$ -	\$ -	\$ -		
5/1/2017	\$ -	\$ 18,825.00	\$ 18,825.00	4/24/2017	
11/1/2017	\$ 170,000.00	\$ 6,275.00	\$ 176,275.00	10/26/2017	
5/1/2018	\$ -	\$ 5,425.00	\$ 5,425.00	4/25/2018	
11/1/2018	\$ 310,000.00	\$ 5,425.00	\$ 315,425.00	10/30/2018	
5/1/2019	\$ -	\$ 3,875.00	\$ 3,875.00	4/26/2019	
11/1/2019	\$ 310,000.00	\$ 3,875.00	\$ 313,875.00	10/29/2019	
5/1/2020	\$ -	\$ 1,937.50	\$ 1,937.50	4/22/2020	
11/1/2020	\$ 310,000.00	\$ 1,937.50	\$ 311,937.50		RETIRES BOND

BUILDING BONDS of 2018 JUNE 1, 2018 - \$4,735,000.00

Date	Principal	Interest	Total	Date Paid	Notes
6/1/2019	\$ -	\$ 121,375.00	\$ 121,375.00	5/30/2019	
12/1/2019	\$ -	\$ 60,687.50	\$ 60,687.50	11/22/2019	
6/1/2020	\$ 1,135,000.00	\$ 60,687.50	\$ 1,195,687.50	5/28/2020	
12/1/2020	\$ -	\$ 46,500.00	\$ 46,500.00		
6/1/2021	\$ 1,200,000.00	\$ 46,500.00	\$ 1,246,500.00		
12/1/2021	\$ -	\$ 31,500.00	\$ 31,500.00		
6/1/2022	\$ 1,200,000.00	\$ 31,500.00	\$ 1,231,500.00		
12/1/2022	\$ -	\$ 15,750.00	\$ 15,750.00		
6/1/2023	\$ 1,200,000.00	\$ 15,750.00	\$ 1,215,750.00		RETIRES BOND

TRANSPORTATION BONDS JULY 2, 2019 - \$600,000

Date	Principal	Interest	Total	Date Paid	Notes
7/1/2021	\$ 600,000.00	\$ 24,000.00	\$ 624,000.00		RETIRES BOND

Payment Register

Options: Year: 2020-2021, Fund: GEN FUND-FOR OP, Date Range: 9/1/2020 - 9/8/2020, Payment Range: 312 - 999, Print
Payroll Payments: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
312	09/04/2020	1083	AIC MEDICAL				\$75.00
313	09/04/2020	4290	AMERICAN TELCOM, INC				\$308.75
314	09/04/2020	3243	ARCHWAY				\$8,003.68
315	09/04/2020	3045	AT&T				\$2,319.18
316	09/04/2020	3795	EARTHGRAINS BAKING				\$353.60
317	09/04/2020	4213	CHRISTINA WYNN				\$49.00
318	09/04/2020	3667	COLLECT ED				\$394.50
319	09/04/2020	3387	ED ADMIN SRVS, INC				\$5,000.00
320	09/04/2020	80733	JEREMY J EVANS				\$100.50
321	09/04/2020	4035	FRANCIS TUTTLE TECH CENTER				\$249.00
322	09/04/2020	4279	TULSA FRUIT COMPANY				\$384.97
323	09/04/2020	4286	N2Y, LLC				\$1,125.66
324	09/04/2020	115	OFFICE DEPOT				\$47.16
325	09/04/2020	67	OSSBA				\$270.00
326	09/04/2020	3289	TEEL OSWALD, M.ED				\$1,325.00
327	09/04/2020	941	OKLAHOMA TURNPIKE AUTHORI				\$13.40
328	09/04/2020	80423	PAULA PARROTT				\$420.00
329	09/04/2020	4189	PHILLIPS MURRAH P.C.				\$256.00
330	09/04/2020	3843	PHONAK LLC				\$1,508.99
331	09/04/2020	4042	EAST SIDE JERSEY DAIRY				\$816.93
332	09/04/2020	204	QUILL CORPORATION				\$2,535.55
333	09/04/2020	649	RAINBOW PENNANT, INC.				\$135.60
334	09/04/2020	50186	Rebecca Drinkaus				\$175.00
335	09/04/2020	80726	NICOLE M RIHN				\$57.25
336	09/04/2020	103	ROSS TRANSPORTATION				\$1,322.35
337	09/04/2020	626	EDUCATORS PUBLISHING SERVIC				\$520.00
338	09/04/2020	80728	AUBREY M STANLEY				\$57.25
339	09/04/2020	3394	STATION 27, INC				\$227.04
340	09/04/2020	70017	SYSCO OKLAHOMA LLC				\$2,641.52
341	09/08/2020	58	AT&T MOBILITY				\$609.85
Non-Payroll Total:							\$31,302.73
Payroll Total:							\$0.00
Balance Foward:							\$647,532.08
Total:							\$678,834.81

Payment Register

Options: Year: 2020-2021, Fund: Building, Date Range: 9/1/2020 - 9/8/2020, Print Payroll Payments: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
95	09/04/2020	3730	DASH EQUIPMENT				\$133.00
96	09/04/2020	538	EAGLE MECHANICAL, INC.				\$1,230.00
97	09/04/2020	3314	EARTHSMART CONTROLS				\$1,118.58
98	09/04/2020	77	EDMOND SAFE AND LOCK				\$10.50
99	09/04/2020	3823	FER WASTE SERVICES LLC				\$352.00
100	09/04/2020	3932	GREEN COUNTRY ELECTRIC AND				\$581.91
101	09/04/2020	4000	GREENTURF INC				\$1,778.35
102	09/04/2020	4288	METRO MOWING SERVICE				\$1,365.00
103	09/04/2020	4030	MOTHER NATURES PEST				\$550.00
104	09/04/2020	3	OKLAHOMA GAS& ELECTRIC				\$9,760.40
105	09/04/2020	4	OKLAHOMA NATURAL GAS				\$98.08
106	09/04/2020	3201	P & L FIRE PROTECTION INC				\$535.00
107	09/04/2020	3980	RED DIRT SEPTIC				\$575.00
108	09/04/2020	380	REX PLAYGROUND EQUIPMENT				\$3,100.00
109	09/04/2020	444	ROTO ROOTER				\$765.80
110	09/04/2020	3554	TLC ENTERPRISES LLC				\$2,715.50
111	09/04/2020	3148	TREATS SOLUTIONS				\$2,619.07
112	09/08/2020	70038	CITY OF OKLAHOMA CITY				\$143.62
113	09/08/2020	494	THE HOME DEPOT				\$481.97
114	09/08/2020	4288	METRO MOWING SERVICE				\$715.00
115	09/08/2020	3644	SUPERIOR LINEN				\$84.97
116	09/08/2020	4299	RED BEARD PLUMBING				\$189.00
Non-Payroll Total:							\$28,902.75
Payroll Total:							\$6,525.99
Balance Foward:							\$149,983.56
Total:							\$185,412.30

Payment Register

Options: Year: 2020-2021, Fund: ACTIVITY FUND, Date Range: 8/1/2020 - 8/31/2020, Print Payroll Payments: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
1	08/03/2020	3791	JESSE HEFFLEY				\$447.24
2	08/10/2020	3693	PROSPERITY BANK				\$149.99
3	08/10/2020	4282	TACK DESIGNS LLC				\$586.75
4	08/10/2020	3120	THE LIBRARY STORE				\$30.95
5	08/17/2020	4022	WISH FOR HAITI				\$600.00
6	08/17/2020	115	OFFICE DEPOT				\$49.95
7	08/18/2020	4285	PANERA BREAD		08/18/2020	\$90.23	\$0.00
8	08/18/2020	3082	SHAWNEE HIGH SCHOOL CROSS				\$80.00
9	08/19/2020	4207	ISABELLA PICA				\$80.00
10	08/19/2020	4059	KAREN PICA				\$100.00
11	08/19/2020	3632	MALISA RADDATZ				\$100.00
12	08/21/2020	4287	BRENT DISHMAN				\$140.00
13	08/26/2020	4289	DAVIS DUNKLEBERGER				\$80.00
14	08/27/2020	4207	ISABELLA PICA				\$200.00
15	08/27/2020	4059	KAREN PICA				\$300.00
16	08/27/2020	4206	NICOLAS PICA				\$80.00
17	08/27/2020	3632	MALISA RADDATZ				\$300.00
18	08/28/2020	4289	DAVIS DUNKLEBERGER				\$80.00
19	08/28/2020	50185	Erika Scoins				\$14.00
Non-Payroll Total:							\$3,418.88
Payroll Total:							\$0.00
Balance Foward:							\$0.00
Total:							\$3,418.88

Oakdale Public School

Revenue/Expenditure Summary

Options: Fund: 61, Date Range: 7/1/2020 - 8/31/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 SPORTS	\$0.00	\$2,931.10	\$19,084.27	\$1,273.99	\$20,741.38	\$0.00	\$20,741.38
810 CHEER	\$0.00	\$3,352.65	\$82.97	\$0.00	\$3,435.62	\$0.00	\$3,435.62
831 CONCESSIONS	\$0.00	\$0.00	\$11,436.14	\$0.00	\$11,436.14	\$0.00	\$11,436.14
901 CLASS PROJECTS	\$0.00	\$100.00	\$778.56	\$14.00	\$864.56	\$0.00	\$864.56
930 DAYCARE	\$0.00	\$2,430.91	\$1,383.29	\$1,300.00	\$2,514.20	\$0.00	\$2,514.20
940 BOX TOPS/TARGET	\$0.00	\$0.00	\$1,490.95	\$0.00	\$1,490.95	\$0.00	\$1,490.95
950 BAND - STUDENTS	\$0.00	\$35.00	\$5,504.09	\$0.00	\$5,539.09	\$0.00	\$5,539.09
960 STEM PROGRAM	\$0.00	\$0.00	\$1,748.03	\$0.00	\$1,748.03	\$0.00	\$1,748.03
980 YEARBOOK	\$0.00	\$0.00	\$2,012.18	\$149.99	\$1,862.19	\$0.00	\$1,862.19
988 ADMINISTRATION	\$0.00	\$4,791.37	\$4,354.30	\$0.00	\$9,145.67	\$0.00	\$9,145.67
990 LIBRARY	\$0.00	\$651.32	\$11,137.20	\$80.90	\$11,707.62	\$0.00	\$11,707.62
991 BUILDERS CLUB	\$0.00	\$0.00	\$3,940.22	\$600.00	\$3,340.22	\$0.00	\$3,340.22
992 LEADERSHIP	\$0.00	\$0.00	\$1,451.37	\$0.00	\$1,451.37	\$0.00	\$1,451.37
995 ART CLASS	\$0.00	\$0.00	\$265.86	\$0.00	\$265.86	\$0.00	\$265.86
Total	\$0.00	\$14,292.35	\$64,669.43	\$3,418.88	\$75,542.90	\$0.00	\$75,542.90

Payment Register

Options: Year: 2020-2021, Fund: BOND FUND #34, Date Range: 9/1/2020 - 9/8/2020, Print Payroll Payments: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
5	09/03/2020	4197	COAST AUDIO VIDEO				\$4,033.17
6	09/03/2020	3309	HUNTER MECHANICAL CONTROL				\$13,985.00
7	09/03/2020	4249	HUDSON BRYANT INGRAM				\$10,149.00
8	09/03/2020	4080	SHI INTERNATIONAL				\$36,996.00
9	09/03/2020	3931	WORTHINGTON DIRECT				\$9,780.15
10	09/03/2020	4080	SHI INTERNATIONAL				\$1,043.55
11	09/08/2020	4249	HUDSON BRYANT INGRAM				\$2,400.00
12	09/08/2020	879	ARCHITECTURAL SIGN AND GRAP				\$690.00
Non-Payroll Total:							\$79,076.87
Payroll Total:							\$0.00
Balance Foward:							\$36,464.82
Total:							\$115,541.69

September 2020 Surplus:



Kubota RTV (1)



RedCat Sound System (32)



Tennant floor buffer (1)



Clark Boost Floor Scrubber (1)

I. Healthy & Fit School Advisory Committee (as of 9/3/20)

Amy Andrews (Teacher, Parent)
Shelby Carter (Teacher, Parent)
Tiffany Cone (Teacher, Parent)
Jenny Jones (Teacher, Parent)
Malisa Raddatz (Child Nutrition)
Denean Knapp (OT)
Gina McCarty (Counselor)
Mike Franz (Administrator)
Julie Harger (School Nurse)
Rachelle Franz (Parent/Educator/Community)
Jeannie Moss (Staff/Parent/OSF)
Jennifer Colby (Parent/OSF)
Courtney Barrett-Johnson (Parent)
Shannez Van Cauwenbergh (Parent)

II. Unconfirmed, but have also reached out to these parents and staff to assist going through the School Health Index Module this year:

Stacy Hensley (Teacher)
Joe Booker (Teacher/Parent)
Ray Price (Custodial/Maintenance)
Jim Wilson (Maintenance)
Caeli Williams (Parent/PTC)
Stephanie Clowdus (Parent/PTC)
Shereen Griffin (Parent)
Thatcha Naidu (Parent)

III. Still in the process of recruiting student members.

GENERAL FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2019 TO JUNE 30, 2020
ESTIMATE OF NEEDS FOR 2020-2021

EXHIBIT 'A'

Schedule 1: Current Balance Sheet for June 30, 2020	
	Amount
ASSETS:	
Cash Balances	\$1,369,133.79
Investments	\$0.00
TOTAL ASSETS	\$1,369,133.79
LIABILITIES AND RESERVES:	
Warrants Outstanding	\$132,251.07
Reserve for Interest on Warrants	\$0.00
Reserves From Schedule 8	\$0.00
TOTAL LIABILITIES AND RESERVES	\$132,251.07
CASH FUND BALANCE JUNE 30, 2020	\$1,236,882.72
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	\$1,369,133.79

Schedule 2: Revenue and Requirements, 2019-2020		
REVENUE	Estimated Budget	Actual Revenue & Expenditures
Revenues, Non-Revenue Receipts & Cash Balances (Schedule 6)	\$5,902,209.19	\$6,355,451.83
LESS REQUIREMENTS:		
Expenditures (Schedule 8)	\$5,902,209.19	\$5,118,569.11
CASH FUND BALANCE JUNE 30, 2020	\$0.00	\$1,236,882.72

Schedule 3: General Fund Cash Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2019-20	2018-19	PRE-2018	Total
Cash Balance Reported to Excise Board 6-30-19	\$0.00	\$1,303,945.45	\$0.00	\$1,303,945.45
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCE				
Revenues/Non-Rev (Sch 6 Source Codes 1000 to 5999)	\$5,123,749.54	\$0.00	\$0.00	\$5,123,749.54
Cash Balances Transferred (Sch 6 Source Code 6110)	\$1,221,526.24	-\$1,221,526.24	\$0.00	\$0.00
Prior Year Lapsed Appropri (Sch 6 Source Code 6130)	\$9,765.96	-\$9,765.96	\$0.00	\$0.00
Estopped Warrants (Sch 6 Source Code 6140)	\$410.09	-\$410.09	\$0.00	\$0.00
Interfund Transfers (Sch 6 Source Code 6200)	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES, NON-REVENUE RECEIPTS & CASH BALANCE	\$6,355,451.83	-\$1,231,702.29	\$0.00	\$5,123,749.54
Warrants Paid of Year in Caption	\$4,986,318.04	\$72,243.16	\$0.00	\$5,058,561.20
TOTAL DISBURSEMENTS	\$4,986,318.04	\$72,243.16	\$0.00	\$5,058,561.20
CASH & INVESTMENTS BALANCE JUNE 30, 2020	\$1,369,133.79	\$0.00	\$0.00	\$1,369,133.79
Reserve for Warrants Outstanding (Schedule 4)	\$132,251.07	\$0.00	\$0.00	\$132,251.07
Reserve for Encumbrances (Schedule 8)	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL LIABILITIES AND RESERVE	\$132,251.07	\$0.00	\$0.00	\$132,251.07
DEFICIT	\$0.00	\$0.00	\$0.00	\$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	\$1,236,882.72	\$0.00	\$0.00	\$1,236,882.72

Schedule 4: General Fund Warrant Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2019-20	2018-19	PRE-2018	Total
Warrants Outstanding 6-30 of Year in Caption	\$0.00	\$67,260.66	\$0.00	\$67,260.66
Warrants Registered During Year	\$5,118,569.11	\$5,392.59	\$0.00	\$5,123,961.70
TOTAL	\$5,118,569.11	\$72,653.25	\$0.00	\$5,191,222.36
Warrants Paid During Year	\$4,986,318.04	\$72,243.16	\$0.00	\$5,058,561.20
Warrants Converted to Bonds or Judgments	\$0.00	\$0.00	\$0.00	\$0.00
Warrants Estopped by Statute/Canceled	\$0.00	\$410.09	\$0.00	\$410.09
TOTAL WARRANTS RETIRED	\$4,986,318.04	\$72,653.25	\$0.00	\$5,058,971.29
BALANCE WARRANTS OUTSTANDING JUNE 30, 2020	\$132,251.07	\$0.00	\$0.00	\$132,251.07

Schedule 5: 2019 Ad Valorem Tax Account		
ACCOUNTS COVERING THE PERIOD JULY 1, 2019 TO JUNE 30, 2020	36.670 Mills	Amount
2019 Net Valuation Certified to County Excise Board		\$107,878,605.00
Total Proceeds of Levy as Certified		\$3,955,908.45
Additions:		\$0.00
Deductions:		\$0.00
Gross Balance Tax		\$3,955,908.45
Less Reserve for Delinquent Tax		\$359,628.04
Reserve for Protests Pending		\$0.00
Balance Available Tax		\$3,596,280.41
Deduct 2019 Tax Apportioned		\$3,819,695.61
Net Balance 2019 Tax in Process of Collection		\$0.00
Excess Collections		\$223,415.20

OAKDALE S. D. # 29
BUDGET COMPARISONS
FYE 6-30-21

	CURRENT YEAR	PRIOR YEAR	DIFFERENCE
GENERAL FUND			
carry-over	\$1,236,882.72	\$1,221,526.24	\$15,356.48
miscellaneous revenue estimates	1,122,217.74	1,084,402.54	37,815.20
ad valorem tax estimates	3,693,793.17	3,596,280.41	97,512.76
total budget	<u><u>\$6,052,893.63</u></u>	<u><u>\$5,902,209.19</u></u>	<u><u>\$150,684.44</u></u>
BUILDING FUND			
carry-over	\$141,150.13	\$95,186.78	\$45,963.35
ad valorem tax estimates	527,828.64	513,894.45	13,934.19
total budget	<u><u>\$668,978.77</u></u>	<u><u>\$609,081.23</u></u>	<u><u>\$59,897.54</u></u>
SINKING FUND			
carry-over	\$88,179.29	\$123,212.78	(\$35,033.49)
ad valorem tax estimates	1,613,820.71	2,788,632.22	(1,174,811.51)
total budget	<u><u>\$1,702,000.00</u></u>	<u><u>\$2,911,845.00</u></u>	<u><u>(\$1,209,845.00)</u></u>
MILLAGE RATE	<u><u>15.29</u></u>	<u><u>27.14</u></u>	<u><u>(11.85)</u></u>

To the Board of Education,

Greetings! This is our first time filling out sanctioning forms, creating and implementing ByLaws, etc. Thank you for your grace for any mistakes that we might have made. We wanted to provide a small commentary on our financials, as we are not accountants, and then look forward to the board meeting where we are happy to answer any other questions, address concerns, and/or receive feedback to help us move forward in a productive way that will benefit all involved.

Financially, we run our year and books along with the school year. Usually that means June 1, to May 31. This year, with the school year coming to a halt in March, our funds did not all get used like they normally do. We usually have multiple spring and end of the year events, and even a few back to school events, that obviously didn't take place. Also, we usually tie up the year along with all our PTC meetings that close things out, prepare the new years officers and committee chairs, etc. So, our financials look a little larger than they normally do, from the carryover. We are not the fundraising branch of Oakdale, we leave that to OSF, so any and all funds are usually completely depleted every year, with only enough left over to do anything we need over the summer to prepare for information day.

We have done our best to give you an accurate view of where we started this year, our budget and plans for the upcoming year, and our intended use of the funds that flow through the Oakdale PTC.

Thank you for your time and service to our school!

Warmest Regards,

Handwritten signatures of Stephanie Clowdus and Brooke Brewer in cursive script.

Stephanie Clowdus & Brooke Brewer
PTC President PTC Treasurer

OAKDALE SCHOOL

**APPLICATION FOR SANCTIONING
2020 – 2021 School Year**

UNDER OKLAHOMA STAT. TITLE 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant, a student achievement program or a parent-teacher association or organization, to the Board of Education of Oakdale School (the “School”), pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. Sanctioned organizations are permitted to use the School’s name in the organization’s name to identify themselves and to conduct fundraising activities on school property.

Name of Applicant: Oakdale Parent Teacher Committee

Applicant’s Address: 10901 N Sooner Rd.

Edmond, OK 73013

Applicant’s Taxpayer I.D. Number: 85 23 66308

(Applicant **MUST** furnish a valid tax ID number; social security numbers may not be used.)

Current Officers:

	President	Treasurer
Name	Stephanie Clowdus	Brooke Brewer
Phone Number	405-255-2402	405-414-9175
E-Mail Address	steph.clowdus@yahoo.com	brookebrewer81@yahoo.com

Incoming Officers:

	President	Treasurer
Name	see above	see above
Phone Number		
E-Mail Address		

Describe how the School and its students will benefit if the applicant is sanctioned.

Our goal is to promote community involvement for the students, staff and their families. We will be able to continue to provide aide to students, their families and the Oakdale School staff who might be in need. We will hold functions for students and their families.

List intended fundraising activities.

School t-shirts, other school spirit items, restaurant nights, annual family dues (one per family), general donations to the Oakdale Cares Program and the Rocket Pack Program.

Overall we do not function or intended to fundraise. We use all funds yearly on staff, students and their families.

List intended use of funds generated.

Providing teacher and staff appreciation lunches, gifts, etc. Student parties, pep rallies, family involvement events, supplies for PALS, information day expenses, new family events and welcome, other events that arise year to year and benevolence. Under the branch of the Rocket Pack and Oakdale Cares programs, we use funds for school supplies, clothes, food, glasses, medical needs, rent, etc.

	YES	NO
Has applicant received tax-exempt status from the IRS under section 501(c)(3) of the Internal Revenue Code?	X	
Does applicant certify that any and all required tax returns (e.g. IRS Form 990, 1099's, payroll tax returns, sales tax returns) were timely filed for the previous tax year?	n/a	
Does the applicant hold annual election or affirmation of officers?	X	
Does the applicant hold periodic meetings that are open to the membership?	X	
Does the applicant provide full financial disclosure to the membership at regular intervals and upon reasonable request by any member?	X	
Does the applicant require two signatures on checks issued? The school strongly encourages all organizations to require two signatures on checks.		X
Does the applicant require surety bonds for the treasurer and other members who handle money?		X
Does the applicant obtain officer liability insurance coverage?		X
Has the applicant paid or awarded any cash or non-cash items to employees of the School? (If yes, provide a list by employee of amounts/values, description, purpose, and whether a 1099 was issued.)		X
Did the applicant donate any items valued \geq \$1,000 (per item) to the School? (If yes, provide a list of items donated, value of each item, serial number, and date donated.)		X
Did the applicant receive any cash or non-cash donations/gifts valued \geq \$1,000? (If yes, provide a list of each donor, item(s) donated, the value of the item(s), and the date donated.)		X
Does the applicant have any liabilities, debt, or promissory notes? (If yes, financial statements must include a full balance sheet in addition to the requested cash flow statement.)		X
Did the applicant make any changes to its by-laws since the last time it applied for sanctioning? (If yes, attach amended by-laws.)	X	

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

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

I hereby certify that all information provided in this application for sanctioning is true, correct, and complete.

Stephanie Clowdus and Brooke Brewer on behalf of Oakdale PTC
Applicant

By: Stephanie Clowdus Brooke Brewer
Stephanie Clowdus/PTC President and Brooke Brewer /PTC Treasurer

Date: 09/01/2020

Oakdale PTC

BALANCE SHEET

As of September 1, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Bank Accounts	
10100 Operating	18,099.66
10200 Branson - money market	2,047.87
10300 Oakdale Cares	3,602.14
10400 Rocket Pack	1,392.23
Total 10000 Bank Accounts	25,141.90
Total Bank Accounts	\$25,141.90
Total Current Assets	\$25,141.90
TOTAL ASSETS	\$25,141.90
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable (A/P)	0.00
Total Accounts Payable	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
30000 Opening Balance Equity	5,684.02
33000 Retained Earnings	14,716.81
Net Income	4,741.07
Total Equity	\$25,141.90
TOTAL LIABILITIES AND EQUITY	\$25,141.90

Oakdale PTC

PROFIT AND LOSS

March 1 - September 1, 2020

	TOTAL
Income	
4000 PTC Income	
4010 PTC Dues	2,130.00
40100 Sales of Product Income (deleted)	
4020 PTC Donations	
4030 School Supply Pack Income	
4040 Shirts/Spirit Shop Merch	6,269.60
45100 T-shirts - Info Day (deleted)	
45200 T-Shirts-Homecoming (deleted)	
45210 T-Shirts-Homecoming-Income (deleted)	
45220 T-Shirts-Homecoming-Expense (deleted)	
Total 45200 T-Shirts-Homecoming (deleted)	
Total 4040 Shirts/Spirit Shop Merch	6,269.60
4060 OSF Grant Income	
4070 Restaurant Night	515.63
4080 Daddy/Daughter dance	275.00
4088 Donations for BBQ for Lanier Retirement (deleted)	
4090 Fall Festival/Picnic	
4099 Misc Income	
44000 School Picnic (deleted)	
44100 School Picnic-Income (deleted)	
Total 44000 School Picnic (deleted)	
47000 Spirit Shop (deleted)	
Total 4000 PTC Income	9,190.23
4100 Oakdale Cares Income	1,306.50
4110 Oakdale Cares Donations	
4120 TLC Cards Income	
48100 OC - General (deleted)	
48200 OC-RocketPacks (deleted)	
48300 OC-TLC Cards (deleted)	
Total 4100 Oakdale Cares Income	1,306.50
4200 Rocket Pack Donations	
4900 Interest Earned	4.14
4999 ASK AN OFFICER	
Billable Expense Income	
Billable Expense Income (deleted)	
Membership Dues (deleted)	

Oakdale PTC

PROFIT AND LOSS

March 1 - September 1, 2020

	TOTAL
50830 Teacher Appreciation Week (deleted)	
50831 Food (deleted)	
50832 Gift Cards (deleted)	
50833 Gift Merchandise (deleted)	
50834 Massages (deleted)	
50835 Painting/Craft (deleted)	
50837 Other (deleted)	
Total 50830 Teacher Appreciation Week (deleted)	
50840 Other Teacher Meals (deleted)	
6310 Gifting	203.21
6320 Food&Beverage	3,263.70
6330 Paper Goods/Decorations	
6340 Back to School Teacher Shirts (not for sale) (deleted)	
50811 Food (deleted)	
Total 6340 Back to School Teacher Shirts (not for sale) (deleted)	
Total 6300 Teacher Appreciation	3,466.91
6300 Teacher Appreciation Campaigns & Events (deleted)	
6400 Student Activities & Parties	
6410 Pep Rallies	
6420 Student Parties & Incentives	
6430 Daddy/Daughter Dance	
6440 Dads/Donuts	
6450 Muffins/Moms	
Total 6400 Student Activities & Parties	
6500 Family Participation Events & Campaigns	
6510 fall festival/Picnic	
6520 Parent Seminars & Luncheons	
6530 New Family Kits	338.91
6540 Family Feast	
Total 6500 Family Participation Events & Campaigns	338.91
6600 Beautification	
6700 Benevolence	
Advertising (deleted)	
Commissions & fees (deleted)	
Dues & Subscriptions (deleted)	
Insurance (deleted)	
Legal & Professional Fees (deleted)	
Meals and Entertainment (deleted)	
Office Expenses (deleted)	
Promotional (deleted)	
Rent or Lease (deleted)	
Repair & Maintenance (deleted)	

Statement Detail Report

Create Date: 8/27/2020 4:09:06 PM

Account: Basic Business Checking *(operating account)*

From Date: 03/01/2020

To Date: 8/27/2020

Balance Last Statement \$20,390.01

As of 7/31/2020

Current Balance: \$18,199.66

Interest This Period N/A YTD \$0.00

	<u>Items</u>	<u>Amount</u>
Beginning Balance 03/01/2020		No Balance Data Available
Credits	10	\$9,496.73
Debits	35	(\$5,916.27)
Ending Balance 8/27/2020		No Balance Data Available

Checks Paid

<u>Check #</u>	<u>Date Posted</u>	<u>Description</u>	<u>Amount</u>
1406	5/21/2020 1:45:02 PM	Check	(\$300.00)
1410*	8/25/2020 1:00:14 PM	Check	(\$338.91)
Total			(\$638.91)

Electronic Transactions

<u>Date Posted</u>	<u>Reference #</u>	<u>Description</u>	<u>Amount</u>
7/16/2020 7:48:55 AM	0	ACH Credit Square Inc L60718 - 200716P2	\$62.81
7/17/2020 7:55:57 AM	0	ACH Credit Square Inc L60744 - 200717P2	\$4,063.39
7/20/2020 7:45:02 AM	0	ACH Credit Square Inc L60783 - 200720P2	\$1,027.31
7/20/2020 7:45:02 AM	0	ACH Credit Square Inc L60783 - 200720P2	\$474.13
7/21/2020 7:45:32 AM	0	ACH Credit Square Inc L60807 - 200721P2	\$498.38
7/22/2020 7:46:53 AM	0	ACH Credit Square Inc L60831 - 200722P2	\$332.30
7/23/2020 7:51:58 AM	0	ACH Credit Square Inc L60851 - 200723P2	\$1,539.17
7/24/2020 7:56:53 AM	0	ACH Credit Square Inc L60871 - 200724P2	\$688.61
Total			\$8,686.10

Deposits

<u>Date Posted</u>	<u>Description</u>	<u>Location Code</u>	<u>Amount</u>
3/27/2020 3:15:29 PM	Deposit	340872054918	\$515.63
4/30/2020 12:37:01 PM	Deposit	241212045412	\$295.00
Total			\$810.63

Point of Sale Transactions

<u>Date Posted</u>	<u>Description</u>	<u>Amount</u>
3/1/2020 12:30:51 PM	POS Debit Intuit *QuickBooks 800-446-8848 CA US	(\$40.00)
3/1/2020 1:11:04 PM	POS Debit PARTY GALAXY 1073 40 E 33RDEDMOND OK US	(\$34.86)
3/1/2020 2:03:36 PM	POS Debit SAMS CLUB #6267 SAM'S ClubEDMOND OK US	(\$112.20)
3/3/2020 12:21:50 PM	POS Debit SAMSCLUB #6267 1117 W I-35 FRONTAGEEDMOND OK US	(\$19.41)
4/1/2020 10:17:12 AM	POS Debit Intuit *QuickBooks 800-446-8848 CA US	(\$40.00)
4/5/2020 11:31:51 AM	POS Debit AMAZON.COM*QT2SJ57A3 AMAZON.COMSEATTLE WA US	(\$21.71)
4/5/2020 12:11:55 PM	POS Debit AMAZON.COM*7Q58X9013 AMAZON.COMSEATTLE WA US	(\$15.20)
4/5/2020 12:14:00 PM	POS Debit AMAZON.COM*OM43N4VV3 AMAZON.COMSEATTLE WA US	(\$42.27)
4/5/2020 12:18:50 PM	POS Debit AMAZON.COM*G73HT75O3 AMAZON.COMSEATTLE WA US	(\$42.27)
4/5/2020 12:31:07 PM	POS Debit AMAZON.COM*A850R03Y3 AMAZON.COMSEATTLE WA US	(\$19.54)
Total		(\$5,067.36)

Legacy Bank

Statement Detail Report

Create Date: 8/27/2020 4:09:06 PM

Account: Basic Business Checking

(oakdale cares)

From Date: 03/01/2020

To Date: 8/27/2020

Balance Last Statement \$3,779.96

As of 7/31/2020

Current Balance: \$3,602.14

Interest This Period N/A YTD \$0.00

	<u>Items</u>	<u>Amount</u>
Beginning Balance 03/01/2020		No Balance Data Available
Credits	2	\$1,210.00
Debits	4	(\$1,908.98)
Ending Balance 8/27/2020		No Balance Data Available

Deposits

<u>Date Posted</u>	<u>Description</u>	<u>Location Code</u>	<u>Amount</u>
4/30/2020 12:33:46 PM	Descriptive Deposit Oakdale Cares \$1000.00		\$1,000.00
8/20/2020 7:38:29 PM	Deposit Internet Transfer from 10782564 CK		\$210.00
Total			\$1,210.00

Point of Sale Transactions

<u>Date Posted</u>	<u>Description</u>	<u>Amount</u>
4/28/2020 11:41:09 PM	POS Debit ABES RV PARK 405-4780278 OK US	(\$640.00)
7/8/2020 9:53:22 PM	POS Debit EDUCATIONAL PRODUCTS 832-327-6300 TX US	(\$881.16)
8/20/2020 3:38:59 AM	POS Debit CVS/PHARMACY #02512 EDMOND OK US	(\$355.95)
8/22/2020 12:30:44 PM	POS Debit OFFICE DEPOT #435 OKLAHOMA CITYOK US	(\$31.87)
Total		(\$1,908.98)

Legacy Bank

Statement Detail Report

Create Date: 8/27/2020 4:09:06 PM

Account: Basic Business Checking (Pocket Pack)

From Date: 03/01/2020

To Date: 8/27/2020

Balance Last Statement \$1,392.23

As of 7/31/2020

Current Balance: \$1,392.23

Interest This Period N/A YTD \$0.00

	<u>Items</u>	<u>Amount</u>
Beginning Balance 03/01/2020		No Balance Data Available
Credits	0	\$0.00
Debits	2	(\$124.54)
Ending Balance 8/27/2020		No Balance Data Available

Point of Sale Transactions

<u>Date Posted</u>	<u>Description</u>	<u>Amount</u>
4/29/2020 1:05:16 PM	POS Debit WAL SAM'S Club 941 6267 WAL-SAMSEDMOND OK US	(\$36.92)
4/29/2020 1:25:32 PM	POS Debit WAL-MART #0389 1225 W I-35 FRONTAGEEDMOND OK US	(\$87.62)
Total		(\$124.54)

I have reviewed the financial statements and transactions of
Oakdale PTC
for the period from March 1, 2020 through August 31, 2020.

I do hereby certify that:

Financial transactions were made in accordance with the organization's by-laws and procedures, expenditures were properly approved, and the financial records are true and correct, except for the following exceptions, if any.

I further certify that I am not an officer of the organization.

Heather M. Croak

Signature

9-2-2020

Date

Heather M. Croak

Name

Title

Company

OAKDALE PUBLIC SCHOOL PARENT TEACHER COMMITTEE BYLAWS

Article I - Name

The name of the organization shall be Oakdale Parent Teacher Committee; Oakdale PTC.

Article II - Purpose

The committee is organized for the purpose of supporting the Oakdale Public School staff, students and their families by fostering relationships and an involved community atmosphere among the school, parents and students.

Article III - Membership and Dues

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and have voting rights. The superintendent, principal and any teacher employed at the school may be a member and have voting rights. Each household can only have one vote. Each member can only have one vote.

Section 2. Dues, will be established each year by the executive board. Each family who chooses to be a member of the PTC will be charged a yearly, one time, per family fee.

Article IV - Officers and Elections

Section 1. Officers. The officers shall be a president, vice president and treasurer. In addition to the duties listed below, each officer will also perform other such duties as applicable to the office as prescribed by the parliamentary authority of this organization. All other members will be eligible to be committee heads or to volunteer as needed.

- a. **President.** The president shall preside over meetings of the organization and executive board, serve as the primary contact for the superintendent, principal, and any other school staff. They will be the primary representative of the organization at meetings outside of the organization, serve as an ex officio member of all committees and coordinate all the work of the officers and committees so that the purpose of the organization is served. The president shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The president also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.
- b. **Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall also oversee the committees of this organization and serve on any or all as needed.

- c. **Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

Section 2. Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate. Ex. Have paid dues and upheld any other duties.

Section 3. Nominations and Elections. Elections will be held at the second to last meeting of the school year. The nominating committee, which shall include all current executive officers, one staff representative, and one PTC committee head, shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 4. Terms of Office. Officers are elected for one year. Officers are as follows, president, vice president and treasurer. The president and vice president may serve no more than two (2) consecutive terms in the same office. The treasurer can serve more than two consecutive terms, as long as approved through voting at the election meeting.

Section 5. Removal From Office. Officers and committee chairs can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Section 6. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Article V – Meetings

Section 1. Regular Meetings. The regular meeting of the organization shall be on the same day and at the same time each month, to be determined by the executive board.

Section 2. Annual Meeting. The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise.

Section 3. Notification of Meetings. The president will notify the members of the meetings via email at least one week prior to the meeting.

Article VI – Executive Board

Section 1. Membership. The Executive Board shall consist of the officers, superintendent, principals, one staff representative and all standing committee chairs.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board.

Article VII – Committees

Section 1. Membership. Committees may consist of general members and board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees. The following committees shall be held by the organization: T-Shirts/Spirit Store, PALS, Teacher Appreciation, Homeroom Parent, Birthday Phantom, New Family Support, Restaurant Night, School Supplies, Special Events and Nominating.

Section 3. Committee Chairs. A member of the PTC, who is in good standing, can be appointed the head of one committee only, but can serve and help as needed on any other committee. Committee co-chairs will be appointed to serve along side and to learn the job, with the intention of when the committee chair rolls off, the co-chair can step into the role seamlessly. If there is a vacancy on a committee, the president and vice president will act as co-chairs of the committee until one can be found. Committee chairs can serve more than one consecutive year, as long as voted on and approved each year.

Section 4. Additional Committees. The board may appoint additional committees or programs as needed.

Section 5. Additional programs. Oakdale Cares and Rocket Pack will be programs, not committees who fall under the overall umbrella of PTC and are supported by the PTC, but will run separately, since they have their own bank accounts and serve under a different role. The PTC officers will oversee the programs along with the school counselor and administration. All program chairs and volunteers will need to be approved by the current officers and one administration member representative due to the special nature of the work, the privacy involved, the relationship with the families served, and the relationship/support from the local churches.

Article VIII – Finances

Section 1. A tentative budget shall be drafted in June, following the end of the fiscal year for the following school year and approved at the first fall meeting by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Sanctioning Committee/Board of Education.

Section 5. The fiscal year shall coordinate with the school year.

Section 6. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Article IX – Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws or any other special/ standing rules.

Article X – Standing Rules

Standing rules may be approved by the Executive Board, and the president shall keep a record of the standing rules for future reference.

Article XI – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article XII – Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the president. Notice may be given by postal mail, email, hard copy, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

Article XIII – Conflict of Interest Policy

Section 1. Purpose. The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2. Definitions.

a. Interested Person. Any director, principal officer, or member of a committee with governing board-delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.

b. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- i. An ownership or investment interest in any entity with which the organization has a transaction or arrangement;
- ii. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or
- iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement.

“Compensation” includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest.

Under Section 3b, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3. Procedures.

a. Duty To Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board-delegated powers who are considering the proposed transaction or arrangement.

b. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide whether a conflict of interest exists.

c. Procedures for Addressing the Conflict of Interest.

i. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

ii. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

iii. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing

board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

d. Violations of the Conflict of Interest Policy.

i. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

ii. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4. Records of Proceedings. The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion; including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings.

Section 5. Compensation.

a. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6. Annual Statements.

Each director, principal officer, and member of a committee with governing board-delegated powers shall annually sign a statement which affirms that such person:

- Has received a copy of the conflict of interest policy;
- Has read and understood the policy;
- Has agreed to comply with the policy; and

- Understands that the organization is charitable and that in order to maintain its federal tax exempt status it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 7. Periodic Reviews.

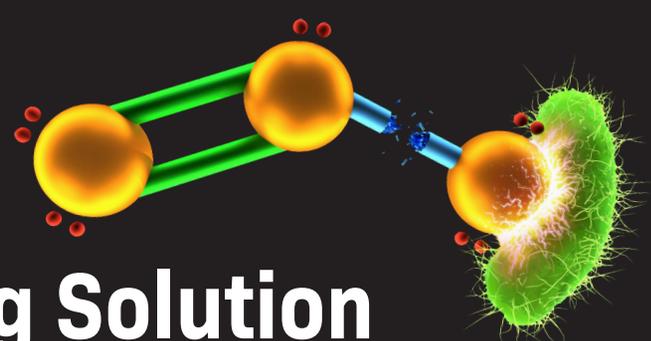
To ensure that the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, are based on competent survey information, and are the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or an excess benefit transaction.

Section 8. Use of Outside Experts.

When conducting the periodic reviews as provided for in Section 7, the organization may, but need not, use outside advisers. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring that periodic reviews are conducted.

Sanitation ^{Powered By} ZERO₃ Antimicrobial Tanks



Make Unlimited Amounts Of Oxidizing Solution



100-PSI Spray Wand

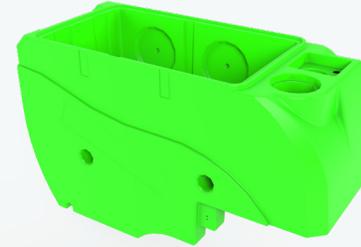
Green Antimicrobial Tanks

While Supplies Last

Sanitation Package Includes

Features*

- Antimicrobial Tank
 - Remote Tank and Spray Wand
 - Non Marking Grey Tires
 - Onboard ZERO₃[®]
 - Urethane Squeegee Blades
 - 0.2 Micron Vac Filter
- * Each option available individually



Antimicrobial Tank

(Molded with special additives to kill or inhibit growth of bacteria and fungi)



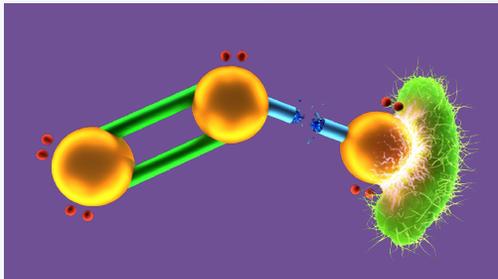
0.2 Micron Vac Filter

(Improved airborne contaminant capture)



Urethane Squeegee Blades

(Able to withstand ozone)



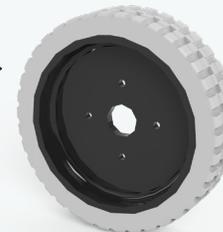
Onboard ZERO₃[®]

(Supplies aqueous ozone at 1.5ppm to scrubhead only & allows replacement of many detergents)



Spray Wand Tank for approved cleaner

(Dedicated tank with 15' hose & Spray Wand for approved cleaners at full concentration. Not blended or connected to scrubber solution tank)



Non Marking Grey Tires
(Non marking for sensitive floors)



Machine Equipped With Sanitation Package

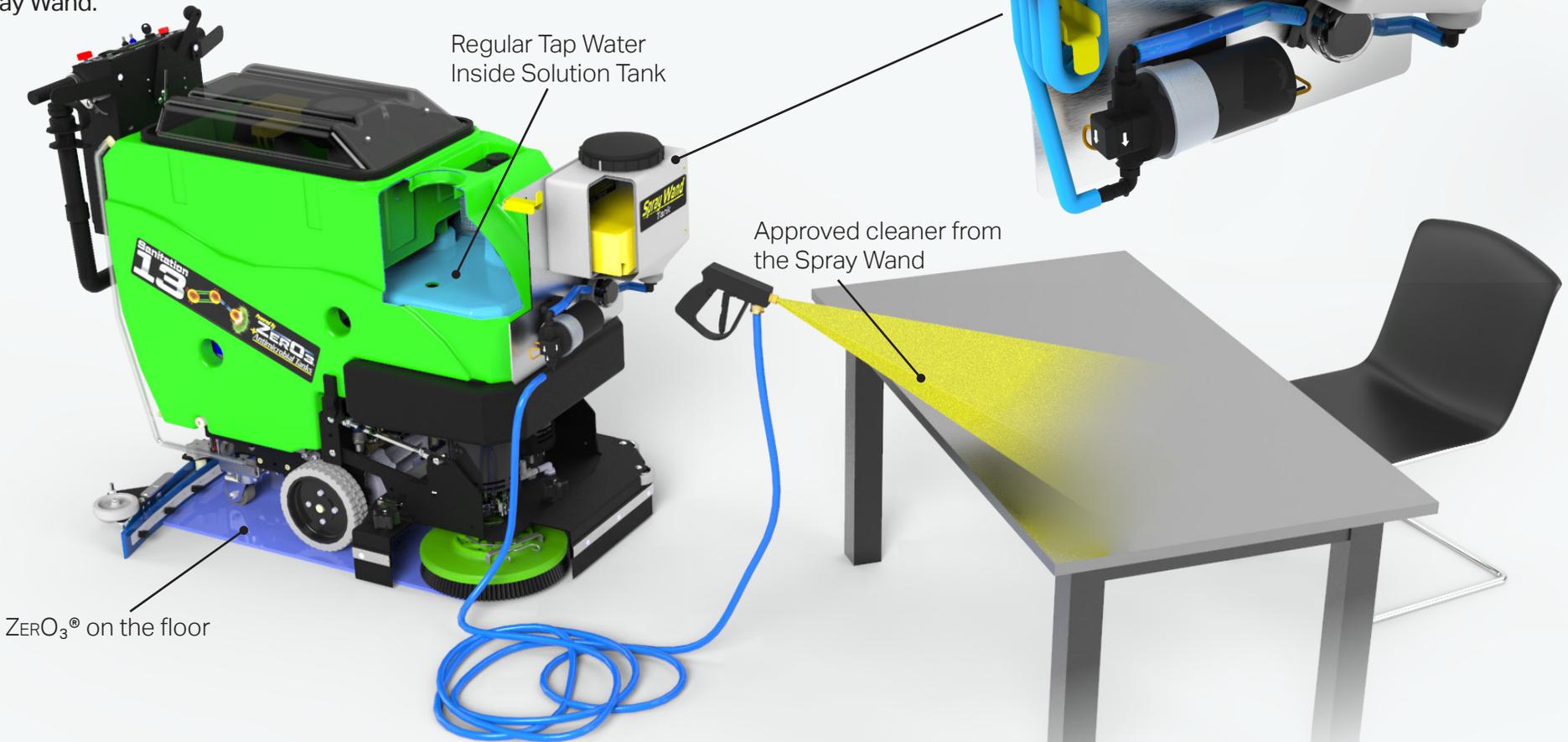
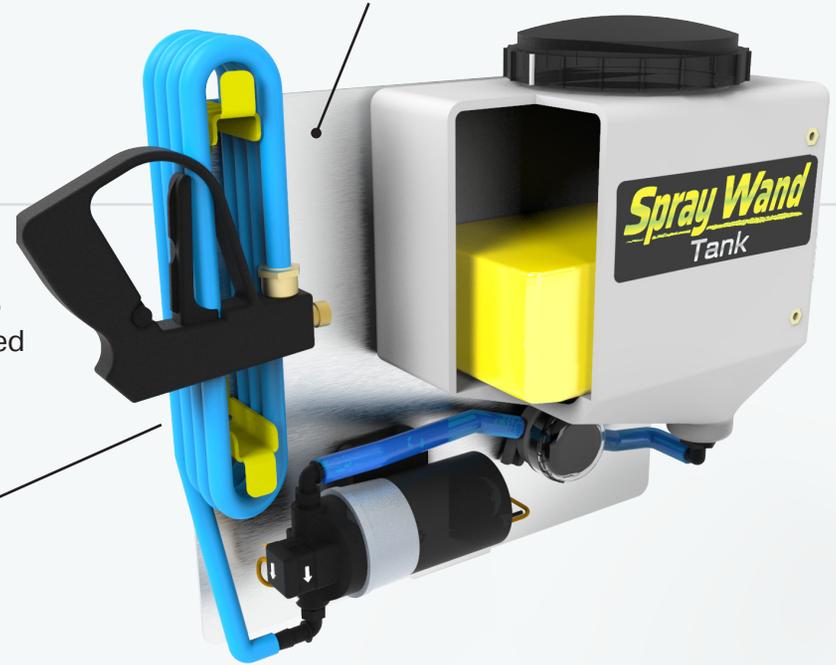
Machine Includes These Options:

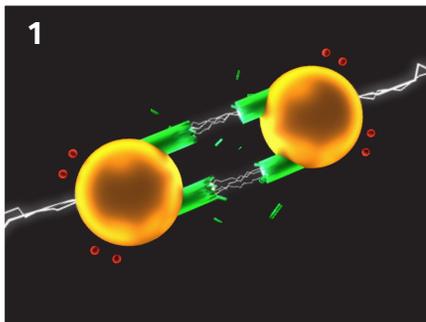
- Antimicrobial Tank
 - Remote Tank and Spray Wand
 - Non Marking Grey Tires
 - Onboard ZER₃[®]
 - Urethane Squeegee Blades
 - 0.2 Micron Vac Filter
- Each option available individually

Cleaning With Both ZER₃[®] And Approved Cleaner

Ordinary tap water in the solution tank is transformed into aqueous ozone, which like chlorine is a powerful oxidizer. The Spray Wand Tank installed on the front is dedicated to approved cleaners, which can be applied to surfaces with the 100-psi Handheld Spray Wand.

The Spray Wand Tank is easily removed for storage if preferred at a later date.

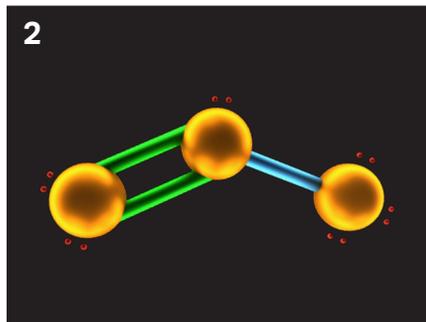




1

1. Splitting O₂

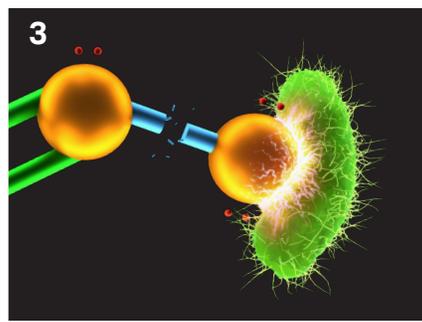
The ZERO3® AO Generators split Oxygen (O₂) molecules into single radical Oxygen (O₁) atoms via the corona discharge.



2

2. O₂ Becomes O₃

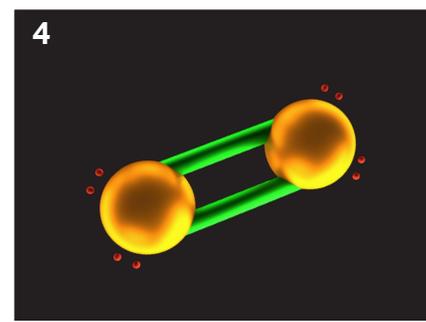
The single radical Oxygen (O₁) atoms bond to remaining Oxygen (O₂) molecules, creating Ozone (O₃).



3

3. O₃ Attacks

The radically bonded Oxygen (O₁) atom will attach to the contaminant and destroy the cell wall, oxidizing the contaminant.



4

4. O₃ Becomes O₂

Now, only simple Oxygen (O₂) molecules are left, suitable for safe disposal.

How Does Onboard Aqueous Ozone Help Me?

A floor scrubber equipped with on-demand ZERO3® Aqueous Ozone means powerful cleaning from plain tap water. Studies conducted in partnership with local Fitness Centers showed a **greater than 50% increase in surface cleaning performance using ZERO3®**, (Fig. 1) proven by ATP Swab Readings tested before and after on surfaces.

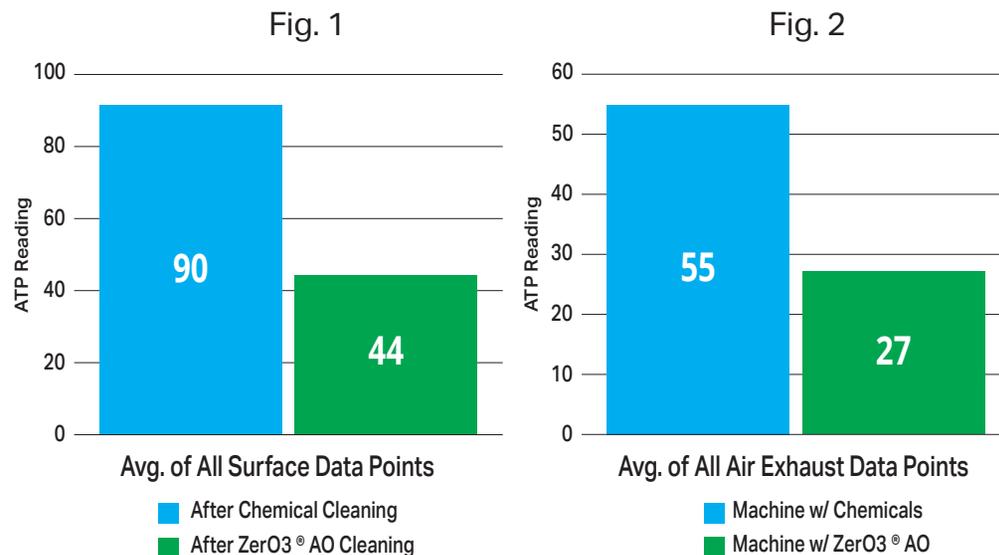
Why Do I Need To Monitor ATP?

You can't improve what you can't measure. Utilizing ATP meters to ensure cleanliness levels is a multi-industry standard.

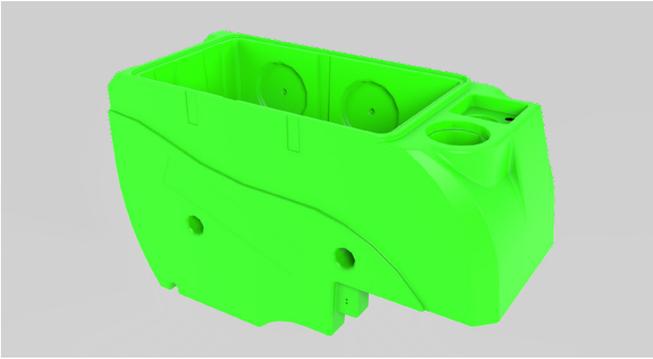


How Does Onboard Aqueous Ozone Help The Air?

What lives on the floor and in your equipment's recovery tank could be exhausted out into the air you are breathing. Studies conducted with local Veterans Hospitals showed a **greater than 50% increase in exhaust air cleanliness using ZERO3®**, (Fig. 2) proven by ATP Swab Readings tested during a multi-week observation and multiple data point testing.



Green Antimicrobial Tank



What Are Antimicrobial Tanks?

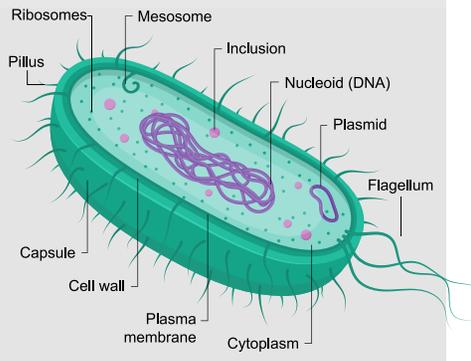
Antimicrobial infused plastics have agents that kill or inhibit the growth of bacteria and fungi on tank surfaces. This built in technology helps protect the tank from a wide variety of microorganisms 24/7.

How It Works

Cells have a thin membrane of fats and proteins that hold them together, when the cell wall is compromised it annihilates the cell. The active compound of the antimicrobial tanks exhibits a complex interplay of different action mechanisms. These do the following to bacteria & Fungi:

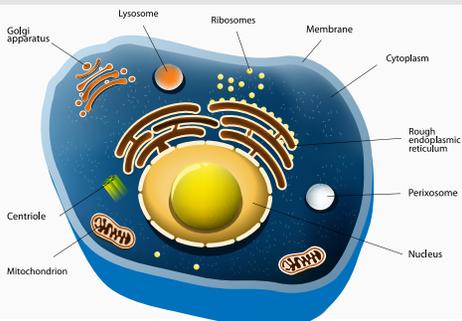
Bacteria (prokaryotic cell)

- Plasma membrane function disruption by interfering with phospholipids
- Metal ion chelation
- Interference with trans-membrane transport

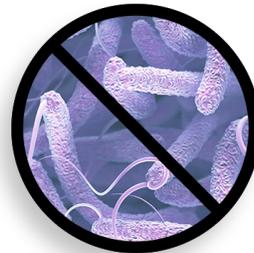


Fungi, yeasts, algae (eukaryotic cell)

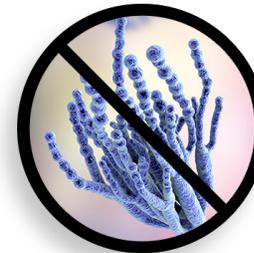
- Plasma membrane function disruption
- Interference with iron metabolism
- Inactivation of mitochondrial Fe-S loading proteins



Antibacterial



Antifungal



+

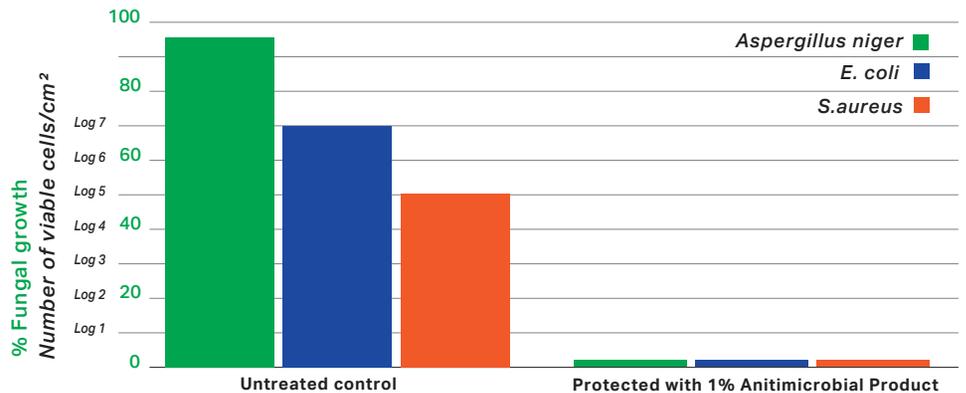
=

Antimicrobial



Biological Efficacy

Extensive testing has been done using internationally accepted methods (including ISO, ASTM and JIS). They have been proven to reduce the overall level of both Gram-positive and Gram-negative bacteria on surfaces by up to 99.999%, as well as fungal control rates of up to 100% have been achieved. (See graph below)



Antibacterial efficacy according to ISO 22196

Antifungal efficacy according to ASTM E2180

Data available upon request

Equip The Machine To Fit Your Needs

Available Individually

- Antimicrobial Tank
- Remote Tank and Spray Wand
- Non Marking Grey Tires
- Onboard ZERO₃[®]
- Urethane Squeegee Blades
- 0.2 Micron Vac Filter

Spray Wand Facts:

Onboard ZERO₃[®] feeds the deck only. The Handheld Spray Wand is fed directly from the solution tank. No ZERO₃[®] expels from the Spray Wand.

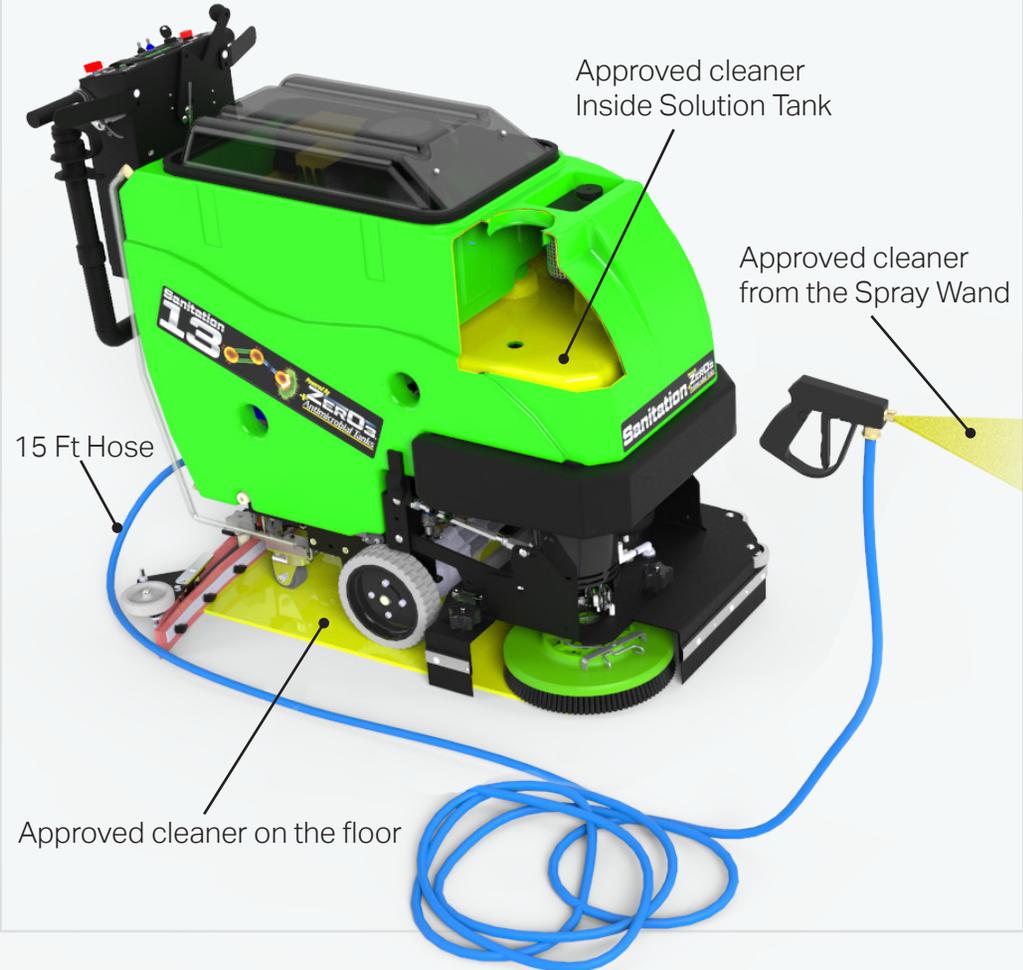
Scrubbing Floor With ZERO₃[®]

Ordinary tap water in the solution tank is transformed into aqueous ozone, which like chlorine is a powerful oxidizer.



Applying Approved Cleaner From Scrubber's Tank

The Same machine can be filled with an approved approved cleaner, and used to scrub the floor or dispense through the handheld spray wand.



Specs



Optional Spray Wand Tank for applying approved cleaner.



13 24" Orbital shown



21 28" Disk shown



30 29" Cylindrical shown

Disk Scrub Path:

17", 20" & 26" in
43.2, 51 & 66 cm

26" & 28" in
66 & 71.1 cm

30" & 34" in
76.2 & 86.4 cm

Cylindrical Path:

25" in
63.5 cm

25" & 29" in
63.5 & 73.7 cm

29" & 33" in
73.7 & 83.8 cm

Orbital Path:

20" & 24" in
51 & 61 cm

24" & 28" in
61 & 71.1 cm

28" & 32" in
71.1 & 81.3 cm

Dimensions (L×W×H):

*Dimensions listed are for the largest width deck configuration and squeegees removed from the machine.

45" × 21" × 39" in*
114.3 x 53.3 x 99.1 cm*

52" × 22" × 40" in*
132.1 x 55.9 x 101.6 cm*

55" × 26" × 40" in*
132.1 x 66 x 101.6 cm*

Solution Tank:

13 Gal
49.2 L

21 Gal
79.4 L

30 Gal
124.9 L

Recovery Tank:

15 Gal
56.8 L

23 Gal
87 L

32 Gal
117.3 L

Run Time:

*Based on continuous scrubbing run times, standard batteries, low down pressure and all options off.

Up to 2.5 Hours*

Up to 3.5 Hours*

Up to 5 Hours*

Theoretical Coverage:

*Coverage is based off of ISSA 2010 Cleaning Times

27,027sqft/hour*
2,510.9 sqm/hour*

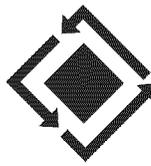
27,027sqft/hour*
2,510.9 sqm/hour*

31, 915 sqft/hour*
2,965 sqm/hour*

Manufactured By:
RPS Corporation
1711 South Street
Racine, Wisconsin, 53404 (USA)

Treat's Solutions

Facility Supply & Management



PRICE QUOTE

Please Remit To:
P.O. Box 847
Ada, OK 74821

Locations:
Oklahoma City, OK
(405)787-8222

Tulsa, OK
(918)437-2116

www.treatssolutions.com
FED ID# 73-1037920

Ada, OK
(580)332-8861

Page 1

Printed 09/01/20 ST

Quoted

OAKDALE SCHOOLS
10901 NORTH SOONER ROAD
EDMOND OK 730138301
Tel:405-771-3373 Fax:405-771-5220

Ship To

SAME

Quote # Q007763	Quote Date 08/31/2020	Exp Date 02/27/2021	Customer # 0C05700	Customer P/O #	Ship Via OKLAHOMA CITY IN T ST	Writer
Job ID			Customer Terms NET 14 DAYS		Salesman JESS MAXEY	

Product	Description	UM	Quant	Unit Price	Extension
155-24TE	SPORT 24" EDGE AUTOSCRUBBER	EA	1	9503.0717	9503.07

X: _____ (Accepted by)	Sub Total	\$9,503.07	T o t a l
	Freight	\$0.00	
	Misc Charges	\$0.00	
	Tax Amount	\$0.00	
			\$9,503.07

MESSAGE

TERMS

YOUR CONTRACT. YOUR QUOTE. YOUR HELP REQUESTED.

**Ensure your equipment arrives with no delay.
Issue your Purchase Order or Letter of Intent.**

To expedite the ordering process, please include the following information in Purchase Order or Letter of Intent:

For any questions, please contact:

- Shipping address
- Billing address
- Vendor: Deere & Company
2000 John Deere Run
Cary, NC 27513
- Contract name and/or number
- Signature
- Tax exempt certificate, if applicable

Blake Fuller

P & K Equipment, Inc.
6709 N I 35 Frontage Road
Edmond, OK 73034

Tel: 405-341-8081

Fax: 405-330-1530

Email: bfuller@pkequipment.com

Quote Id: 22675454

**ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):**

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:**

P & K Equipment, Inc.
6709 N I 35 Frontage Road
Edmond, OK 73034
405-341-8081
edmond@pkequipment.com

Prepared For:
Oakdale Public Schools

Proposal For:
Oakdale Public Schools

Delivering Dealer:

Blake Fuller

P & K Equipment, Inc.
6709 N I 35 Frontage Road
Edmond, OK 73034

edmond@pkequipment.com

Quote Prepared By:

Blake Fuller

bfuller@pkequipment.com

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
 2000 John Deere Run
 Cary, NC 27513
 FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

P & K Equipment, Inc.
 6709 N I 35 Frontage Road
 Edmond, OK 73034
 405-341-8081
 edmond@pkequipment.com

Quote Summary

Prepared For:

Oakdale Public Schools
 OK

Delivering Dealer:

P & K Equipment, Inc.
 Blake Fuller
 6709 N I 35 Frontage Road
 Edmond, OK 73034
 Phone: 405-341-8081
 bfuller@pkequipment.com

Thank you - we appreciate your business!

Prices listed include all applicable bonuses & rebates.

WARRANTY INFORMATION: FOR NEW EQUIPMENT, PLEASE SEE THE MANUFACTURER'S WARRANTY STATEMENT FOR DETAILS. FOR USED EQUIPMENT, EQUIPMENT IS SOLD "AS-IS" WITH NO WARRANTIES EITHER EXPRESSED OR IMPLIED.

By signing below, the customer acknowledges that he/she has received a copy of the operator's manual for new equipment.

Quote ID: 22675454
Created On: 01 September 2020
Last Modified On: 01 September 2020
Expiration Date: 01 October 2020

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE XUV825M S4 (MY20)	\$ 15,500.79 X	1 =	\$ 15,500.79

Contract: OK Golf Carts & Utility Vehicles SW194 (PG 2Q CG 22)

Price Effective Date: August 31, 2020

Equipment Total **\$ 15,500.79**

Trade In Summary	Qty	Each	Extended
2018 KUBOTA RTV-X900 - A5KB2FDBAJG047105	1	\$ 7,600.00	\$ 7,600.00
PayOff			\$ 0.00
Total Trade Allowance			\$ 7,600.00

Trade In Total **\$ 7,600.00**

* Includes Fees and Non-contract items

Quote Summary

Equipment Total \$ 15,500.79

Trade In \$ (7,600.00)

Salesperson : X _____

Accepted By : X _____



ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

P & K Equipment, Inc.
6709 N I 35 Frontage Road
Edmond, OK 73034
405-341-8081
edmond@pkequipment.com

SubTotal	\$ 7,900.79
Est. Service Agreement Tax	\$ 0.00
Total	\$ 7,900.79
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 7,900.79

Salesperson : X _____

Accepted By : X _____

Selling Equipment

Quote Id: 22675454 Customer Name:

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
 2000 John Deere Run
 Cary, NC 27513
 FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

P & K Equipment, Inc.
 6709 N I 35 Frontage Road
 Edmond, OK 73034
 405-341-8081
 edmond@pkequipment.com

JOHN DEERE XUV825M S4 (MY20)

Hours:

Stock Number:

Contract: OK Golf Carts & Utility Vehicles SW194 (PG 2Q
 CG 22)

Selling Price *
 \$ 15,500.79

Price Effective Date: August 31, 2020

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
57E4M	XUV825M S4 (MY20)	1	\$ 17,069.00	13.00	\$ 2,218.97	\$ 14,850.03	\$ 14,850.03
Standard Options - Per Unit							
001A	US/Canada	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
0505	Build To Order	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
1009	Black Alloy Wheels Maxxis Bighorn Radial Tires	1	\$ 385.00	13.00	\$ 50.05	\$ 334.95	\$ 334.95
2007	Bench Seat - Black	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
2501	Olive and Black	1	\$ 100.00	13.00	\$ 13.00	\$ 87.00	\$ 87.00
3003	Cargo Box with Spray In Liner, Brake, and Tail Lights	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
3100	Manual Lift	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
4000	OPS with nets	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
4030	Black Roof	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
4199	Less Rear Package	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
4201	Front Brush Guard	1	\$ 263.00	13.00	\$ 34.19	\$ 228.81	\$ 228.81
Standard Options Total			\$ 748.00		\$ 97.24	\$ 650.76	\$ 650.76
Value Added Services Total			\$ 0.00			\$ 0.00	\$ 0.00
Total Selling Price			\$ 17,817.00		\$ 2,316.21	\$ 15,500.79	\$ 15,500.79

Accepted By

Accepted Date

There will be a 5% fee for credit card payments over \$500.

SEXUAL HARASSMENT OF STUDENTS

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The ~~OAKDALE~~ Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

1. Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:
 - a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment;
 - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity; or
 - c. Sexual assault, dating violence, domestic violence or stalking as defined by federal law.

For the purpose of this policy, examples of sexual harassment include, but are not limited to:

Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.

Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.

Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately. Use of e-mail, the internet, or technology may constitute sexual harassment as much as use of in-person, postal mail, handwritten or other communication.

Any of the aforementioned conduct that effectively deprives a student of equal access to educational opportunities or benefits provided by the school.

2. **Specific Prohibitions**
 - A. **Administrators and Supervisors**
 1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
 2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

3. ~~The school district is not concerned with~~ The "off-duty" conduct of school personnel that unless the conduct has or will have a negative impact on the educational process of the school or constitutes an illegal or inappropriate relationship with a student may subject the employee to disciplinary action which could include termination of employment. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 20 constitutes a crime under Oklahoma law and will most likely result in the suspension of certification by the State of Oklahoma.

3. Notice of this policy and grievance procedure, including how to file or report sexual harassment and how the district will respond shall be provided to applicants for admission and employment, students, parents or legal guardians, and unions or professional organizations holding agreements with the school district.

4. Reporting Allegations of Sexual Harassment, Investigation, and Sanctions
 - A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. ~~This may be done through the Sexual Discrimination Grievance policy. The Office of Civil Rights relies on school administrators' judgment and common sense in meeting the requirements of the federal law.~~
 1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX coordinator may then sign the complaint and/or should then provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail or as directed by the Title IX coordinator.
 2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
 - B. Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (alleged victim) to discuss the availability of supportive measures, consider the student's wishes with regard to supportive measures, and explain the process that will be involved with a formal complaint. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.

SEXUAL HARASSMENT OF STUDENTS (Cont.)**5. Grievance Procedure.**

- A. Equitable Treatment. Both the alleged victim (complainant) and the alleged respondent (respondent) will be treated equitably by the school district.
- B. Objective Evaluation of Evidence. All evidence both inculpatory and exculpatory will be evaluated objectively. Credibility determinations will not be made based upon the party's status as complainant, respondent, or witness.
- C. Conflict of Interest. Any person serving as the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate the process shall not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent.
- D. Presumption. There will be a presumption that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.
- E. Timeliness. The grievance process will proceed in a timely manner. Any delay in the process for good cause such as law enforcement involvement, absence of a party, witness or advisor, translation, or accommodation needs will be documented, and written notice provided to both parties explaining the reason for the delay.
- F. Possible outcomes. A description or listing of possible disciplinary outcomes and remedies that may be implemented following a determination of responsibility must be provided to both parties.
- G. Standard of Review. The school district will utilize (a preponderance of the evidence standard) or (a clear and convincing evidence standard) to determine responsibility. *** The standard selected by the school district will need to be the same standard that is applied to all formal complaints including those against employees.
- H. Privileged Information. The school district will not require, allow or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

6. Written Notice. Upon receipt of a formal complaint, the school district will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. The written notice must include:

- A. Notice of the grievance process, including any informal resolution process;
- B. Notice of the allegations, including sufficient details to allow the respondent to prepare a response;
- C. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
- D. Notice of the parties' right to have an advisor and to inspect and review evidence. The advisor may but is not required to be an attorney.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

- E. Notice of any provision in the student discipline code that prohibits knowingly making false statements or providing false information in the grievance process.

If in the course of an investigation, the school district obtains additional information about the respondent or complainant that was not included in the original written notice, notice of the additional allegations must be provided in writing to both parties.

7. Investigation of the Allegations. The school district will designate an investigator to conduct a thorough investigation of allegations. Contact information for the investigator will be provided to both the complainant and the respondent.

- A. The burden of proof and of gathering evidence remains on the school district.
- B. An equal opportunity will be provided to both parties to present witnesses and evidence during the investigation.
- C. Neither the complainant or respondent will be prohibited from discussing the allegations or gathering and presenting evidence to the investigator.
- D. Both parties will have the opportunity to have others present during interviews or related proceedings. This may include an advisor who may but is not required to be an attorney.
- E. Written notice of the date, time, participants, purpose and location of any investigate interview, hearing, or other meeting shall be provided to the party who is invited or expected to attend.
- F. Both parties and their advisors, if any, will be provided an opportunity to review all evidence that is directly related to the allegations in the formal complaint. This would include any evidence on which the school district does not intend to rely and any exculpatory or inculpatory evidence from any source. Such evidence must be provided prior to the completion of the final investigation report and in time to give the parties at least ten (10) days to prepare a written response, which the investigator must consider prior to completing the investigation report.
- G. A written investigation report will be provided that summarizes the relevant evidence. This report will be provided to the parties and their advisors, if any, for their review and written response at least ten (10) days before a hearing or determination of responsibility.

8. Hearing. The Title IX coordinator will determine whether a live hearing is necessary on a case-by-case basis if both parties request or consent to such a hearing (the live hearing component is optional for K-12 schools). Regardless of whether a live hearing is held, or a written hearing is conducted, each party will have ten (10) days from the receipt of the investigation report to submit written, relevant questions that the party wants asked of another party or witness. Both parties will be provided with the answers and follow up questions. Federal law determines when questions regarding a complainant's prior sexual behavior or sexual predisposition are considered relevant in a hearing provided by a school district.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

9. Determination of Responsibility. A decisionmaker, who is not the Title IX coordinator or the investigator, will apply (a preponderance of the evidence standard) or (a clear and convincing evidence standard) to determine responsibility, and will issue a written determination of responsibility that:

- A. Identifies the allegations that potentially constitute sexual harassment;
- B. Describes the school district's procedural steps taken from the receipt of the complaint to the determination;
- C. Includes findings of fact to support the determination;
- D. Includes conclusions regarding applicants of the discipline code to the facts;
- E. Includes a statement of, and rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the school's educational programs or activities will be provided to the complainant; and
- F. The procedures and permissible basis for appeals.

10. Appeals. Within ten (10) days of a determination of responsibility, dismissal of a complaint or any allegations therein either party may appeal for one of the following reasons:

- A. A procedural error affected the outcome.
- B. New evidence that was not reasonably available at the time of the determination and could affect the outcome;
- C. Conflicts of interest on the part of the Title IX coordinator, investigator or decision maker that affected the outcome.

If an appeal is made, the school district will provide written notice to both parties of the appeal. Both parties will be provided an equal opportunity to submit a written statement in support of or challenging the determination within ten (10) days of the written notice to both parties of the appeal being filed. The appeal will be heard by an appeal decision maker who is not the Title IX coordinator, the investigator or the original decisionmaker. The appeal decisionmaker cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The appeal decisionmaker will receive training as mandated by law. The decision of the appeal decisionmaker will be final and nonappealable. The written decision of the appeal decisionmaker will be provided within ten (10) days of the deadline for written statements supporting or challenging the initial determination. The written decision will be provided simultaneously to both parties.

10. Recordkeeping. The school district will keep records related to reports of alleged sexual harassment for a minimum of seven (7) years. Records maintained will include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures. Records will document in each instance that the school district's response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

The district will also post the training materials used to train Title IX coordinators, investigators, and decisionmakers on the district website at: www.jay-dave.org. These materials will also be available to the public.

11. Retaliation. The board of education prohibits retaliation by the school district or any employees of the school district against any person for the purpose of interfering with Title IX rights or because the person has participated or refused to participate in any manner in a proceeding under Title IX regulations. Complaints of retaliation will be addressed under the district's grievance process.

Charging a person with a discipline violation or code of conduct violation based on a person's knowingly making a materially false statement in bad faith in an investigation is not retaliation.

- C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.
- D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.
- E. A copy of this Sexual Harassment policy will be provided to students and parents each year.
- F. Special effort will be made to apprise district administrators, teachers, and counselors of their obligation to receive student complaints of sexual harassment, document such complaints, and forward them to the grievance committee.

REFERENCE: Title VII of the Civil Rights Act of 1964
 42 U.S.C. §2000e-2
 29 C.F.R. §1604.1, et seq.
 U.S. Department of Education of Education, OCR, Title IX Regulations Addressing Sexual Harassment.

STUDENT RESIDENCY

It is the policy of the Oakdale Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody within the district as defined in 70 O.S. §1-113 (C). Provided that such parent, legal guardian, person, or institution having legal custody contributes in a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. §1-113.

(This paragraph is optional)

An adult who does not fall within the categories listed above, who holds legal residence in the district, and who has assumed permanent care and custody of the child may file an affidavit with the school district attesting that custody has been assumed. The affidavit must include the reasons for assuming custody. The residency officer shall consider the facts of each case and shall approve residency only if it is demonstrated that the custody arrangement is permanent and the adult contributes in a major degree to the support of the child.

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local personal income tax or ad valorem taxes;
2. Title to residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides;
3. Proof of provisions of utilities;
4. A valid, unexpired motor vehicle operator's permit or motor vehicle registration;
5. Maintenance of voter registration;
6. Notarized affidavit verifying residency and that the affiant has assumed the permanent care and custody of the student. (The filing of a false affidavit shall be subject to punishment in accordance with 70 O.S. §1-113(A)(1).)

Homeless Students

In accordance with the Federal McKinney Homeless Assistance Act, homeless children shall have access to the same free and appropriate public education as provided to other children. The board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their education that may exist in district policies or practices. No child or youth shall be discriminated against in this school district because of homelessness.

Children are deemed to be homeless under the following conditions:

1. A child who is lacking a fixed regular and adequate nighttime residence and who has a primary nighttime residence that is a publicly or privately operated shelter designed to provide temporary living accommodations, a

STUDENT RESIDENCY (Cont.)

temporary residence prior to institutionalization, or a place not designed or ordinarily used as a regular sleeping accommodation for human beings.

2. A child who is placed in a transitional or emergency shelter before placement in a foster home or home for neglected children.
3. A child who is temporarily living in a trailer park or camping area due to lack of adequate living accommodations.
4. A child who is living in doubled-up accommodations due to loss of housing or other similar situation.
- ~~5. A child who is placed in a foster home for lack of shelter space.~~
6. A migratory child who is staying in accommodations not fit for habitation.
7. A child who has run away from home and lives in a runaway shelter, abandoned building, the street, or other inadequate accommodations.
8. A child who is placed in a state institution because s/he has no other place to live.
9. A child who has been abandoned by his/her family and who is staying in a hospital.
10. A child whose parents or guardian will not permit him/her to live at home and who lives on the street, in a shelter, or in other transitional or inadequate accommodation.
11. School-age unwed mothers or expectant mothers who are living in homes for unwed mothers because they have no other available living accommodations.

The district administration shall attempt to remove existing barriers to school attendance by children in foster care and homeless children:

1. Enrollment requirements that may constitute a barrier to the education of a child in foster care or the homeless child or youth ~~shall may be waived at the discretion of the superintendent.~~ If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.
2. Fees and charges that may present a barrier to the enrollment or transfer of a child in foster care or a homeless child or youth ~~may shall be waived at the discretion of the superintendent.~~
3. Customary transportation policies and regulations ~~may shall be waived at the discretion of the superintendent.~~
4. Official school records policies and regulations ~~may shall be waived at the discretion of the superintendent.~~

STUDENT RESIDENCY (Cont.)

5. The district shall make a reasonable effort to locate immunization records from information available or shall arrange for students to receive immunizations through health agencies and at district expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of board policy on immunizations. (See policy FFAB.)
6. Other barriers to school attendance by homeless youth shall ~~may be waived at the discretion of the superintendent.~~

The district will provide to each homeless child such school services that are comparable to services offered to other students in the district and that are determined to be in the child's best interest. Such services will include:

1. Public preschool programs;
2. Special education, Title I, and limited English proficiency programs for which they are eligible;
3. Vocational education programs;
4. Gifted and talented programs;
5. Before and after school programs;
6. School meal programs; and
7. Transportation services.

Residency Officer

The school district designates THE PRINCIPAL RESPONSIBLE FOR THE ST'S GRADE LEVEL as residency officer. The residency officer may be contacted by calling the school district at 406-3373 or by writing to the residency officer at the following address, or by personally visiting the residency officer at 10901 N. SOONER RD. EDMOND, OK 73013.

If this school district denies admittance of a student who claims to be a resident of the district, the parent, guardian, or person having care and custody of the student may request a review of the residency officer's decision. Such request for review shall be in writing and must be received by the residency officer within three school days of the denial of admittance. The request for review shall include any additional pertinent information that may justify the admittance of the child to the school district.

Upon receipt of a written request for review, the residency officer will render a decision and notify the parent of the decision within three school days of the receipt of the request for review.

If the parent disagrees with the findings of the residency officer, the parent will notify the residency officer within three school days of the receipt of the decision. The residency officer will submit his/her findings and all documents reviewed to the board of education.

STUDENT RESIDENCY (Cont.)

The board of education will review the decision and the documents submitted by both the residency officer and the student and render a decision at the next board meeting. The board's decision may be appealed only pursuant to procedures utilized by the State Department of Education.

The Superintendent will designate a Point of Contact (POC) to coordinate activities relating to the District's provision of services to children placed in foster care, including transportation services.

The District will collaborate with Child Welfare Agencies when transportation is required to maintain children placed in foster care in a school of origin outside their usual attendance area or the district when in the best interest of the student. Under the supervision of the Superintendent/designee, the District POC will invite appropriate District officials, Child Welfare Agencies, and officials from other districts or agencies to consider how such transportation is to be promptly arranged and funded in a cost effective manner.

DEFINITIONS

"Foster Care" means 24-hour care and supportive services provided to children placed away from their parents, guardians, or person exercising custodial control or supervision and for whom the foster parent has placement care and responsibility.

"School of origin" means the school in which a child is enrolled at the time of placement in foster care.

"Best Interest" means a case -by-case determination of the appropriateness of the current educational setting and the proximity of placement as required by ESEA section 1111(g)(1)(E)(i). Factors be utilized in this determination include, but are certainly not limited to, the following:

1. Safety considerations;
2. Proximity of the resource family home to the child's present school;
3. Age and grade level of the child as it relates to the other best interests factors;
4. Needs of the child, including social adjustment and well-being;
5. Child's performance, continuity of education and engagement in the school the child presently attends;
6. Child's special education programming if the child is classified;
7. Point of time in the school year;
8. Child's permanency goal and likelihood of reunification;
9. Anticipated duration of the placement;
10. Preferences of the child;
11. Preferences of the child's parent(s) or education decision maker(s)
12. The child's attachment to the school, including meaningful relationships with staff and peers;
13. Placement of the child's sibling(s);
14. Influence of the school climate on the child, including safety;
15. Availability and quality of the services in the school to meet the child's educational and socio-emotional needs;
16. History of school transfers and how they have impacted the child;
17. How the length of the commute would impact the child, based on the child's developmental stage;

STUDENT RESIDENCY (Cont.)

- 18. Whether the child is a student with a disability under the IDEA who is receiving special education and related services or a student with a disability under Section 504 who is receiving special education or related aids and services and, if so, the availability of those required services in a school other than the school of origin; and
- 19. Whether the child is an EL and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin, consistent with Title VI and the EEOA.

REFERENCE: 70 O.S. §1-113, §1-114
70 O.S. §18-111

A POLICY ON THIS TOPIC IS REQUIRED BY LAW.

STUDENT RESIDENCY DISPUTE PROCEDURES

The superintendent of schools shall serve as the district residency officer.

If a dispute arises regarding a student's residency, the parent or guardian may request a review of the ruling by the superintendent. Any question or dispute as to the residence of a student shall be determined by the superintendent pursuant to the following procedures:

1. If the school district initially denies admittance of a student who claims to be a resident of the district, the parent, guardian, or person having care and custody (hereafter parent) of the student shall be informed that a request may be made for a review of the decision of the local residency officer.
2. If, during the course of the school year, a dispute arises as to the residence of a student who is enrolled and attending school, the student shall be allowed to continue attending Oakdale Public Schools schools until these dispute procedures have been exhausted.
3. The parent of the student may request a review by notifying the residency officer in writing within three (3) school days from denial of admittance. Upon receipt of a request for review, the residency officer shall allow the parent to provide additional pertinent information in accordance with the district's criteria and the statutory provisions regarding residency. The information must be submitted with the request for review.
4. Within three (3) school days of the receipt of the request for review, the residency officer must render a decision and notify the parent, in writing, of the decision and the reasoning therefor.
5. In the event the parent disagrees with the decision, the parent shall notify the residency officer within three (3) school days of receipt of the residency officer's decision. The residency officer will submit to the board of education his or her findings and all documents reviewed. The board of education will review the decision and the documents submitted on behalf of the district and the student and render a decision at the next board meeting. The board's decision shall be the final administrative decision.
6. In an effort to place students in school as quickly as possible, timelines shall be followed unless, due to emergency circumstances, both parties agree to an extension of timelines.

Any question as to the place of residence of any child for school purposes shall be decided pursuant to procedures utilized by the State Department of Education.

OPEN TRANSFER POLICY TRANSFERS AND ASSIGNMENTS

It is the policy of the Oakdale Board of Education that any application for open transfer will be reviewed by the board of education and considered on a first-come, first-served basis. Applications may be obtained from the superintendent and shall be filed with the office of the superintendent during regular business hours of the school district beginning and ending no later than May 31 in the school year preceding the school year for which the transfer is desired. Written application for any transfer shall be made by the parent(s) of the student and filed with the superintendent of the district. For purposes of the Education Open Transfer Act, the term "parent" means the parent of the student or person having custody of the student or a competent student having reached the age of majority.

By May 31, the superintendent shall notify the resident school district that a student enrolled in the resident school district has filed an application for transfer.

The board of education shall vote to approve or deny the application for transfer not later than July 15. Transfer applications shall be reviewed by the board of education in executive session in order to protect the confidentiality of student records. However, the vote to approve or to deny the application for transfer shall take place in open session. The district shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Notwithstanding the provisions of the Education Open Transfer Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes. All transfer applications will be approved or denied subject to the following criteria:

- A. Transfers will be taken on a class-by-class basis. Because it is easier to adjust programs and available space at the more advanced grade levels, the administration will use caution in providing transfers at lower grade levels that might have a negative impact in future years.

The following guidelines shall be observed:

1. Grades k-1 should not exceed 15 students per class with new transfers;
2. Grades 2-4 should not exceed 16 students per class with new transfers;
3. Grades 5-6 should not exceed 17 students per class with new transfers;
4. Grade 7 should not exceed 18 students per class with new transfers; and
5. Grade 8 should not exceed 20 students per class with new transfers.

Determination of a transfer, whether an open transfer or an emergency transfer, may be made under this Policy even if the superintendent is uncertain of the class size at the time required by law for notification. The superintendent will take into consideration (1) Predictions made on the growth rate of the previous two school years (2) If a class is at 80% of capacity for the next school year, as defined in this sub-section A.

B. The order of preference for accepting transfers will be:

- i. Students who are residents of the District at the commencement of the school year but who move out of the District. If a student moves out of district during the school year they are allowed to finish the school year. Students who have previously been granted a transfer into the District under the guidelines of a previous version of the District Transfer Student Policy, and who are enrolled in the District as of April 1, 2011. Other Issues Once a student has been accepted to Oakdale on a transfer basis, that transfer will not be denied at a later time unless:
- ii. The student demonstrates behavior consistent with actions that would cause the student to be considered for an Alternate Education program if the student was enrolled in the home district.

OPEN TRANSFER POLICY, TRANSFERS AND ASSIGNMENTS (Cont.)

- iii. Oakdale School cannot function effectively with the transferred student.
- iv. The district would be assessed state class size penalties
- v. Hardship to the district to provide an educational program.
- vi. Employment considerations Families / students building homes within the school district boundaries will be transferred in without regard to class size restrictions after the school administration has received a signed form provided by the district from a builder with i. a completion date within the current semester ii. an affidavit that construction is at least 35% complete Transfers will not be accepted for the purpose of splitting classes. However, if class size is previously determined to be above 20 for an individual class then classes may be spilt at superintendent discretion and transfers allowed according to this Policy.

On or before September 1, the superintendent shall file a copy of a list of students granted transfer showing the resident school district and grade level of all students granted transfer with the State Board of Education and each resident school district.

On an adequate showing of emergency, the superintendent may make and order a transfer, subject to approval by the State Board of Education. An emergency shall include only:

1. The destruction or partial destruction of a school building;
2. The inability to offer the subject a student desires to pursue, if the student becomes a legal resident of a school district after February 1 of the school year immediately prior to the school year for which the student is seeking the transfer;
3. A catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, disorder, or injury which has a permanently detrimental effect on the body's system or renders the risk unusually hazardous;
4. The total failure of transportation facilities;
5. The concurrence of both the sending and receiving school districts;
6. The unavailability of remote or on-site Internet-based instruction by course title in the district of residence for a student identified as in need of drop-out recovery or alternative education services, provided such student was enrolled at any time in a public school in Oklahoma during the previous three school years; or
7. The unavailability of a specialized deaf education program for a student who is deaf or hearing impaired.
8. When a student has been the victim of harassment, intimidation, and bullying as defined in 70 O.S. § 24-100.3, and the receiving school district has verified that:
 - (i) The student has been the victim of harassment, intimidation, or bullying; and
 - (ii) The sending school district was notified of the incident or incidents prior to the filing of the application for transfer.

A child who has reached the age of four (4) on or before September 1 of the school year, and resides in a district that does not offer an early childhood program may be granted a transfer into the district provided the physical facilities and teaching personnel can accommodate the child. The district may also refuse to accept the nonresident child if the district determines the child is not ready for the district's early childhood education program.

OPEN TRANSFER POLICY, TRANSFERS AND ASSIGNMENTS (Cont.)

A child whose family relocates from the school district may continue attendance to the end of the current school year provided the student began the school year in the school district.

Students transferring to the district between school years shall be admitted to the next higher grade upon meeting entrance requirements and showing evidence of having completed the preceding grade. Students transferring from private, non-accredited schools shall be tested and placed accordingly.

Any student residing in a school district that does not offer the grade that such child is entitled to pursue shall be entitled to be transferred to any school district inside or outside of the transportation area in which such student resides which offers the grade which he is entitled to pursue. Such transfer shall be automatically approved.

Except for a child in the custody of the Department of Human Services in foster care, no student shall be permitted an open transfer more than once in any school year.

Any brother or sister of such transferred student may apply to attend the same said school system.

Any parent, guardian, person, or institution having care and custody of a child who pays ad valorem tax on real property in this district, but does not reside in this district, may, with approval of the board of education, enroll the child in this district and receive a credit on the nonresident tuition fee equal to the amount of the ad valorem tax paid for school district purposes provided the credit shall not exceed the total amount required for the tuition payment.

Any student transfer approved for any reason prior to January 1, 2000, shall continue to be valid and shall not be subject to the Education Open Transfer Act unless the parent having custody chooses otherwise.

Should the board of education determine that cancellation of a previously approved transfer is in the best interest of the district, the resident district and the parents/guardian of the student shall be notified of the cancellation. Such notice shall be made by July 15 prior to the school year for which the cancellation is applicable.

Beginning July 1, 2008, the transfer of a child with disabilities for three consecutive years creates an automatic and permanent transfer to this school district.

REFERENCE: 70 O.S. §1-114
70 O.S. §1-113
70 O.S. §5-117.1
70 O.S. §8-101, et seq.
70 O.S. §24-101, et seq.
Family Education Rights and Privacy Act
Atty. Gen. Op. No. 87-134, April 1, 1988

REVIEW NOTE: Much of the district's existing policy language was replaced. State law requires the board of education act on open transfers. Delegating this authority to the superintendent predated the law that has been in place since 2000. See recommended changes that are underlined.

THIS POLICY REQUIRED BY LAW.

BULLYING

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

BULLYING (Cont.)

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

A copy of this policy will be furnished to each student and teacher in this school district.

REFERENCE: 21 O.S. §850.0
70 O.S. §24-100.2

THIS POLICY REQUIRED BY LAW.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (REGULATION)

The Oakdale Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING, REGULATION (Cont.)

7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms "bullying," as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:

A. Harm another student;

B. Damage another student's property;

C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or

D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

2. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING, REGULATION (Cont.)

3. General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

- A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.
- D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING, REGULATION (Cont.)

adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by OAKDALE Public Schools.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

1. Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. OAKDALE Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

B. OAKDALE Public Schools' Safe School Committee

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with an adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also policy BDFC.)

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING, REGULATION (Cont.)Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the building principal. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the building principal.

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING, REGULATION (Cont.)

4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at www.oakdale.org and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (INVESTIGATION PROCEDURES)

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

Definitions

1. “Bullying” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

“Electronic communication” means the communication of any written, verbal, or pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring.

INVESTIGATION PROCEDURES (Con't)

5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.
6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within ___ days of the conclusion of the investigation.
7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within ___ days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent shall be responsible for enforcing this policy. The building principal should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

STUDENT DISCIPLINE

The Oakdale Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
- The manifestation of a disability;
- Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Smoking
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property

STUDENT DISCIPLINE (Cont.)

- all gender*
16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
 17. Sexual Harassment
 18. Gang related activity or action
 19. Cheating

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

STUDENT DISCIPLINE (Cont.)

REFERENCE: 10 O.S. §7115
70 O.S. §6-114
70 O.S. §24-101.3

THIS POLICY REQUIRED BY LAW.

Adoption Date:

Revision Date(s):

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CONTROL AND DISCIPLINE POLICY

The board of education believes that the school's primary goal is to educate, not discipline. However, when the behavior of an individual student interferes with the rights of others, corrective action may be necessary for the benefit of the individual as well as the school. A student who has been suspended for a violent offense directed towards a teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

Oklahoma Law, Title 70, Section 6-114, provides teachers with the same rights as parents to control and discipline school children in accordance with local school policies. The following schedule of infractions is provided as an aid to teachers in exercising control and discipline of students. The schedule is not intended to include all possible infractions. Therefore, behavior that is not included in the following schedule may warrant appropriate disciplinary measures. The following schedule shall not be used in determining discipline for any child on an IEP or Section 504 plan until such time as the student's IEP team has determined that the infraction is in no way a manifestation of that student's disability.

<u>Infractions</u>	<u>Minimum Action <</u>	<u>> Maximum Action</u>
1. Unexcused tardiness	---- Refer to Attendance Policy ----	
2. Disruption of class or assembly	School Conference	Parent Conference Suspension
3. Lunchroom misconduct	School Conference	Parent Conference Suspension
4. Bus/playground misconduct	---- Refer to Bus Conduct Policy ----	
5. Negligence in completing classwork	School Conference	Parent Conference Suspension
6. Cutting class	---- Refer to Attendance Policy ----	
7. Leaving school without permission	---- Refer to Leaving School Grounds (Closed Campus) Policy ----	
8. Truancy	---- Refer to Attendance Policy ----	
9. Tobacco on school grounds	School Conference	Parent Conference Suspension ¹
10. Drugs or Alcohol possession	Parent Conference	Suspension ^{1, 2}
11. Gambling	School Conference	Parent Conference Suspension
12. Theft	Parent Conference	Suspension ^{1, 2}
13. Assault-physical or verbal	Parent Conference	Suspension ^{1, 2}
14. Fighting	Parent Conference	Suspension
15. Destruction of property, vandalism	Parent Conference	Suspension ^{1, 2}
16. Threats/Harassment	School Conference	Parent Conference Suspension ²
17. Extortion	School Conference	Suspension ^{1, 2}
18. Refusal to obey school officials	School Conference	Parent Conference Suspension
19. Possession of weapons or other items with the potential to cause harm		Suspension ²

¹ May require counseling and rehabilitative efforts before reinstated in school programs

² May require notification of legal authorities

Other possible corrective actions include warning students that continued infraction may result in more severe consequences, removing students from class, before or after school detention, alternative placements, financial restitution, if necessary, and referral to social agencies, if appropriate. The administration may impose punishment that would prevent a student from participation in and attendance at extracurricular activities. In addition, student discipline consequences may included an inability to participate in the graduation ceremony, prom, prom activities, school dances, and/or a class trip.

Suspension alternatives may include in-house suspension or out-of-school suspension. Refer to the Suspension Policy (see policy FOD) for requirements for short-term suspensions (1-10 days) and long term suspensions (11 or more days).

SUSPENSION OF STUDENTS

It is the policy of the Board of Education that the superintendent or designee may suspend a student for:

- Violations of policy or regulations
- Possession of an intoxicating beverage, low-point beer (See policy FNCE)
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- Possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
- Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy FNCGA)
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
- Students in grades six through eight found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No school board member, administrator, or teacher may be held civilly liable for any action taken in good faith, which is authorized by law under the provisions of this policy.

The superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for appeal of suspension to a suspension appeals committee and/or the board of education. The superintendent may delegate authority for suspensions of students to building principals.

REFERENCE: 10 O.S. §7005-1.2
10 O.S. §7303-5.3
10 O.S. §7307-1.2
37 O.S. §163.2
70 O.S. §24-101.3, §24-102, §24-103, et seq.

SUSPENSION OF STUDENTS (Cont.)

CROSS-REFERENCE: Policy FM, Student Activities, Eligibility
Policy FM-R, Student Activities, Eligibility, Regulations
Policy FNCE, Reporting Students Under the Influence or Possessing Alcoholic
Beverages or Controlled Dangerous Substances
Policy FNCGA, Weapons-Free Schools

THIS POLICY REQUIRED BY LAW.

SUSPENSION OF STUDENTS
(REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for:
 - Violations of policy or regulations
 - Possession of an intoxicating beverage, low-point beer (37 O.S. §163.2) (See policy FNCE)
 - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
 - Possession of a dangerous weapon or a controlled dangerous substance while or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
 - Possession of a firearm may result in out-of-school suspension of not less than one year (See policy FNCGA)
 - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property
 - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See policy FNCGA.)
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular class room setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.
5. Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

SUSPENSION OF STUDENTS, REGULATION (Cont.)Procedural Steps to Suspension

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefor.
2. In-school placement. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal, and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention.
3. Out-of-school suspension.
 - A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefor, and the right to appeal the suspension to the board of education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.
 - B. If a student is suspended out-of-school for five (5) days or less, the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

Appellate ProceduresSuspension Appeals Committee **(Optional)**

A suspension appeals committee is hereby established which will consist of 3 administrators or teachers or a combination thereof. The members of the committee shall be appointed by the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

SUSPENSION OF STUDENTS, REGULATION (Cont.)(If a Suspension Appeals Committee is created, then. . .)Appellate Procedures (Option A)

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:
 - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
 - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
 - C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
 - D. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.
 - E. (Option 1) Decisions of the suspension appeals committee may be appealed to the board of education. The decision of the board of education shall be final.
- OR -
 - (E). (Option 2) Decisions of the suspension appeals committee may not be appealed to the board of education. The decision of the suspension appeals committee shall be final.
2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:
 - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
 - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

SUSPENSION OF STUDENTS, REGULATION (Cont.)

C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

(If no Suspension Appeals Committee is created, then. . .)

Appellate Procedures (Option B)

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the board of education. The following procedures shall govern the appellate process:

A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

C. During the hearing of the appeal before the board of education, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.

D. The board of education shall determine the guilt or innocence of the student and the reasonableness of the term of the suspension. The board of education may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education shall be final.

2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:

A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

SUSPENSION OF STUDENTS, REGULATION (Cont.)

- B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
- C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
- D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

NOTE: 70 O.S. §24-101.3 (E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

THIS POLICY REQUIRED BY LAW.