Oakdale Public School Board of Education Regular Meeting
Tuesday, August 12, 2025
6:00 PM
Fine Arts Building - Auditorium, 10901 N. Sooner Road, 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**
3. **Public Comment:**
   All meetings of the Board of Directors shall be open to the public and any regular meeting shall include an opportunity for the public to address the Board. Public Comments are limited to three (3) minutes and must be related to an agenda item or topic. Members of the public wishing to address the board must sign up before the meeting. Where several people wish to address the same subject, a spokesperson must be selected. The Board President may interrupt and terminate any comments that are not in accordance with any of these criteria or in keeping with Board Policy BED. Board members may not respond to speakers' comments.

   Public comments were given by Adrian Post. He addressed the board regarding a denial of a student transfer.

4. **Staff Reports & Presentations**
   - Superintendent's Report
   - Principals' Reports
   - Sanctioned Organization Reports, if any
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:
   5.1. Approve minutes of the July 10, 2025 special board meeting.

5.2. Accept Treasurer's Report including: Financial statements, fund balances, expenditures, revenue, warrants, bank summary, bond reports, and investments) for the month ending 7/31/2025.
5.3. Approve Encumbrances

General Fund: #171-176
Building Fund: #46-49
Bond Fund 37: #1-7

5.4. General Fund Payments #97-114
5.4.1. Child Nutrition Payments are included with General Fund Payments
5.5. Building Fund Payments #6-22
5.6. Activity Fund #2-4
5.7. Bond 37 Payments #1-5

6. Discussion, consideration, and possible action on approving changes to parent / student handbook for current academic year.
7. Discussion, consideration, and possible action on approving Days to Hours calculation.
8. Discussion, consideration, and possible action on updating board policies and adding regulations as per state law and SDE rule changes.
   Policies affected:
   FFG, DABB, DO, FNC, DBCA, DOAC, DEC-R7, DO-R, FFACA, FE
9. Discussion and possible action on increasing substitute teacher pay from $75 / day to $85 / day for non-certified and $95 / day for certified teachers.
10. Discussion and possible action on extra duty stipends. Increase the following: Head FB coach / $500, FB asst $750, Field prep $3500, Tennis asst $1250
11. Discussion and possible action on Oakdale Emergency Action Plan.
12. **Information & Discussion:**
13. **Proposed Executive Session:** Motion to enter into executive session to discuss appeal of transfer denial as per 70 O.S. § 8-101.2 (E); discuss employment of paraprofessional as per 25 O.S. Section 307 (B)(1)
    13.1. Vote to convene or not convene in executive session.
    13.2. Acknowledge return to open session @ 6:47 p.m.
    13.3. An executive session compliance announcement was made by Dr. Carl Johnson, Superintendent. No action was taken in Executive Session.
14. Discussion and possible action on appeal of denied transfer.
15. Discussion and possible action on the employment of paraprofessional for the current academic year.
16. **Adjourn:** Possible consideration, discussion, and vote to adjourn.

Notice of this meeting was given to the Oklahoma County Clerk on _____.

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.

BOARD OF EDUCATION MEETING
PUBLIC PARTICIPATION

The purpose of a Board meeting is for the Board to conduct the District's business and to deliberate and act upon matters before the Board unless the Board is specifically conducting a public forum. The public is encouraged to attend and to observe meetings of the Board and to participate whenever a public forum is being held for the purpose of receiving public input.

During portions of the Board's regular business meetings an opportunity shall be provided for members of the public to make comments regarding school related matters that appear as an action item on the posted agenda. To make such comments, members of the public are to complete the required form and submit it to the Clerk of the Board no less than 15 minutes before the meeting is called to order. Individuals or groups wishing to speak during the public comment period must provide the following information, in writing on the form provided, in order to speak before the board:

- Name of the individual;
- The agenda action item(s) the individual wishes to address;
- The organization the individual represents or is affiliated with, if applicable.

Persons addressing the Board during the "Public Comments" portion of a regular meeting Board meeting shall be allowed three (3) minutes to address the Board. If a group has requested to address the Board on a particular subject, the group will select one representative speaker for the group and will be allowed ten (10) minutes to speak collectively on behalf of the group's members. Groups consisting of three (3) or more persons shall designate a spokesperson who shall speak for and represent the group. Generally, a maximum of fifteen (15) minutes will be allowed for the public comment period. If an extremely large number of requests to speak are received, the Board President may extend the total time limit for comments.

The District provides various grievance and complaint procedures for addressing concerns and complaints. Therefore, to avoid circumvention of those procedures and ensure fairness to all parties, no person will be allowed to place an item on the agenda or speak on the following matters:

1. Any issue involved in pending litigation or any investigation filed with an outside agency wherein the District, any employee, or the Board is a party;
2. Any pending grievances or complaints involving employees or students;
3. An employee disciplinary action, including suspension, demotion, non-reemployment or termination;
4. Any student suspension or appeal of a student suspension.

Persons addressing the Board shall not be permitted to engage in defamatory conduct or criticize individuals and shall not engage in disruptive behavior.

Board members and the District's administrative staff shall not respond to questions or comments from the public since doing so could be in violation of the Oklahoma Open Meeting Act. The Board will not take any action on an item addressed by the public unless such item is properly on the agenda as an action item or is properly considered new business as defined by law.

CROSS REFERENCE: Policy GF

REFERENCE: 70 O.S. §5-118

Board Minutes
Oakdale Public School Board of Education Special Meeting
Thursday, July 10, 2025 6:00 PM
Fine Arts Building - Auditorium

President - Caeli Williams

Vice President – Jodi Hietpas

Clerk – Kimber Shoop

Minutes Clerk.....Steven Huff

1. Routine Items:

- **Call to Order**
- **Roll Call**
- **Establishment of Quorum**
- **Possible vote to approve agenda**

Attendance Taken at 6:00 PM.

Jodi Hietpas:	Present
Kimber Shoop:	Present
Caeli Williams:	Present

Present: 3.
Motion to approve agenda. This motion, made by Kimber Shoop and seconded by Jodi Hietpas, passed.

Jodi Hietpas:	Yea
Kimber Shoop:	Yea
Caeli Williams:	Yea

Yea: 3, Nay: 0

2. Public Comment:
All meetings of the Board of Directors shall be open to the public and any regular meeting shall include an opportunity for the public to address the Board. Public Comments are limited to three (3) minutes and must be related to an agenda item or topic. Members of the public wishing to address the board must sign up before the meeting. Where several people wish to address the same subject, a spokesperson must be selected. The Board President may interrupt and terminate any comments that are not in

accordance with any of these criteria or in keeping with Board Policy BED. Board members may not respond to speakers' comments. See attachment.

3. Staff Reports & Presentations

- **Superintendent's Report**
- **Principals' Reports**
- **Sanctioned Organization Reports, if any**

4. Discussion and possible action on sanctioning the Oakdale School Foundation for the 25-26 school year.
Motion to approve sanctioning the Oakdale School Foundation for the 25-26 school year. This motion, made by Kimber Shoop and seconded by Caeli Williams, passed.

Jodi Hietpas:	Yea
Kimber Shoop:	Yea
Caeli Williams:	Yea

Yea: 3, Nay: 0

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:
Motion to approve consent agenda. This motion, made by Kimber Shoop and seconded by Jodi Hietpas, passed.

Jodi Hietpas:	Yea
Kimber Shoop:	Yea
Caeli Williams:	Yea

Yea: 3, Nay: 0

1. Approve minutes of the June 10, 2025 regular board meeting.
2. Accept Treasurer's Report including: Financial statements, fund balances, expenditures, revenue, warrants, bank summary, bond reports, and investments) for the month ending June 30, 2025.
3. General Fund and Building Fund Blanket purchase orders for FY 26.
4. Warrants and Encumbrances for FY25 and FY26
5. General Fund Payments FY25 #3275-3292
6. General Fund payments for FY26 #32-43
7. Building Fund Payments FY25 #388-397
8. Building Fund payments FY26 #1-5
9. Activity Fund FY25 #344-349
10. Bond 37 Payments FY25 #62-66
11. Bond 37 Payments for FY26-NO PAYMENTS
12. Insurance Fund #86 #1

6. Discussion and possible action upon financial roles for 2025-2026:

- **Purchasing Agent, Dr. Carl Johnson**
- **Treasurer, Deborah Huff**
- **Board Clerk, Steve Huff**
- **Deputy Board Clerk, Becky Lidia**
- **Encumbrance Clerk, Steve Huff**
- **Activity Fund Custodian, Becky Lidia**
- **Activity Fund Co-Custodian, Steve Huff**
- **Federal Programs Manager, Steve Huff**

Motion to approve financial roles for 2025-2026. With amendment to change "Board Clerk to Minutes Clerk". This motion, made by Kimber Shoop and seconded by Jodi Hietpas, passed.

Jodi Hietpas:	Yea
Kimber Shoop:	Yea
Caeli Williams:	Yea

Yea: 3, Nay: 0

7. Discussion and possible action on directing the district treasurer to conduct financial procedures for the district including the investment and distribution of earnings from those investments, purchase of non-payable warrants in one district fund with money from other available district funds and/or to negotiate the purchase of non-payable warrants from other sources, and all the general duties of the treasurer as outlined in law and policy.

Motion to approve directing the district treasurer to conduct financial procedures for the district including the investment and distribution of earnings from those investments, purchase of non-payable warrants in one district fund with money from other available district funds and/or to negotiate the purchase of non-payable warrants from other sources, and all the general duties of the treasurer as outlined in law and policy. This motion, made by Kimber Shoop and seconded by Jodi Hietpas, passed.

Jodi Hietpas:	Yea
Kimber Shoop:	Yea
Caeli Williams:	Yea

Yea: 3, Nay: 0

8. Discussion and possible action on contracts with Green Turf Landscaping for main campus ($30,054) and football field ($23,507).

Motion to approve contracts with Green Turf Landscaping for main campus ($30,054) and football field ($23,507). This motion, made by Kimber Shoop and seconded by Jodi Hietpas, passed.

Jodi Hietpas:	Yea
Kimber Shoop:	Yea
Caeli Williams:	Yea

Yea: 3, Nay: 0

9. Discussion and possible action on a resolution authorizing Steve Huff as the superintendent's designee to administer purchasing card program through Prosperity Bank.

Motion to approve resolution authorizing Steve Huff as the superintendent's designee to administer purchasing card program through Prosperity Bank. This motion, made by Kimber Shoop and seconded by Jodi Hietpas, passed.

Jodi Hietpas:	Yea
Kimber Shoop:	Yea
Caeli Williams:	Yea

Yea: 3, Nay: 0

10. Proposed Executive Session: Motion to enter into executive session to: Discuss hiring of teacher and teacher assistant pursuant to 25 O.S. Section 307 (B)(1)

1. Vote to convene or not convene in executive session.
Motion to not convene into executive session. This motion, made by Kimber Shoop and seconded by Jodi Hietpas, passed.

Jodi Hietpas:	Yea
Kimber Shoop:	Yea
Caeli Williams:	Yea

Yea: 3, Nay: 0

2. Board did not enter executive session.

3. Board did not enter into Executive session.

11. Discussion and possible action on hiring teacher and teaching assistant to split certified teacher salary at step 0.
Motion to hire teacher and teaching assistant to split certified teacher salary at step 0. This motion, made by Kimber Shoop and seconded by Jodi Hietpas, passed.

Jodi Hietpas:	Yea
Kimber Shoop:	Yea
Caeli Williams:	Yea

Yea: 3, Nay: 0

12. Adjourn
Motion to adjourn at 7:58 pm. This motion, made by Kimber Shoop and seconded by Jodi Hietpas, passed.

Jodi Hietpas:	Yea
Kimber Shoop:	Yea
Caeli Williams:	Yea

Yea: 3, Nay: 0

Oakdale Public School

Purchase Order Register

Options: Year: 2025-2026, Fund(s): GEN FUND-FOR OP, Date Range: 7/1/2025 - 8/9/2025, PO Range: 171 - 176

PO No	Date	Vendor No	Vendor	Description	Amount
171	07/01/2025	4327	NOTABLE, INC KAMI	INSTRUCTIONAL RELATED SUBSCRIPTION	1,775.25
172	07/01/2025	4274	SEESAW LEARNING, INC	INSTRUCTIONAL RELATED SUBSCRIPTION	2,889.00
173	07/01/2025	3129	STUDY ISLAND	PROGRAM LICENSE	3,753.25
174	07/01/2025	4020	MYSTERY SCIENCE INC	MYSTERY SCIENCE SUBSCRIPTION	2,694.00
175	07/01/2025	4272	GENERATION GENIUS, INC	INSTRUCTIONAL RELATED SUBSCRIPTION	0.00
176	07/01/2025	4715	PODS ENTERPRISES, LLC	STORAGE PODS	1,600.00
				Non-Payroll Total:	**$12,711.50**
				Payroll Total:	**$0.00**
				Report Total:	**$12,711.50**

Oakdale Public School

Purchase Order Register

Options: Year: 2025-2026, Fund(s): Building, Date Range: 7/1/2025 - 8/9/2025, PO Range: 46 - 49

PO No	Date	Vendor No	Vendor	Description	Amount
46	07/01/2025	4553	MERRITT SEALING COMPANY, INC	BASKETBALL RIMS AND NETS	2,190.00
47	07/01/2025	4507	JASON HARBESON	ROLLERS SEALED, HINGE, SERVICE CALL	640.00
48	07/01/2025	3309	HUNTER MECHANICAL CONTROLS, INC.	HVAC MAINTENANCE	1,000.00
49	07/01/2025	4299	CORNERSTONE PLUMBING	PLUMBING SERVICES	286.00
				Non-Payroll Total:	**$4,116.00**
				Payroll Total:	**$0.00**
				Report Total:	**$4,116.00**

Oakdale Public School

Purchase Order Register

Options: Year: 2025-2026, Fund(s): BOND FUND #37, Date Range: 7/1/2025 - 8/9/2025

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2025	4717	ALL HOURS LOCKSMITH	LOCKS AND DOOR MAINTENANCE	3,487.00
2	07/01/2025	644	LARSON DESIGN GROUP	ARCHITECTURAL SERVICE	68,045.94
3	07/01/2025	842	CMS WILLOWBROOK INC	CONSTRUCTION SERVICE	7,143,172.17
4	07/01/2025	3932	GREEN COUNTRY ELECTRIC AND SUPPLY	EXTERIOR LIGHTING 5TH GRADE POD	6,791.52
5	07/01/2025	4082	UNITED SYSTEMS, INC	TECHNOLOGY SERVICES	28,235.30
6	07/01/2025	4637	KRUEGAR INTERNATIONAL, INC	FURNITURE	362,083.50
7	07/01/2025	4683	FORCE PERSONNEL SERVICES	GENERAL MAINTENANCE	750.00
				Non-Payroll Total:	**$7,612,565.43**
				Payroll Total:	**$0.00**
				Report Total:	**$7,612,565.43**

PROSPERITY BANK®

Corporate Account Name: OAKDALE SCHOOL
Account Name: OAKDALE SCHOOL

Corporate Number: 00005015
Account Ending In: 1955

Corporate Account Summary

Previous Account Balance	$6,128.26
Payments and Credits	$6,128.26
Purchases and Debits	$10,231.69
Cash Advances	$0.00
Fees	$0.00
Finance Charges	$0.00
New Ending Balance	$10,231.69
Total Amount of Disputes	$0.00

Statement Closing Date	**07/31/2025**
Days This Period	31
Credit Limit	$20,000.00
Available Credit	$9,768.00
Cash Limit	$0.00
Available Cash	$0.00
Payment Due Date	**08/26/2025**
Payment Amount Due	$10,231.69

Questions? View your account information online at www.prosperitybankusa.com or call our Customer Service Center toll free at 1-855-340-8771 or international phone number at 1-301-945-5745.

Send Billing Inquiries and Correspondence to:
P.O. Box 2087, Omaha, NE 68103-2087

Mail Payments to: Prosperity Bank, Department #351, P. O. Box 21228, Tulsa, OK 74121-1228

Important Information

THANK YOU FOR CHOOSING PROSPERITY BANK FOR YOUR CREDIT CARD NEEDS.

General Fund 3,650.73
Act. Fund 6580.96
Foundation 10231.69 ✓ SA

Prosperity Bank
402 Cypress St. Suite 100
Abilene, TX 79601-5123

VISA

Account Ending In	1955
Payment Due Date	08/26/2025
New Balance	$10,231.69
Minimum Payment Due	$10,231.69

Make Check Payable To: $

OAKDALE SCHOOL
10901 N SOONER RD
EDMOND OK 73013-8304

Prosperity Bank
Department #351
P.O. Box 21228
Tulsa, OK 74121-1228

4054694200081948000010231690000102316 94

PROSPERITY BANK®

Account Name: OAKDALE SCHOOL

Account Number Ending In: 1955

Corporate Account Activity

OAKDALE SCHOOL
Card Ending In 1955

Post Date	Tran Date	Reference Number	Transaction Description	$Amount
07/16	07/16	74217036500XVHNDZ	PAYMENT BY MAIL ABILENE TX	6,128.26-
			Total Activity	6,128.26-
			Total Fees This Period	0.00
07/31	07/31		Interest Charge on Purchases	0.00
07/31	07/31		Interest Charge on Cash Advances	0.00
			Total Interest This Period	0.00

Cardholder Account Activity

CARL JOHNSON
Card Ending In 6719

Total Amount **$10,231.69**

Post Date	Tran Date	Reference Number	Transaction Description	$Amount
07/01	06/29	24692165M2XAXEKZY	TST*MISTER 01 - GRAPEVIN Grapevine TX	305.60
07/01	06/29		PURCHASE ID:	
07/01	06/29		ORDER DATE :000000	
07/01	06/29	24692165M2X9RV081	BUC-EE'S #39 DENTON TX	54.28
07/01	07/01	24011345N2X4YNHN0	AMAZON RETA* N39L17BX2 WWW.AMAZON.CO WA	28.48
07/01	07/01		PURCHASE ID:	
07/01	07/01		ORDER DATE :07/01/2025	
07/01	07/01		ITEM DESCRIPTION:Order Summary	
07/01	07/01		ITEM QUANTITY: 10000	
07/01	07/01		UNIT COST: 28.4800	
07/01	07/01	24011345N2X6EWQPX	AMAZON MARK* N31A19FT0 AMAZON.COM/MA WA	191.21
07/01	07/01		PURCHASE ID:	
07/01	07/01		ORDER DATE :07/01/2025	
07/01	07/01		ITEM DESCRIPTION:Order Summary	
07/01	07/01		ITEM QUANTITY: 10000	
07/01	07/01		UNIT COST: 191.2100	
07/01	07/01	24011345N2X6F2Y2L	AMAZON RETA* N37Y02FZ0 WWW.AMAZON.CO WA	27.38
07/01	07/01		PURCHASE ID:	
07/01	07/01		ORDER DATE :07/01/2025	
07/01	07/01		ITEM DESCRIPTION:Order Summary	
07/01	07/01		ITEM QUANTITY: 10000	
07/01	07/01		UNIT COST: 27.3800	
07/01	07/01	24210735P2FA9E307	0252-GAYLORD TEXAN GRAPEVINE TX	31.40
07/01	07/01		PURCHASE ID:	
07/01	07/01		ORDER DATE :07/01/2025	
07/01	07/01	24692165N2Y24W6T7	AMAZON MKTPL*N31MU2FX1 Amzn.com/bill WA	427.17
07/01	07/01		PURCHASE ID:	
07/01	07/01		ORDER DATE :000000	
07/02	07/02	24011345P2X5AG7E7	AMAZON MARK* N31RN33S0 AMAZON.COM/MA WA	254.00

PROSPERITY BANK®

Account Name: OAKDALE SCHOOL

Account Number Ending In: 1955

Cardholder Account Activity (continued)

Post Date	Tran Date	Reference Number	Transaction Description	$Amount
07/02	07/02		PURCHASE ID:	
07/02	07/02		ORDER DATE :07/02/2025	
07/02	07/02		ITEM DESCRIPTION:Order Summary	
07/02	07/02		ITEM QUANTITY: 10000	
07/02	07/02		UNIT COST: 254.0000	
07/02	07/02	24210735R2FJ623LW	0252-GAYLORD TEXAN GRAPEVINE TX	31.40
07/02	07/02		PURCHASE ID:	
07/02	07/02		ORDER DATE :07/02/2025	
07/02	07/02	24692165R2ZE6DS30	TIGER MART 78 GRAPEVINE TX	37.50
07/02	07/02		PURCHASE ID:	
07/02	07/02		ORDER DATE :000000	
07/07	07/07	24071055XVAKBYAHT	JOHN VANCE GM GUTHRIE OK	1,523.33
07/09	07/09	24204295Y00SZZNLW	Microsoft-G100892296 800-6427676 WA	31.87
07/15	07/15	2401134642X5MGP7B	AMAZON MARK* WN6DX9UI3 AMAZON.COM/MA WA	125.30
07/15	07/15		PURCHASE ID:	
07/15	07/15		ORDER DATE :07/15/2025	
07/15	07/15		ITEM DESCRIPTION:Order Summary	
07/15	07/15		ITEM QUANTITY: 10000	
07/15	07/15		UNIT COST: 125.3000	
07/16	07/16	241164165LPQTJ6P2	TIME CLOCK WIZARD INC 866-208-7618 NY	17.47
07/16	07/16		PURCHASE ID:	
07/16	07/16		ORDER DATE :07/16/2025	
07/16	07/16	241164165LPQV2ARE	TIME CLOCK WIZARD INC 866-208-7618 NY	192.23
07/16	07/16		PURCHASE ID:	
07/16	07/16		ORDER DATE :07/16/2025	
07/22	07/22	24793386B02SD2PK4	House of Sports Oklahoma City OK	469.93
07/28	07/28	24011346H2X5B05FS	AMAZON MARK* LW85H2KU3 AMAZON.COM/MA WA	56.87
07/28	07/28		PURCHASE ID:	
07/28	07/28		ORDER DATE :07/28/2025	
07/28	07/28		ITEM DESCRIPTION:Order Summary	
07/28	07/28		ITEM QUANTITY: 10000	
07/28	07/28		UNIT COST: 56.8700	
07/29	07/29	24247606J8R0RMNP0	95 PERCENT GROUP 012-345-6789 IL	5,582.70
07/29	07/29		PURCHASE ID:	
07/29	07/29		ORDER DATE :000000	
07/29	07/29		ITEM DESCRIPTION:PARTS	
07/29	07/29		ITEM QUANTITY: 10000	
07/29	07/29		UNIT COST: 5582.7000	
07/30	07/30	24011346K2X5BM3B1	AMAZON MARK* 1K6D64273 AMAZON.COM/MA WA	315.24
07/30	07/30		PURCHASE ID:	
07/30	07/30		ORDER DATE :07/30/2025	
07/30	07/30		ITEM DESCRIPTION:Order Summary	
07/30	07/30		ITEM QUANTITY: 10000	
07/30	07/30		UNIT COST: 315.2400	
07/30	07/30	24011346L2X4849T6	AMAZON MARK* G14SA4AN3 AMAZON.COM/MA WA	528.33

PROSPERITY BANK®

Account Name: OAKDALE SCHOOL

Account Number Ending In: 1955

Cardholder Account Activity (continued)

Post Date	Tran Date	Reference Number	Transaction Description	$Amount
07/30	07/30		PURCHASE ID:	
07/30	07/30		ORDER DATE :07/31/2025	
07/30	07/30		ITEM DESCRIPTION:Order Summary	
07/30	07/30		ITEM QUANTITY: 10000	
07/30	07/30		UNIT COST: 528.3300	

Finance Charges

Type of Balance	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charge
Purchases	0.00%	$0.00	$0.00
Cash Advance	0.00%	$0.00	$0.00
Balance Transfer	0.00%	$0.00	$0.00

2025 Total Year-to-Date

Total fees charged in 2025	$0.00
Total interest charged in 2025	$0.00

Oakdale Public School

Payment Register

Options: Year: 2025-2026, Fund Account: GEN FUND-FOR OP, Date Range: 8/4/2025 - 8/11/2025, Payment Range: 97 - 114, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
97	08/04/2025	481	EGID				$36.48
98	08/09/2025	58	AT&T MOBILITY				$81.97
99	08/09/2025	30	BEST OF BOOKS				$408.47
100	08/09/2025	4551	BLEDSOE,HEWETT & GULLEKSON				$2,500.00
101	08/09/2025	4550	BLOCKSI				$5,906.25
102	08/09/2025	1063	COMMON GOAL SYSTEMS INC.				$15,520.98
103	08/09/2025	123	COX BUSINESS				$860.00
104	08/09/2025	4414	EXCEL FOOD MART, INC				$117.03
105	08/09/2025	3610	HEARTS FOR HEARING				$2,320.40
106	08/09/2025	3517	OKASBO				$675.00
107	08/09/2025	67	OSSBA				$90.00
108	08/09/2025	941	OTA-PLATE PAY				$5.58
109	08/09/2025	4715	PODS ENTERPRISES, LLC				$1,411.34
110	08/09/2025	3693	PROSPERITY BANK				$3,650.73
111	08/09/2025	4341	QUO VADIMUS TECH LLC				$4,101.81
112	08/09/2025	103	ROSS TRANSPORTATION				$97.48
113	08/09/2025	3554	TLC ENTERPRISES LLC				$1,698.56
114	08/11/2025	4726	COMPTIA, INC.				$930.00
					Non-Payroll Total:		**$40,412.08**
					Payroll Total:		**$0.00**
					Balance Forward:		**$218,837.62**
					Total:		**$259,249.70**

Oakdale Public School

Payment Register

Options: Year: 2025-2026, Fund Account: Building, Date Range: 8/1/2025 - 8/11/2025, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
6	08/09/2025	49	ALERT 360				$341.19
7	08/09/2025	48	REPUBLIC SERVICES #060				$447.13
8	08/09/2025	3950	COMFORT WORKS INC				$5,022.50
9	08/09/2025	4000	GREENTURF INC				$5,822.57
10	08/09/2025	4344	HIS PAINT MANUFACTURING CO				$62.54
11	08/09/2025	494	THE HOME DEPOT				$68.48
12	08/09/2025	4727	PERRY ANDERSON-AKA J&J PLU				$556.50
13	08/09/2025	4711	JONES HARDWARE AND LUMBER				$153.92
14	08/09/2025	503	LOWE'S				$75.94
15	08/09/2025	4553	MERRITT SEALING COMPANY, IN				$2,190.00
16	08/09/2025	3	OKLAHOMA GAS& ELECTRIC				$10,917.36
17	08/09/2025	4	OKLAHOMA NATURAL GAS				$457.66
18	08/09/2025	4299	CORNERSTONE PLUMBING				$286.00
19	08/09/2025	4436	MCCLARY ENTERPRISES				$600.00
20	08/09/2025	4507	JASON HARBESON				$640.00
21	08/09/2025	4694	VSC FIRE & SECURITY, INC				$1,170.00
22	08/11/2025	70038	CITY OF OKLAHOMA CITY				$1,992.51
					Non-Payroll Total:		**$30,804.30**
					Payroll Total:		**$0.00**
					Balance Forward:		**$188,807.32**
					Total:		**$219,611.62**

Oakdale Public School

Payment Register

Options: Year: 2025-2026, Fund Account: ACTIVITY FUND, Date Range: 7/1/2025 - 8/9/2025, Payment Range: 2 - 4, Print Payroll Payments: True, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
2	07/31/2025	465	BANK OF OKLAHOMA				$13.95
3	08/06/2025	119	SAM'S CLUB MC/SYNCB				$211.94
4	08/06/2025	3132	JUNIOR LIBRARY GUILD				$230.00
					Non-Payroll Total:		**$455.89**
					Payroll Total:		**$0.00**
					Balance Forward:		**$0.00**
					Total:		**$455.89**

Oakdale Public School

Payment Register

Options: Year: 2025-2026, Fund Account: BOND FUND #37, Date Range: 7/1/2025 - 8/9/2025, Print Payroll Payments: True, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
1	08/09/2025	4717	ALL HOURS LOCKSMITH				$3,487.00
2	08/09/2025	842	CMS WILLOWBROOK INC				$1,854,149.66
3	08/09/2025	3932	GREEN COUNTRY ELECTRIC AND				$6,791.52
4	08/09/2025	644	LARSON DESIGN GROUP				$26,732.33
5	08/09/2025	4082	UNITED SYSTEMS, INC				$28,235.30
					Non-Payroll Total:		**$1,919,395.81**
					Payroll Total:		**$0.00**
					Balance Forward:		**$0.00**
					Total:		**$1,919,395.81**

SCHOOL DAYS/HOURS WORKSHEET

Date: _____

COUNTY/CO. #	DISTRICT/DST. #	SITE/SITE #
	C29	105

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

Number of Days	# of Hours per Day		
2	6		**12.00**

Actual/Regular School Year *(Do Not Include Parent-Teacher Conferences, Additional Minute, Partial Days or Virtual Days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught*	Total Hours
8:15 AM	3:15:00 PM	420	20	400	163	1086.67

Adding Additional Full Days/Minutes in Bulk (If minutes are added to a large number of school days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
		0		0		0.00

Adding Additional Days/Hours or Partial Days/Hours (Partial days appear as days & hours only when minutes are 240 min. or longer. Partial days appear as hours only when minutes are shorter than 240 and longer than 120.)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
		0		0		0.00
		0		0		0.00
		0		0		0.00
ADDITIONAL DAYS TAUGHT		**0**	**TOTAL MINUTES**	**0**	**TOTAL HOURS**	**0.00**

Full virtual days for all students *(should not exceed 360 min.)*

Number of Days	# of Hours per Day		
			0

Professional Development Hours/Days (5 days and/or 30 Hours maximum)

Number of Days	Number of Hours		
8	48	**TOTAL PROFESSIONAL DEVELOPMENT HOURS**	**384**

GRAND TOTAL HOURS	1482.67

Meets 1080 Requirement

Total Days Taught for ASR =	165

Meets 165 Requirement

Total Days for 165 Requirement	173

Superintendent Signature _____ Date _____

NOTES: Type here to enter a note.

-EPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT

In accordance with Oklahoma law, any person is required to immediately report suspected cases of physical abuse or neglect involving students under the age of eighteen (18) to the statewide toll free hotline of the Department of Human Services and local law enforcement. The statewide DHS hotline number is 1-800-522-3511. Any person having reason to believe that a student age eighteen (18) or older is a victim of abuse or neglect shall immediately report the matter to local law enforcement. The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall immediately report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services by telephone. The employee shall also inform the building principal who will advise the superintendent that the report was made using Form FFG-E.

"Child Abuse and Neglect" shall include, but is not limited to:

1. Child abuse as defined in Section 843.5 of Title 21 of the Oklahoma Statutes;
2. Sexual abuse or sexual exploitation as defined in Section 1-1-105 of Title 10A of the Oklahoma Statutes;
3. Contributing to the delinquency of a minor as defined in Section 856 of Title 21 of the Oklahoma Statutes;
4. Trafficking in children, as defined in Section 866 of Title 21 of the Oklahoma Statutes;
5. Incest as described in Section 885 of Title 21 of the Oklahoma Statutes;
6. Forcible sodomy, as described in Section 888 of Title 21 of the Oklahoma Statutes;
7. Maliciously, forcibly or fraudulently taking or enticing a child away, as described in Section 891 of Title 21 of the Oklahoma Statutes;
8. Soliciting or aiding a minor child to perform or showing, exhibiting, loaning or distributing obscene material or child pornography, as described in Section 1021 of Title 21 of the Oklahoma Statutes;
9. Procuring or causing the participation of any minor child in any child pornography or knowingly possessing, procuring or manufacturing child pornography, as described in Section 1021.2 of Title 21 of the Oklahoma Statutes;
10. Permitting or consenting the participation of a minor child in any child pornography, as described in Section 1021.3 of Title 21 of the Oklahoma Statutes;
11. Facilitating, encouraging, offering or soliciting sexual conduct with a minor, as described in Section 1040.13a of Title 21 of the Oklahoma Statutes;
12. Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act, as described in Section 1087 of Title 21 of the Oklahoma Statutes;

REPORTING SUSPECTED CHILD ABUSE (Cont.)

13. Causing, inducing, persuading or encouraging a minor child to engage or continue to engage in prostitution, as described in Section 1088 of Title 21 of the Oklahoma Statutes;

14. Rape or rape by instrumentation, as described in Sections 1111.1 and 1114 of Title 21 of the Oklahoma Statutes; ~~and~~

15. Making any oral, written or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16) as described in Section 1123 of Title 21 of the Oklahoma Statutes; and

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

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees.

Any person, other than a superintendent or school administrator, who knowingly and willfully fails to promptly report any incident of child abuse may be reported to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any superintendent or school administrator who knowingly and willfully fails to promptly report or interferes with the prompt reporting of abuse or neglect shall, upon conviction be guilty of a felony in accordance with 21 O.S. § 593.

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

A school employee with knowledge that a report has been made shall not disclose information identifying the reporting employee unless otherwise ordered by the court or as part of an investigation by local law enforcement or the Department.

The school district shall post, in a clearly visible location in a public area of the school that is readily accessible to all students, a sign in English and Spanish that contains the toll-free number operated by the Department of Human Services.

Every school employee shall annually sign an attestation acknowledging his or her responsibility to report suspected child abuse or neglect pursuant to state law.

REPORTING SUSPECTED CHILD ABUSE (Cont.)

REFERENCE: 10A O.S. § 1-2-101
10A O.S. § 1-2-104
63 O.S. §1-120 (G)
70 O.S. §§ 1210.162 and 1210.163
Atty. Gen. Op. No. 78-202 (Dec. 28, 1978)

RECORDS INVESTIGATION

The _____ Board of Education believes that it has a responsibility to employ only those persons who are qualified in every respect. The board further believes that it should avail itself of means and methods provided by the legislature to assist in the selection of employees. Therefore, it is the policy of this board of education that a national criminal history record check shall be conducted of all prospective employees. The board of education is not required to obtain a new criminal history record check for an individual who has obtained certification from the Oklahoma State Department of Education within the previous twelve (12) months. A national criminal history record check is defined at 74 O.S. § 150.9 and requires a check of criminal history records entailing the fingerprinting of the individual and submission of the fingerprints to the United States Federal Bureau of Investigation (FBI) for the purpose of obtaining the national criminal history record of the person from the FBI.

Any teacher employed prior to May 19, 2020 who does not have an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation as well as a national criminal history record check as defined above on file with the school district shall complete the criminal history background checks upon the next renewal of his or her Standard Teaching Certificate. Any other employee employed by the district prior to May 19, 2020 who does not have an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation as well as a national criminal history record check as defined above on file with the school district shall have until July 1, 2022 to complete the criminal history background checks.

A written consent will be required from the prospective employee consenting to a felony records check to be conducted as authorized by Oklahoma law. The records check shall be initiated by the school district's written request, through the superintendent, to the State Department of Education. Effective November 1, 2012, the school district may contract with a third-party vendor who is a member in good standing with the National Association of Professional Background Screeners to perform any and all employment screenings, background checks, and credit checks.

Any person applying for employment as a substitute teacher shall only be required to have one such national criminal history record~~s~~ check for the school year. Upon request of the substitute teacher, that felony records search results may be sent to any other school district in which the substitute teacher is applying to teach. The board of education may choose whether to require a national criminal history record check from a prospective substitute teacher who has been employed by the school district in the last year.

Any person employed as a full-time teacher by a school district in Oklahoma in the five (5) years immediately preceding an application for employment as a substitute teacher may not be required to have a national criminal history record check, if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was last employed stating the teacher left in good standing and whether the teacher was the subject of any allegation of inappropriate behavior with a student.

Any person who has been employed as a full-time teacher by a school district who applies for employment as a full-time teacher in another school district may not be required to have a national criminal history background check completed if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was employed stating the teacher left in good standing and whether the teacher was the subject of any allegation of inappropriate behavior with a student.

Any person who has been employed as a substitute teacher by a school for a minimum of five (5) years preceding an application to be employed as a full-time teacher may not be required to have a national criminal history record check completed if the teacher can produce a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was employed as a substitute teacher

RECORDS INVESTIGATION (Cont.)

stating that the teacher left in good standing and whether the teacher was the subject of any allegation of inappropriate behavior with a student.

Any person employed as a full-time teacher by a school district in Oklahoma for ten (10) or more consecutive years immediately preceding an application for employment as a substitute teacher in the same school district is not required to have a national criminal history record check for as long as that person remains employed for consecutive years by that school. If the substitute teacher wishes to work in another Oklahoma school district, a national criminal history background check will be required.

If the applicant for employment meets all other criteria for employment in this school district, the applicant may be employed on a temporary basis for a maximum of sixty (60) days pending receipt of the national criminal history record check results. The temporary employment of the prospective employee shall terminate after sixty (60) days unless the school district receives the results of the national criminal history records check. The sixty (60) day temporary employment period shall begin on the first day the prospective employee reports for duty at the employing school district. If the applicant is offered permanent employment following the review of the records search, the search fee will/will not be reimbursed in full.

TECHNOLOGY CENTER SCHOOLS ONLY:
The requirement for a national criminal history record check shall not apply to technology center employees hired on a part-time or temporary basis for the instruction of adult students only.

REFERENCE: 70 O.S. §5-142

TERMINATION OF EMPLOYMENT
TEACHERS

It is the policy of the _____ Board of Education that professional employees, who for any reason intend to resign or who intend to retire, are encouraged to indicate their plans in writing to the board as early in the school year as plans may become firm and the decision to leave the district is made. Resignations become effective at the end of the school year in which they are submitted. Resignations to become effective earlier than at the end of the school year require a release by the board and must be considered on an individual basis. Resignations for the subsequent school year likewise require a release by the board and will be considered on an individual basis. Letters of resignation must be mailed to the board by registered or certified mail.

Career teachers will be subject to dismissal at any time - or will not be eligible for reemployment - for:

1. Willful neglect of duty,
2. Repeated negligence in the performance of duty,
3. Mental or physical abuse to a child,
4. Knowing and willful failure to report suspected child abuse or neglect,~~;~~
5. ~~4.~~ Incompetency,
6. ~~5.~~ Instructional ineffectiveness,
7. ~~6.~~ Unsatisfactory teaching performance,
8. ~~7.~~ Commission of an act of moral turpitude,
9. ~~8.~~ Abandonment of contract,
10. ~~9.~~ Conviction of a felony,
11. ~~10.~~ After a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties, or
12. ~~11.~~ Failure to earn required staff development points.

Mental or physical abuse to a child would also include, but is not limited to a finding that a teacher has, either in the presence of a minor or in a manner that such person has participated in making available to a minor online, engaged in sexual acts, acts that appeal to the prurient interest in sex as found by the average person applying contemporary community standards, or acts that excessively promote sexuality in light of the educational value of the material and in light of the youngest age of any student with access to said material.

Probationary teachers may be terminated or nonrenewed by the board for cause subject to any statutory due process requirements in effect at the time such teacher is recommended for dismissal or nonrenewal.

Procedures for dismissal of certified employees are governed by state law and all actions of the school district and the board are clearly identified in the statutes. However, nothing in this policy shall be construed to prevent layoffs due to

TERMINATION OF EMPLOYMENT, TEACHERS (Cont.)

lack of funds or work. No action regarding dismissal or nonrenewal of an employee shall be taken until the employee has received due process (see DO-R).

The board of education may vote to offer employment or to not offer employment for the subsequent school year in advance of the statutory deadline. Until a written contract is executed or until the statutory deadline passes, the board may vote to not reemploy a certified employee.

The superintendent is directed to prepare procedures for the termination of career and probationary teachers in support of this policy.

REFERENCE: 70 O.S. §6-101, §6-101.20, et seq.
70 O.S. §18-123
Accreditation Standard 210:20-29-5

TEACHER TERMINATION PROCEDURES

In accordance with the policy of the board of education, the following procedures shall be followed in terminating the employment of career and probationary teachers.

Whenever the superintendent recommends to the board of education that a teacher employed within this school district be dismissed or not reemployed, the superintendent's written recommendation shall set forth the basis for the recommendation. The recommendation shall include the specific statutory grounds on which a career teacher should be dismissed or not reemployed, or the cause for which a probationary teacher should be dismissed or not reemployed, and shall include the underlying facts supporting the recommendation.

The school district shall provide a copy of the recommendation letter to the State Board of Education if the recommendation includes grounds that could form the basis of criminal charges sufficient to result in the denial or revocation of certification for the following reasons:

1. Abuse, Neglect, Exploitation, or Sexual Abuse of Child as defined by 21 O.S. Section 843.5;
2. Knowingly and willfully failing to report suspected child abuse or neglect of a child in violation of 10A O.S. Section 1-2-101.

Whenever the board of education receives a recommendation for the dismissal or nonreemployment of a teacher, the board or individual designated by the board shall mail, or cause to be mailed, a copy of the recommendation to the teacher, by personal delivery to the teacher with a signed acknowledgement of receipt, or serve the recommendation and notice of hearing by process server. If mailed, such mailing will be by certified mail, restricted delivery, return receipt requested. The notice must specify the statutory grounds - for career teachers - or the cause - for probationary teachers - upon which the recommendation is based and shall include the teacher's right to a hearing before the board and the date, time, and place set by the board for hearing. Such hearing shall be held within the school district no sooner than twenty days nor later than sixty days following the teacher's receipt of notice. The board delegates the superintendent, as its agent, to set a time, date, and place for the hearing after consultation with the board president.

Hearing procedures for teachers shall be as follows:

1. The parties to the hearing are the teacher and the superintendent or designee, and they shall be afforded the following rights at any hearing held pursuant to these regulations:

   A. The right to be represented.

   B. The right to present witnesses in person or to present their testimony by interrogatories, affidavits, or depositions if agreed to by the parties. A list of all witnesses and exhibits shall be furnished to the other party at least five (5) days before the hearing.

   C. The right to cross-examine witnesses.

   D. The right to testify in his/her own behalf and present evidence and argument on all issues involved.

   E. The right to have an orderly hearing.

   F. The right to have an impartial decision based upon the evidence presented.

TEACHER TERMINATION PROCEDURES (Cont.)

2. The board president or, in case of absence, a designee, shall be the presiding officer at the hearing.

3. The hearing shall be convened by the board president who shall state the purpose of the hearing, introduce the parties, and administer the oath to all persons who will testify.

4. Upon the request of either party, the presiding officer may exclude from the hearing room the witnesses not at the time under examination, except that a party to the proceeding and his/her representative shall not be excluded.

5. At the hearing, the burden of proof shall be on the superintendent and the standard of proof shall be by a preponderance of the evidence.

6. The local board of education shall maintain such a record (including a tape or other electronic or digital recording of the hearing and any documents or evidence presented to the board) for two (2) years from the date of the hearing.

7. Informal disposition of any recommendation for dismissal or nonrenewal may be made by written stipulation, agreed settlement, consent order, or default.

8. The order of the procedures shall be:

   A. Opening statement by the superintendent.

   B. Opening statement by the teacher.

   C. Presentation of the superintendent's evidence, followed by cross-examination of witnesses by the teacher.

   D. Questions by the board members.

   E. Presentation of the teacher's evidence, followed by cross-examination of witnesses by the superintendent.

   F. Questions by the board members.

   G. Presentation of rebuttal and surrebuttal evidence as necessary.

   H. Closing argument by the superintendent.

   I. Closing argument by the teacher.

   J. Deliberation by the board members.

   K. Vote by the board to accept or reject the superintendent's recommendation and recitation of findings of fact upon which the decision is based.

9. Presentation and consideration of evidence shall abide by the following:

TEACHER TERMINATION PROCEDURES (Cont.)

A. Only evidence that reasonably relates to the issues before the board, as reflected in the notice to the teacher, should be deemed relevant.

B. Strict rules of evidence as required by a court of law shall not apply in these hearings.

C. Rulings on admissibility of evidence will be made by the presiding officer.

D. Documentary evidence may be received in the form of copies or excerpts.

E. Documentary evidence presented to the board shall be marked with a distinguishing number or letter such as Teacher's Exhibit #1 or Superintendent's Exhibit #1.

F. While hearings are open to the public, no questions or statements will be allowed by members of the public attending the hearing except through the parties or their counsel.

The board of education may convene into executive session to deliberate findings of fact. After due consideration of the evidence and testimony presented at the hearing, the board of education shall vote in open meeting whether or not to dismiss or nonreemploy the teacher. The board's decision shall include a recitation of the basic or underlying facts relied upon by the board in reaching its decision. The teacher shall be notified in writing of the board's decision by certified mail, restricted delivery, return receipt requested, or substitute process as authorized by law within ten (10) business days of the hearing. The decision of the board regarding a teacher shall be final and nonappealable.

The board of education must forward hearing information concerning teachers to the State Board of Education on a prescribed form available from the administrative office. The superintendent or designee shall notify the State Board of Education within ten (10) days of the dismissal or nonreemployment of a probationary or career teacher for either criminal sexual activity as defined in 21 O.S. § 886 (sodomy) or sexual misconduct as defined at 70 O.S. § 5-144.

SUPPORT PERSONNEL
SUSPENSION, DEMOTION, NONRENEWAL, OR TERMINATION

The _____ Board of Education has adopted the following procedure for the suspension, demotion, or termination of support personnel in accordance with Title 70 of Oklahoma Statutes, Sections 6-101.40 through 6-101.47.

For the purpose of this policy, "support employee" means a full-time employee as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of one hundred seventy-two days (172) and who provides those services which are not performed by certified teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district. Those support employees who work less than one hundred seventy-two days (172) are not entitled to due process and shall be employed on an at-will basis.

No support employee who has been employed in the school district for more than one year may be suspended, discharged, or nonrenewed except within the provisions of this policy. However, this policy shall not be construed to prevent layoffs or reductions-in-force for lack of funds or work.

When the immediate suspension of a support employee is in the best interest of the school, the superintendent may suspend the employee with or without pay without a hearing. If an employee is suspended for a period exceeding 10 days, the superintendent shall initiate termination proceedings immediately upon the beginning of suspension. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Nothing herein shall prevent proceeding against the employee for termination of employment during or after the suspension.

If the district has received notice of felony investigation into a support employee by a law enforcement agency, the employee shall be placed on administrative leave. If the district does not place a non-certified employee on administrative leave during the time such employee is under investigation by law enforcement for a felony; and that employee is convicted of a felony, pleads guilty to a felony, or pleads nolo contendere to a felony at the conclusion of that investigation; the district shall be given a health and safety deficiency by the State Department of Education.

Prior to demotion, termination, or nonrenewal and after any suspension, the support employee shall receive notice of his or her right to a board hearing if so requested. Employees will be notified by certified mail of a superintendent's recommendation to demote or terminate employment, and the support employee must request a hearing by certified mail to the board clerk within 10 working days of said notice, or the employee shall be deemed to have waived his or her right to a hearing.

If a hearing is requested, the hearing shall be conducted at the next succeeding regular meeting of the board if the request is received by the board clerk at least 10 days prior to such meeting. However, a special meeting may be conducted if requested by the employee or at the discretion of the board of education. Such special meeting shall be conducted no sooner than 10 days, nor later than 30 days, after receipt of the hearing request. The decision of the board shall be final.

The procedures of this policy only protect employees who have been employed more than one year immediately preceding adverse employment action and are suspended or discharged during a contractual period of employment or are nonrenewed.

In accordance with Title 70 of the Oklahoma Statutes, Sections 6-101.40 through 6-101.47, the board hereby adopts the following causes for suspension, demotion, termination, or nonrenewal of support personnel:

SUPPORT PERSONNEL, SUSPENSION, DEMOTION, NONRENEWAL OR TERMINATION (Cont.)

1. Leaving workstation without authorization prior to lunch periods or end of workday.
2. Excessive unexcused absenteeism.
3. Chronic absenteeism for any reason.
4. Excessive tardiness.
5. Persistently wasting time or distracting others during working hours.
6. Leaving work area during working hours without proper notification and permission.
7. Falsification of personnel or other records (personal or another employee's records).
8. Possession of weapons on the premises at any time.
9. Removing district property, records, or confidential information from premises without proper authority.
10. Willful abuse, misuse, defacing, or destruction of district property, including tools, equipment, or other property of other employees.
11. Theft or misappropriation of property of employees, students, or of this district.
12. Sabotage.
13. Refusal to follow instructions of supervisor.
14. Refusal or failure to do work assignment.
15. Unauthorized operation of vehicles, machines, tools, or equipment.
16. Threatening, intimidating, coercing, abusing or interfering with employees, supervisors, or students at any time.
17. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, students, or the district.
18. Creating or contributing to unsanitary conditions.
19. Practical jokes injurious to employee's or district property.
20. Possession, consumption, or reporting to work under the influence of alcohol, nonprescribed drugs, or controlled substances.
21. Creating disturbances on the premises at any time.
22. Disregard of known safety rules or common safety practices.

SUPPORT PERSONNEL, SUSPENSION, DEMOTION OR TERMINATION (Cont.)

23. Unsafe operation of motor driven vehicles.
24. Operating machines or equipment without safety devices provided.
25. Participating in or witnessing gambling, lottery, or any other game of chance on district property.
26. Unauthorized distribution of literature, written, or printed matter of any description on district property.
27. Posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of the administration.
28. Poor workmanship.
29. Immoral conduct or indecency including abusive and/or foul language.
30. Making or receiving personal telephone calls or texting, posting to Facebook, or use of other social media during working hours.
31. Walking off the job.
32. Continued poor or negative attitude while on the job, including poor relationship with other staff or students.
33. Smoking in unauthorized area or at unauthorized time.
34. Failure to dress appropriately for work assignment.
35. Refusal of job transfer within the district when transfer does not result in demotion.
36. Abuse of rest periods or meal period policies.
37. Inappropriate and/or unauthorized use of the school district's computer network or Internet connections.
38. Insubordination of any kind.
39. Racial discrimination, including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another employee, a student or a visitor. <u>This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.</u>
40. Violation of any district rule or policy.
41. Violation of any administrative rule or order.
42. Failure or inability to perform the essential functions or duties of the assigned position
43. If it is in the best interest of the school district, any support person may be suspended, demoted, or terminated.

Violations of any of the above may lead to the suspension, demotion, or termination of the support employee.

SUPPORT PERSONNEL, SUSPENSION, DEMOTION OR TERMINATION (Cont.)

The school district shall not take disciplinary action against support employees for:

1.Disclosing public information to correct what the support employee reasonably believes evidences a violation of the Oklahoma Constitution or law or a rule promulgated pursuant to law;

2. Reporting a violation of the Oklahoma Constitution or state or federal law; or

3. Taking any of the above action without giving prior notice to the support employee's supervisor or anyone else in the relevant chain of command.

REFERENCE: 70 O.S. §6-101.40, et seq.
Accreditation Standard 210:35-3-86

THIS POLICY REQUIRED BY LAW.

STUDENT CONDUCT

The _____ Board of Education believes that an important responsibility of any school system is to teach acceptable social conduct. We believe that such conduct may be taught by example and by providing appropriate incentives. The board also believes that reasonable standards of conduct are to be established and that adherence to those standards insisted upon.

For the purpose of this policy, a student is defined as any person regularly enrolled in an educational program provided by, or approved by, the board of education and carried on in premises owned or controlled by the school district. Students in school buildings, on school grounds, using district property, or attending a district-sanctioned event shall not engage in any of the following:

1. Any conduct, the purpose of which is to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any other activity sponsored or approved by the board of education.

2. Physical, emotional, or mental abuse of, or threat of harm to, any person on school owned or controlled property or at any school attended, sponsored, or supervised event or function. This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.

3. Damage, or threat of damage, to property of the school, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on school owned, controlled, attended, or supervised premises.

4. Forceful or unauthorized entry into or upon, or occupation of, school district facilities including buildings and grounds.

5. Unlawful use, possession, distribution, sale, or trade of drugs, alcohol, or controlled substances, or any substance or material believed to be drugs, alcohol or controlled substances, or any substance which is capable of causing or producing mood alteration or behavioral changes.

6. Conduct or speech that violates commonly accepted standards of society within the community.

7. Failure to comply with the reasonable and lawful directions of school district officials or law enforcement officers, acting in the performance of their duties, or failure to identify themselves to such officials or officers when directed to do so.

8. Any conduct constituting a breach of any federal, state, or city law or ordinance or duly adopted policy of the board of education.

Any student knowingly violating any of these policies and regulations will be subject to warning, reprimand, probation, suspension, or expulsion in addition to any civil or criminal proceedings or prosecution.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

Teachers are charged with the education of the youth of this state. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles.

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire for the respect and confidence of their colleagues, students, parents, and the community; teachers are to be guided in their conduct by commitment to students and the profession.

PRINCIPLE I
COMMITMENT TO THE STUDENTS

The teacher must strive to help each student realize his or her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the teacher:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.

2. Shall not unreasonably deny the student access to varying points of view.

3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.

4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.

5. Shall not intentionally expose the student to embarrassment or disparagement.

6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly

   A. Exclude any student from participation in any program,

   B. Deny benefits to any students,

   C. Grant any advantage to any student.

   This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.

7. Shall not use professional relationships with students for private advantage.

8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted or required by law.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)

PRINCIPLE II
COMMITMENT TO THE PROFESSION

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In order to assure that the quality of the services of the teaching profession meets the expectations of the state and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.

2. Shall not misrepresent his/her professional qualifications.

3. Shall not assist entry into the teaching profession of any person known to be unqualified in respect to character, education, or other relevant attribute.

4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.

5. Shall not assist an unqualified person in the unauthorized practice of the teaching profession.

6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

7. Shall not knowingly make false or malicious statements about a colleague.

8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decision or actions.

PRINCIPLE III

1. Pursuant to the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:

   A. Willful neglect of duty.

   B. Repeated negligence in performance of duty.

   C . Mental or physical abuse to a child.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)

D. Knowing and willful failure to report suspected child abuse or neglect;

E. Incompetency.

F. ~~E~~. Instructional ineffectiveness.

G. ~~F~~. Unsatisfactory teaching performance.

H. ~~G~~. Commission of an act of moral turpitude.

I. ~~H~~. Abandonment of contract,

J. ~~I~~. Conviction of a felony,

K. ~~J~~. After a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties, or

L. ~~K~~. Failure to earn required staff development points.

2. A career teacher shall not be subject to dismissal or non-reemployment for items A, B, D, E, and F, above unless and until a written admonishment has been issued in accordance with relevant law.

3. A probationary teacher shall not be subject to dismissal or non-reemployment for inadequate teaching performance unless or until a written admonishment has been issued in accordance with relevant law.

4. Temporary teachers, substitute teachers, adult education teachers, and teachers employed in positions fully funded by private or federal grants shall not be protected by the provisions of the Teacher Due Process Act.

5. A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.

6. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties:

   A. "Criminal sexual activity" means the commission of an act defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and

   B. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity (70 O.S. §6-101.22).

7. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person has, either in the presence of a minor or in a manner that such person has participated in making available to a minor online, engaged in sexual acts, acts that appeal to the prurient interest in sex as found by the average person applying contemporary community standards, or acts that excessively promote sexuality in light of the educational value of the material and in light of the youngest age of any student with access to said material.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)

REFERENCE: 70 O.S. §6-101.21, et seq.

NOTE: In accordance with the referenced statutes, a copy of these standards of performance and conduct will be provided to each teacher.

THIS POLICY REQUIRED BY LAW.

MATERNITY LEAVE
(REGULATIONS)

Career Technology Centers:
The board of education shall provide maternity leave to full-time classroom instructional employees of the technology center who have been employed by the technology center school district for at least one year and have worked for the technology center for at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period. Eligible employees shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of maternity leave shall be used immediately following the birth of the employee's child.

Common Education Schools:
The board of education shall provide maternity leave to all full-time employees of the school district who have been employed by the school district for at least one year and have worked for the school district for at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period. Eligible employees shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of maternity leave shall be immediately following the birth of the school district employee's child.

Employees who qualify for state paid-maternity leave are entitled to extend the duration of their maternity leave beyond the six (6) weeks provided by this policy if they have sufficient sick leave available to cover the extended duration. Such sick leave may be used for recovery from childbirth, bonding with a newborn, or caring for a newborn. Extended sick leave shall not exceed six (6) weeks unless a licensed medical professional provides written certification recommending additional leave for medical necessity related to the employee's recovery from childbirth or for the care of the newborn to achieve a combined twelve (12) weeks of leave as addressed in the Family Medical Leave Act (FMLA). FMLA leave shall run concurrently with maternity leave and the paid sick leave extended duration.

Any employee who intends to utilize available sick leave to extend the duration of maternity leave must notify the administration of the school district.

REFERENCE: 70 O.S. §6-104.8

TEACHER TERMINATION PROCEDURES

In accordance with the policy of the board of education, the following procedures shall be followed in terminating the employment of career and probationary teachers.

Whenever the superintendent recommends to the board of education that a teacher employed within this school district be dismissed or not reemployed, the superintendent's written recommendation shall set forth the basis for the recommendation. The recommendation shall include the specific statutory grounds on which a career teacher should be dismissed or not reemployed, or the cause for which a probationary teacher should be dismissed or not reemployed, and shall include the underlying facts supporting the recommendation.

The school district shall provide a copy of the recommendation letter to the State Board of Education if the recommendation includes grounds that could form the basis of criminal charges sufficient to result in the denial or revocation of certification for the following reasons:

1. Abuse, Neglect, Exploitation, or Sexual Abuse of Child as defined by 21 O.S. Section 843.5;
2. Knowingly and willfully failing to report suspected child abuse or neglect of a child in violation of 10A O.S. Section 1-2-101.

Whenever the board of education receives a recommendation for the dismissal or nonreemployment of a teacher, the board or individual designated by the board shall mail, or cause to be mailed, a copy of the recommendation to the teacher, by personal delivery to the teacher with a signed acknowledgement of receipt, or serve the recommendation and notice of hearing by process server. If mailed, such mailing will be by certified mail, restricted delivery, return receipt requested. The notice must specify the statutory grounds - for career teachers - or the cause - for probationary teachers - upon which the recommendation is based and shall include the teacher's right to a hearing before the board and the date, time, and place set by the board for hearing. Such hearing shall be held within the school district no sooner than twenty days nor later than sixty days following the teacher's receipt of notice. The board delegates the superintendent, as its agent, to set a time, date, and place for the hearing after consultation with the board president.

Hearing procedures for teachers shall be as follows:

1. The parties to the hearing are the teacher and the superintendent or designee, and they shall be afforded the following rights at any hearing held pursuant to these regulations:

   A. The right to be represented.

   B. The right to present witnesses in person or to present their testimony by interrogatories, affidavits, or depositions if agreed to by the parties. A list of all witnesses and exhibits shall be furnished to the other party at least five (5) days before the hearing.

   C. The right to cross-examine witnesses.

   D. The right to testify in his/her own behalf and present evidence and argument on all issues involved.

   E. The right to have an orderly hearing.

   F. The right to have an impartial decision based upon the evidence presented.

TEACHER TERMINATION PROCEDURES (Cont.)

2. The board president or, in case of absence, a designee, shall be the presiding officer at the hearing.

3. The hearing shall be convened by the board president who shall state the purpose of the hearing, introduce the parties, and administer the oath to all persons who will testify.

4. Upon the request of either party, the presiding officer may exclude from the hearing room the witnesses not at the time under examination, except that a party to the proceeding and his/her representative shall not be excluded.

5. At the hearing, the burden of proof shall be on the superintendent and the standard of proof shall be by a preponderance of the evidence.

6. The local board of education shall maintain such a record (including a tape or other electronic or digital recording of the hearing and any documents or evidence presented to the board) for two (2) years from the date of the hearing.

7. Informal disposition of any recommendation for dismissal or nonrenewal may be made by written stipulation, agreed settlement, consent order, or default.

8. The order of the procedures shall be:

   A. Opening statement by the superintendent.

   B. Opening statement by the teacher.

   C. Presentation of the superintendent's evidence, followed by cross-examination of witnesses by the teacher.

   D. Questions by the board members.

   E. Presentation of the teacher's evidence, followed by cross-examination of witnesses by the superintendent.

   F. Questions by the board members.

   G. Presentation of rebuttal and surrebuttal evidence as necessary.

   H. Closing argument by the superintendent.

   I. Closing argument by the teacher.

   J. Deliberation by the board members.

   K. Vote by the board to accept or reject the superintendent's recommendation and recitation of findings of fact upon which the decision is based.

9. Presentation and consideration of evidence shall abide by the following:

TEACHER TERMINATION PROCEDURES (Cont.)

A. Only evidence that reasonably relates to the issues before the board, as reflected in the notice to the teacher, should be deemed relevant.

B. Strict rules of evidence as required by a court of law shall not apply in these hearings.

C. Rulings on admissibility of evidence will be made by the presiding officer.

D. Documentary evidence may be received in the form of copies or excerpts.

E. Documentary evidence presented to the board shall be marked with a distinguishing number or letter such as Teacher's Exhibit #1 or Superintendent's Exhibit #1.

F. While hearings are open to the public, no questions or statements will be allowed by members of the public attending the hearing except through the parties or their counsel.

The board of education may convene into executive session to deliberate findings of fact. After due consideration of the evidence and testimony presented at the hearing, the board of education shall vote in open meeting whether or not to dismiss or nonreemploy the teacher. The board's decision shall include a recitation of the basic or underlying facts relied upon by the board in reaching its decision. The teacher shall be notified in writing of the board's decision by certified mail, restricted delivery, return receipt requested, or substitute process as authorized by law within ten (10) business days of the hearing. The decision of the board regarding a teacher shall be final and nonappealable.

The board of education must forward hearing information concerning teachers to the State Board of Education on a prescribed form available from the administrative office. The superintendent or designee shall notify the State Board of Education within ten (10) days of the dismissal or nonreemployment of a probationary or career teacher for either criminal sexual activity as defined in 21 O.S. § 886 (sodomy) or sexual misconduct as defined at 70 O.S. § 5-144.

MEDICATION: ADMINISTERING TO STUDENTS

It is the policy of the _____ Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a nonprescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:

   A. student's name,
   B. name and strength of medication,
   C. dosage and directions for administration,
   D. name of physician or dentist,
   E. date and name of pharmacy, and
   F. whether the child has asthma or other disability which may require immediate dispensation of medication.

   The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

   A. purpose of the medication,
   B. time to be administered,
   C. whether the medication must be retained by student for self-administration,
   D. termination date for administering the medication, and
   E. other appropriate information requested by the principal or the principal's designee.

2. Self-administration of inhaled asthma medication by a student for treatment of asthma, ~~or~~ an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

   A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.

   B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

   C. Permission for the self-administration of asthma, ~~or~~ anaphylaxis medication, or replacement cystic fibrosis enzymes is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

MEDICATION: ADMINISTERING TO STUDENTS (Cont.)

D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, ~~or~~ anaphylaxis medication, or replacement pancreatic enzyme medication at all times.

E. Definitions:

1. **Medication** for purposes of self-administration, means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine ~~injectors~~, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.

2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.

3. Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.

4. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

District personnel may assist a student in applying sunscreen with the written permission of a parent, guardian, or person having legal custody. (This is optional as the law provides "may." If a school board does not want to have this paragraph, this language should be removed).

Optional language: Would require the district to obtain a prescription for Epinephrine ~~injectors~~ from a licensed physician who has prescriptive authority to the school district in the name of the district as a body corporate specified in Title 70, Section 5-105 which shall be maintained at each school site. This language should not be adopted or included in the policy if a prescription is not obtained.

5. School District Prescribed Epinephrine ~~Injectors~~. The school district will inform the parent or guardian of each student, in writing, that a school nurse or school employee trained by a health care professional or trained online or in person by the school nurse or a recognized food allergy and anaphylaxis training program ~~in correlation with the State Department of Health's Diabetes Management Annual School Training Program~~ may administer~~, with parent or guardian permission but without a health care provider order~~, ~~an~~ Epinephrine ~~injection~~ to a student whom the school nurse or trained school employee in good faith believes is having an anaphylactic reaction. Only those students who have a waiver of liability executed by a parent or guardian on file with the school district may be administered ~~an~~ Epinephrine ~~injection~~. A school employee will contact 911 as soon as possible if it is believed that a student is having an anaphylactic reaction. If Epinephrine is administered to a student, a school employee shall contact 911 as soon as possible. The school

MEDICATION: ADMINISTERING TO STUDENTS (Cont.)

district shall notify the parent or guardian of any student who experiences a possible allergic reaction as soon as possible.

6. *School District Prescribed Inhalers. The school district will inform the parent or guardian of each student, in writing, that a school nurse or school employee trained by a health care professional may administer an inhaler to a student whom the school nurse or trained employee in good faith believes is having respiratory distress. A school employee designated by the superintendent will notify the parent or guardian of a student after the administration of an inhaler.*

The district will require annual training for teachers and school employees who are directly responsible for students on the topics of food allergies, recognizing anaphylaxis, and instruction on how to administer Epinephrine. The training school be completed before the school year begins or upon hiring the teacher or school employee. Documentation certifying completion of the required training shall be retained in the personnel file of the teacher or school employee. The training may be provided online or in person by the school nurse or a recognized food allergy and anaphylaxis training program.

The administrator, or administrator's designee, will:

A. Inform appropriate school personnel of the medication being administered
B. Keep an accurate record of the administration of the medication
C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
D. Return unused prescription medication to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

REFERENCE: 10 O.S. §170.1
59 O.S. §353.1
70 O.S. §1-116, et seq.

	24-25	25-26	
Bus Driving Stipends 24-25			
Tim Welch	7,000	7,000	
Matt Hall	7,000	7,000	
Mike Lowe Sr.	7,000	7,000 drive all year	
Lee Cavin	3,500		
Leslie Tipton		3500	
Megan Lowe		3500	
Phil Raddatz	7,000	3,500 Drive small Bus Morning	
Kim Hall		3,500 Drive Small Bus Morning	
Michael Lowe Jr.		7,000 Bus #1	
Coaches 24-25			
Football			
Kamron Vaughn	2500	2750	3500 paint/maintain field
Michael Lowe Jr	1750	750 only coaching during sports lab	
Marwin Dickerson	1750	2500	
Volleyball			
Natalie Zavarce	2000	2000	
Candace Duregger	1750	1750	
Basketball			
Matt Hall	5000	5000	
Michael Lowe Jr.	3500	1750 JV Boys Only	
Kamron Vaughn		1750 JV Girls Only	
Tennis			
Bob Scott	2200		
Allie Garrison Head Tennis		2200	
Natalie Zavarce Assistant Tennis (staff Member)		1250	
Track			
Gina Mcarty	2500	2500	
Amy Andrews	1750	1750	
Cheer			
Ashlee Edwards	1500	1500	
Jenna Foster	1500	1500	
Lindy Hanneman	1500	1500	
Baseball			
Mike Lowe Jr	2500	2500	
Mike Lowe Sr	1750	1750	
Golf			
Kamron Vaughn	1500	1500	
Kyle Fleishood	1500	1500	
Cross Country			
Tiffany Cone	2200	2200	
Archery			
Lisa Pitts	1500	1500	
Do not add Track to Tiffany Cones Contract yet			
Highlights depict changes or additions to stipends for 2025-26 school year			

Oakdale Public School Sports Medicine
Medical Emergency Action Plan
2025 - 2026

Oakdale Public School

CHASE MORRIS ACT COMPLIANCE SITE PLAN

The Oakdale Emergency Medical Action Plan and Chase Morris Plan will be included on district website. A copy will also be kept in each emergency medical bag.

The district has collaborated with the local/responding EMT **Oklahoma City Fire Department** on **Enter Date Here**.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

Team Member	*Role*
Dr. Carl Johnson	Supervision and oversight
Jill Willhoite	Supervision and oversight
Charlie Burns	Supervision and oversight
Jenna Foster	Supervision and oversight
Kameron Vaughn	District coordination and compliance
Peggy Cain	Medical supervision and training
Todd Thomas	Equipment maintenance and distribution
All Athletic Coaches	Implement sport specific emergency action plan
Steve Smith / SRO	Coordination with emergency services

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

All athletic coaches
All athletic trainers
All school nurses
Your team members for response plan at all sites

Team will be notified of emergency events through district emergency notification system: Rave Panic Button. Team will also utilize internal district radio network.

Specific roles and responsibilities can be found in district Medical Emergency Action Plan.

Primary emergency medical provider is Oklahoma City Fire Department. **Call 911**

Oakdale Public School Sports Medicine
Medical Emergency Action Plan
2025 - 2026

Oakdale Public School Athletics
Emergency Action Plan

Purpose

-As Oakdale employees, we must be prepared to cope with the indirect, as well as the direct physical effects of any disaster or emergency that occurs within our district. Coaches/sponsors have a unique opportunity to respond to emergencies in a planned and scripted manner that minimizes serious injury or death to their student athletes.

-It is imperative for all coaches/sponsors to understand they have a responsibility and the authority to act on situations in the absence of a head coach or administrator. The emergency preparedness plans in this guide are site-specific and follow step-by-step procedures.

-You should be familiar with these procedures and keep this document in your office/gym for easy and quick accessibility in case of an emergency.

Assumptions

-All coaches/sponsors and athletes are vulnerable to emergencies and disasters.

-A disaster, which directly affects coaches/sponsors and athletes and the site at which they practice or play/perform, can occur at any time with little or no advanced warning.

-Preparedness is the key to limiting the negative impact of natural or man-made disasters. Pre-planning and organization provide the most effective approach in reducing psychological difficulties following crisis.

Goals

-To outline a predetermined plan of action that may be used to respond to emergencies or disasters

-To increase the security and safety of coaches/sponsors and athletes

-To minimize damage or loss

-To return to normal functioning level as soon as possible by diminishing chaos and confusion

Athletic Director: Kamron Vaughn (405) 702-2479
EMS (Ambulance, Fire, Police): 911
School Phone Number: (405) 771-3373

School Address:
10901 N. Sooner Rd
Edmond Ok, 73103

Field House Address:
Same as school address

Revised 08/12/2025

Oakdale Public School Sports Medicine
Medical Emergency Action Plan
2025 - 2026

This emergency action plan addresses immediate need for medical assistance in the instance of traumatic injury or illness. The plan assigns specific duties for effective evaluation, transport, and follow-up of the situation. The emergency plan impacts coaches, spectators, and practice/game personnel as well as athletes. The plan must address specific situations that may occur from the first practice through the last team meeting; it includes weekdays as well as weekends.

A checklist is attached for duties assigned to specific individuals, or information pertinent to the specific team/sport.

This plan may be used for any sport and for any site where the team practices and/or competes. It must be available at any time. It should also include additional information specific to a unique site or other circumstances.

Should an injury occur that needs medical assistance, the following are critical items that would need to be addressed by a coach, designated first aid responder and/or athletic administrator.

- Determine level of consciousness
- Check the athlete's Airway, Breathing, and Circulation (pulse)
- Access EMS (911) via cell phone or school phone
- Access designated first responder by phone if not on site
- Immediate primary care
    - Send for AED
    - Coach notifies of all injuries within 24 hours
- Medical Emergency
    - Notification of parent. Coaches must have copy of student's physical and emergency authorization.
    - Notification of designated first responder
        - Coach will notify Athletic Administration
    - Notification of Athletic Administration: Kamron Vaughn

DO NOT send teammates to the hospital unaccompanied. The **student's parent** or **coach** must accompany an injured athlete to the hospital. In case of a catastrophic injury, no information should be given to any party other than EMS. The designated first responder shall notify the athletic administrator. The athletic administrator shall be responsible for contacting the principal of the school. The athletic administrator or principal will release appropriate information to the media.

Oakdale Public School Sports Medicine
Medical Emergency Action Plan
2025 - 2026

Sport: ALL

1. **First to arrive on the scene provides first aid.**
2. **Send a coach, manager, or uninjured athlete to notify the AD and get the AED.**
3. **If the designated first responder cannot be located, the head coach will become the leader.**
4. **Contact school resource officer (if available) and/or campus security.**

Leader: Administrator on site and/or Head Coach
- **Will be in charge of the emergency situation and instruct all others on the emergency teams**

Leader's Assistant: Assistant Coach
- **Will assist the leader in evaluation of the injured athlete**

Phone Caller: Assistant Coach
- **Will go to the nearest phone and activate EMS**
- **Will inform the dispatcher of:**
  - **The nature of the injury and care being given**
  - **The location of the athlete and directions to the site**
  - **Will not hang up unless dispatcher advises him/her to do so**

Nearest Phone: Coaches Cell Phone or front office

Ambulance Entrance: E Hefner and N Sooner for football field area E Hefner and the school Southeast Entrance for Gym Area

Person to Meet the EMS: Athletic Director or Administrator on Site
- **Will contact any necessary staff to assure access for the ambulance**
- **Will meet the ambulance at the designated entrance and lead them to the injured athlete**

Person to Accompany Athlete to the Hospital: Parent or Guardian/ if not available coach or assistant coach
- **Will ride with the athlete in the ambulance in the event the parents cannot be located**
- **Will take the athlete's emergency information to the hospital**

➢ **It is the Athletic Director or coach's responsibility to inform the athlete's parents immediately**
➢ **It is the Athletic Director or coach's responsibility to inform school administrator of the incident**
➢ **Emergency medical information should accompany the team at all times.**

Athletic Director: Kamron Vaughn (405) 509-4883
EMS (Ambulance, Fire, Police): 911
School Phone Number: (405) 771-3373

School Address:
10901 N Sooner Rd.
Edmond, OK 73103.

Revised 08/12/2025

Oakdale Public School Sports Medicine
Medical Emergency Action Plan
2025 - 2026

Sport: VOLLEYBALL **Year: 24-25**

5. **First to arrive on the scene provides first aid.**
6. **Send a coach, manager, or uninjured athlete to notify the AD and get the AED.**
7. **If the designated first responder cannot be located, the head coach will become the leader.**
8. **Contact school resource officer (if available) and/or campus security.**

Leader: Administrator on site and/or Natalie Zavarce
- **Will be in charge of the emergency situation and instruct all others on the emergency teams**

Leader's Assistant: Candace Deruegger
- **Will assist the leader in evaluation of the injured athlete**

Phone Caller: Candace Deruegger
- **Will go to the nearest phone and activate EMS**
- **Will inform the dispatcher of:**
  - **The nature of the injury and care being given**
  - **The location of the athlete and directions to the site**
  - **Will not hang up unless dispatcher advises him/her to do so**

Nearest Phone: Natalie's Cell Phone or front office

Ambulance Entrance: E Hefner and N Sooner for football field area E Hefner and the school Southeast Entrance for Gym Area

Person to Meet the EMS: Kamron Vaughn or Administrator on Site
- **Will contact any necessary staff to assure access for the ambulance**
- **Will meet the ambulance at the designated entrance and lead them to the injured athlete**

Person to Accompany Athlete to the Hospital: Parent or Guardian/ if not available Natalie Zavarce or Candace Deruegger
- **Will ride with the athlete in the ambulance in the event the parents cannot be located**
- **Will take the athlete's emergency information to the hospital**

➢ **It is the Athletic Director or coach's responsibility to inform the athlete's parents immediately**
➢ **It is the Athletic Director or coach's responsibility to inform school administrator of the incident**
➢ **Emergency medical information should accompany the team at all times.**

Athletic Director: Kamron Vaughn (405) 509-4883
EMS (Ambulance, Fire, Police): 911
School Phone Number: (405) 771-3373

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Edmond, OK 73103.

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Sport: CROSS COUNTRY **Year:_24-25**

9. **First to arrive on the scene provides first aid.**
10. **Send a coach, manager, or uninjured athlete to notify the AD and get the AED.**
11. **If the designated first responder cannot be located, the head coach will become the leader.**
12. **Contact school resource officer (if available) and/or campus security.**

Leader: __Administrator on site and/or Tiffany Cone
- **Will be in charge of the emergency situation and instruct all others on the emergency teams**

Leader's Assistant: Kamron Vaughn
- **Will assist the leader in evaluation of the injured athlete**

Phone Caller: Kamron Vaughn or Tiffany Cone
- **Will go to the nearest phone and activate EMS**
- **Will inform the dispatcher of:**
  - **The nature of the injury and care being given**
  - **The location of the athlete and directions to the site**
  - **Will not hang up unless dispatcher advises him/her to do so**

Nearest Phone: Tiffany's Cell Phone or front office

Ambulance Entrance:_E Hefner and N Sooner for football field area E Hefner and the school Southeast Entrance for Gym Area

Person to Meet the EMS:_Kamron Vaughn or Administrator on Site
- **Will contact any necessary staff to assure access for the ambulance**
- **Will meet the ambulance at the designated entrance and lead them to the injured athlete**

Person to Accompany Athlete to the Hospital: Parent or Guardian/ if not available Tiffany Cone or Kamron Vaughn
- **Will ride with the athlete in the ambulance in the event the parents cannot be located**
- **Will take the athlete's emergency information to the hospital**

➢ **It is the Athletic Director or coach's responsibility to inform the athlete's parents immediately**
➢ **It is the Athletic Director or coach's responsibility to inform school administrator of the incident**
➢ **Emergency medical information should accompany the team at all times.**

Athletic Director: Kamron Vaughn (405) 509-4883
EMS (Ambulance, Fire, Police): 911
School Phone Number: (405) 771-3373

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Revised 08/12/2025

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Sport: FOOTBALL **Year:_24-25**

13. **First to arrive on the scene provides first aid.**
14. **Send a coach, manager, or uninjured athlete to notify the AD and get the AED.**
15. **If the designated first responder cannot be located, the head coach will become the leader.**
16. **Contact school resource officer (if available) and/or campus security.**

Leader: __Administrator on site and/or Kamron Vaughn

- **Will be in charge of the emergency situation and instruct all others on the emergency teams**

Leader's Assistant: _Michael Lowe

- **Will assist the leader in evaluation of the injured athlete**

Phone Caller: Michael Lowe

- **Will go to the nearest phone and activate EMS**
- **Will inform the dispatcher of:**
  - **The nature of the injury and care being given**
  - **The location of the athlete and directions to the site**
  - **Will not hang up unless dispatcher advises him/her to do so**

Nearest Phone: Kamron's Cell Phone or front office

Ambulance Entrance:_ E Hefner and N Sooner for football field area E Hefner and the school Southeast Entrance for Gym Area_

Person to Meet the EMS: Kamron Vaughn or Administrator on Site

- **Will contact any necessary staff to assure access for the ambulance**
- **Will meet the ambulance at the designated entrance and lead them to the injured athlete**

Person to Accompany Athlete to the Hospital: Parent or Guardian/ if not available coach or assistant coach

- **Will ride with the athlete in the ambulance in the event the parents cannot be located**
- **Will take the athlete's emergency information to the hospital**

➢ **It is the Athletic Director or coach's responsibility to inform the athlete's parents immediately**
➢ **It is the Athletic Director or coach's responsibility to inform school administrator of the incident**
➢ **Emergency medical information should accompany the team at all times.**

Athletic Director: Kamron Vaughn (405) 509-4883
EMS (Ambulance, Fire, Police): 911
School Phone Number: (405) 771-3373

School Address:
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Oakdale Public School Sports Medicine
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Sport: BASKETBALL **Year:_24-25**

17. **First to arrive on the scene provides first aid.**
18. **Send a coach, manager, or uninjured athlete to notify the AD and get the AED.**
19. **If the designated first responder cannot be located, the head coach will become the leader.**
20. **Contact school resource officer (if available) and/or campus security.**

Leader: __Administrator on site and/or Matt Hall
- **Will be in charge of the emergency situation and instruct all others on the emergency teams**

Leader's Assistant: Michael Lowe
- **Will assist the leader in evaluation of the injured athlete**

Phone Caller: Michael Lowe
- **Will go to the nearest phone and activate EMS**
- **Will inform the dispatcher of:**
  - **The nature of the injury and care being given**
  - **The location of the athlete and directions to the site**
  - **Will not hang up unless dispatcher advises him/her to do so**

Nearest Phone: Matt's Cell Phone or front office

Ambulance Entrance: E Hefner and N Sooner for football field area E Hefner and the school Southeast Entrance for Gym Area

Person to Meet the EMS: Kamron Vaughn or Administrator on Site
- **Will contact any necessary staff to assure access for the ambulance**
- **Will meet the ambulance at the designated entrance and lead them to the injured athlete**

Person to Accompany Athlete to the Hospital: Parent or Guardian/ if not available Matt Hall or Michael Lowe
- **Will ride with the athlete in the ambulance in the event the parents cannot be located**
- **Will take the athlete's emergency information to the hospital**

➢ **It is the Athletic Director or coach's responsibility to inform the athlete's parents immediately**
➢ **It is the Athletic Director or coach's responsibility to inform school administrator of the incident**
➢ **Emergency medical information should accompany the team at all times.**

Athletic Director: Kamron Vaughn (405) 509-4883
EMS (Ambulance, Fire, Police): 911
School Phone Number: (405) 771-3373

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Sport: TRACK **Year:_24-25**

21. **First to arrive on the scene provides first aid.**
22. **Send a coach, manager, or uninjured athlete to notify the AD and get the AED.**
23. **If the designated first responder cannot be located, the head coach will become the leader.**
24. **Contact school resource officer (if available) and/or campus security.**

Leader: __Administrator on site and/or Gina McCarty

- **Will be in charge of the emergency situation and instruct all others on the emergency teams**

Leader's Assistant: _Tiffany Cone_

- **Will assist the leader in evaluation of the injured athlete**

Phone Caller: _Tiffany Cone_

- **Will go to the nearest phone and activate EMS**
- **Will inform the dispatcher of:**
  - **The nature of the injury and care being given**
  - **The location of the athlete and directions to the site**
  - **Will not hang up unless dispatcher advises him/her to do so**

Nearest Phone: Gina's Cell Phone or front office

Ambulance Entrance: _E Hefner and N Sooner for football field area E Hefner and the school Southeast Entrance for Gym Area_

Person to Meet the EMS: _Kamron Vaughn or Administrator on Site

- **Will contact any necessary staff to assure access for the ambulance**
- **Will meet the ambulance at the designated entrance and lead them to the injured athlete**

Person to Accompany Athlete to the Hospital: Parent or Guardian/ if not available Gina McCarty or Tiffany Cone

- **Will ride with the athlete in the ambulance in the event the parents cannot be located**
- **Will take the athlete's emergency information to the hospital**

➢ **It is the Athletic Director or coach's responsibility to inform the athlete's parents immediately**
➢ **It is the Athletic Director or coach's responsibility to inform school administrator of the incident**
➢ **Emergency medical information should accompany the team at all times.**

Athletic Director: Kamron Vaughn (405) 509-4883
EMS (Ambulance, Fire, Police): 911
School Phone Number: (405) 771-3373

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Revised 08/12/2025

Oakdale Public School Sports Medicine
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Sport: TENNIS **Year:_24-25**

25. **First to arrive on the scene provides first aid.**
26. **Send a coach, manager, or uninjured athlete to notify the AD and get the AED.**
27. **If the designated first responder cannot be located, the head coach will become the leader.**
28. **Contact school resource officer (if available) and/or campus security.**

Leader: _Administrator on site and/or Natalie Zavarce
- **Will be in charge of the emergency situation and instruct all others on the emergency teams**

Leader's Assistant: _Assistant Coach
- **Will assist the leader in evaluation of the injured athlete**

Phone Caller: Assistant Coach
- **Will go to the nearest phone and activate EMS**
- **Will inform the dispatcher of:**
  - **The nature of the injury and care being given**
  - **The location of the athlete and directions to the site**
  - **Will not hang up unless dispatcher advises him/her to do so**

Nearest Phone: Coach's Cell Phone or front office

Ambulance Entrance: _E Hefner and N Sooner for football field area E Hefner and the school Southeast Entrance for Gym Area

Person to Meet the EMS: _Kamron Vaughn or Administrator on Site
- **Will contact any necessary staff to assure access for the ambulance**
- **Will meet the ambulance at the designated entrance and lead them to the injured athlete**

Person to Accompany Athlete to the Hospital: Parent or Guardian/ if not available Natalie Zavarce or head coach
- **Will ride with the athlete in the ambulance in the event the parents cannot be located**
- **Will take the athlete's emergency information to the hospital**

➢ **It is the Athletic Director or coach's responsibility to inform the athlete's parents immediately**
➢ **It is the Athletic Director or coach's responsibility to inform school administrator of the incident**
➢ **Emergency medical information should accompany the team at all times.**

Athletic Director: Kamron Vaughn (405) 509-4883
EMS (Ambulance, Fire, Police): 911
School Phone Number: (405) 771-3373

10901 N Sooner Rd.
Edmond, OK 73103

School Address:

Sport: BASEBALL **Year:_24-25**

29. **First to arrive on the scene provides first aid.**
30. **Send a coach, manager, or uninjured athlete to notify the AD and get the AED.**
31. **If the designated first responder cannot be located, the head coach will become the leader.**
32. **Contact school resource officer (if available) and/or campus security.**

3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;

4. Provide for communication and dissemination of the plan throughout the school campus;

5. Require the response team to practice the plan by conducting periodic drills;

6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;

7. Address athletic events and athletic facilities at each middle school and high school site provided:

a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or

b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;

8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and

9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.

J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.

K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.

L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

Historical Data

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 (superseded document available).

Oakdale Public School Sports Medicine
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Leader: Administrator on site & or Michael Lowe
- **Will be in charge of the emergency situation and instruct all others on the emergency teams**

Leader's Assistant: Michael D. Lowe
- **Will assist the leader in evaluation of the injured athlete**

Phone Caller: Michael D. Lowe
- **Will go to the nearest phone and activate EMS**
- **Will inform the dispatcher of:**
  - **The nature of the injury and care being given**
  - **The location of the athlete and directions to the site**
  - **Will not hang up unless dispatcher advises him/her to do so**

Nearest Phone: Michael's Cell Phone or front office

Ambulance Entrance: E Hefner and N Sooner for football field area E Hefner and the school Southeast Entrance for Gym Area

Person to Meet the EMS: Kamron Vaughn or Administrator on Site
- **Will contact any necessary staff to assure access for the ambulance**
- **Will meet the ambulance at the designated entrance and lead them to the injured athlete**

Person to Accompany Athlete to the Hospital: Parent or Guardian/ if not available Micheal Lowe or Michael D. Lowe
- **Will ride with the athlete in the ambulance in the event the parents cannot be located**
- **Will take the athlete's emergency information to the hospital**

- ➢ **It is the Athletic Director or coach's responsibility to inform the athlete's parents immediately**
- ➢ **It is the Athletic Director or coach's responsibility to inform school administrator of the incident**
- ➢ **Emergency medical information should accompany the team at all times.**

Athletic Director: Kamron Vaughn (405) 509-4883
EMS (Ambulance, Fire, Police): 911
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Revised 08/12/2025

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Chain of Command

Athletic Director
Administrator
Head Coach
Assistant Coach
Other Athletes

Revised 08/12/2025

Oakdale Sports Medicine Lightning Protocol

The following is the lightning protocol that the Oakdale Public School has adopted as procedure regarding when to cease and resume outdoor athletic competitions and practices. This procedure was developed in conjunction with the NCAA Division 1 Guideline, which was written by the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports. This committee developed their guidelines in collaboration with the National Severe Storms Laboratory, the National Weather Service, and the National Lightning Detection Network.

1. At the beginning of each season, Athletic Director will designate Head Coaches a chain of command as to who monitors threatening weather and who makes the decisions to remove a team or individual from an athletics site or event.
2. The Athletic Director on site for competition and or practice will make the final decision if the practice or competition will cease and when it will resume based on using the “flash bang” method or the use of electronic lightning detectors if available.
3. The AD or designee will obtain a weather report each day before practices and or events. The ATC or designee will make themselves aware of potential thunderstorms that may form during scheduled athletic events or practices.
4. The AD or designee will be aware of National Weather Service (NWS) issued thunderstorm watches and warnings as well as the signs of thunderstorms developing nearby, A watch means that conditions are favorable for severe weather to develop in an area; a warning means that severe weather has been reported in an area and for everyone to take the proper precautions.
5. The AD or designee will know where the closest safe shelter is to the field or playing area and know how long it takes to get to that safe shelter.
    a) A safe shelter is defined as (1): any building normally occupied or frequently used by people, i.e. A building with plumbing and or electrical wiring that acts to electrically ground the structure (not shower facilities) or (2): any vehicle with a hard metal roof (not convertible or golf cart) and rolled up windows.
    b) When a person or people are in the safe shelter buildings, it is important that the showers and or plumbing are not used during the thunderstorm.
    c) When a person or people are in the vehicle with a hard metal roof, it is important that the sides of the vehicle are not touched as they dissipate the lightning around the vehicle.
6. The AD or designee will be aware of how close the lightning is occurring. The “flash to bang” method will be used to estimate how far away the lightning is occurring. If electronic lightning detectors or smart phone apps are available they can be used in conjunction with the “flash to bang” method. It must be remembered that thunder always accompanies lightning, even though its audible range can be diminished due to background noise in the immediate environment, and its distance to the observer.
        a) The “flash to bang” method is when the observer counts the number of seconds from the time the lightning is sighted to when the clap of thunder is heard. This number is then divided by five (5) to obtain, in miles, approximately how far away the lightning is occurring.
        b) If the AD or designee obtains a “flash to bang” count of less than fifty (50) seconds, which would mean the lightning is approximately 10 miles from the observer, then all practices and athletic competitions will cease.
        c) Practices and/or competition may resume 30 minutes after the lightning is at least 6 miles away and moving away from the venue.
7. Other safety guidelines the AD, or designee, will keep in mind and communicate to others include:

a) It must be remembered that the existence of blue sky and the absence of rain are not protection from lightning. Lightning can, and often does, strike as far as 10 miles from the rain shaft. It does not have to be raining for lightning to strike.

In the event of inclement weather, including but not limited to, lightning and the possibility of a tornado, please refer to the next page for a safe place to seek shelter for each athletic site within Oakdale Public Schools.

SHELTER LOCATIONS:

OAKDALE STADIUM:
Lightning:
Players, coaches, and officials should seek shelter in the main campus.
Patrons should seek shelter in their vehicles.
Tornado Warning:
Players, coaches, and officials should seek shelter in the Auxiliary Gym behind the main gym.
Patrons should seek shelter in the Auxiliary Gym behind the main gym.

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OAKDALE GYMNASIUM:
Tornado Warning:
Players, coaches, officials, and patrons should seek shelter in the Auxiliary Gym behind the main gym.

Oakdale Sports Medicine Heat Policy

GUIDELINES FOR OUTDOOR ACTIVITIES:
a. Athletic Coaches or marching band directors should use a smartphone APP, or other mechanism or program to get heat index, such as WeatherBug, AccuWeather, or Weather.com. These programs are free and can be used on any smartphone, tablet, or computer. A chart outlining recommendations for making concessions for extreme heat is available on the OSSAA website. Schools must develop their own form to record the heat index each practice session.
b. All practices should be held under the supervision of a coach, director, or sponsor employed by the school.
c. Practices should always be conducted with an open water policy.
d. Each program should have a heat-related emergency plan on hand at all times.
e. Preseason practice should be avoided if possible between the hours of 12:00 p.m. and 6:00 p.m.
f. Parents and students should be educated on the importance of hydration during extreme heat conditions.
g. Cooling stations should be made available when possible (buckets of cool water, wet towels, sponges, etc.)
h. Equipment should be removed for conditioning

HEAT INDEX	HEAT-RELATED EFFECTS
80-89	Fatigue
90-104	Heat Cramps and Heat Exhaustion
105-129	Heat Cramps or Heat Exhaustion likely
130+	Heat Stroke highly likely

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IF HEAT INDEX REACHES 120 DEGREES, ALL OUTDOOR PRACTICES WILL BE HALTED AND MOVED INDOORS OR CANCELLED.

Under 95 degrees Heat Index	All activities ● Provide ample amounts of water. This means that water should always be available and students should be able to take in as much water as they desire. ● Optional water breaks every 30 minutes for 10 minutes in duration ● Ice-down towels for cooling ● Watch/monitor students carefully for necessary action.
95 degrees to 99 degrees Heat Index	All activities ● Provide ample amounts of water. This means that water should always be available and students should be able to take in as much water as they desire. ● Mandatory water breaks every 30 minutes for 10 minutes in duration ● Ice-down towels for cooling ● Watch/monitor students carefully for necessary action. ● Helmets and other possible equipment removed while not involved in contact. ● Reduce time of outside activity. Consider postponing practice to later in the day. ● Re-check temperature and humidity every 30 minutes to monitor for increased heat
100+ degrees	All activities ● Provide ample amounts of water. This means that water should always be available and students should be able to take in as much water as they desire. ● Mandatory water breaks every 30 minutes for 10 minutes in duration ● Ice-down towels for cooling ● Watch/monitor students carefully for necessary action. ● Alter uniform by removing items if possible ● Allow for changes to dry t-shirts and shorts. ● Reduce time of outside activity as well as indoor activity if air conditioning is unavailable. ● Helmets and other possible equipment removed if not involved in contact or necessary for safety. ● If necessary for safety, suspend activity. Re-check temperature and humidity every 30 minutes to monitor for increased heat

- **Heat Index of 120+** Outside practices will be cancelled or moved inside

TYPES OF HEAT ILLNESS AND TREATMENT:

Heat Cramps:

- Some students may experience heat cramps. This type of cramp is the tightening and spasms experienced in muscle. It is often preceded by heavy sweating and large electrolyte losses, which may look like white residue on clothing or equipment.
- If any student is experiencing heat cramps, he or she should stop the activity, find a cool spot to gently stretch and massage the muscle, and drink appropriate fluids like sports drinks (or salty foods and other fluids) that contain significant levels of sodium.

Heat Exhaustion:

- Another type of heat illness is heat exhaustion. Conditions and signs of this problem can include profuse sweating, dehydration, fatigue, lightheadedness, rapid pulse, and low blood pressure. Body temperature may be slightly elevated.
- If heat exhaustion is suspected, the student should lie in a cool place with legs elevated, have cool, wet towels applied to the body, drink cool fluids, and have someone monitor their vital signs. With heat exhaustion, often the ill student feels better when he or she rests in a cool place and

replenishes fluids by drinking cool liquids. Continue to monitor the student. If symptoms are present that indicate the illness is severe or progressing, activate the emergency action plan. Check the student for warning signs. Call 911 or the local emergency number immediately. Have someone administer your emergency care plan.

Heat Stroke:

- This is the most serious heat-related illness. With heat stroke, a student will have a high body temperature – 104° F or higher - and could have red, hot, dry or moist skin, vomit, be incoherent or lose consciousness, have shallow breathing and/or a weak pulse. He or she might experience mild shock, convulsions, or a coma, and can die from heat stroke.
- If he or she goes into respiratory or cardiac arrest, begin rescue breathing or CPR, as appropriate. Cool by any means possible, as quickly as possible. If necessary, medical or coaching personnel should place the player in an ice bath or "cool pool" and call for emergency medical services (EMS). Continue to cool and monitor the student while awaiting EMS.

Oakdale Sports Medicine Environmental Cold Injuries

Cold weather is defined as any temperature that can negatively affect the body's regulatory system. It is important to remember that temperatures do not have to be freezing to have this effect. Individuals engaged in sports activities in cold, wet or windy conditions are at risk for environmental cold injuries

Recommended Preventative Strategies:

Competition/Practice Modifications:

- The Athletic Director will monitor and issue an advisory when applicable. (If no ATC is present the AD will make the decision followed by the coaching staff).
- Athletic Department officials will monitor temperature, wind speed, wind chill, and precipitation through the National Weather Service and will be in contact with the coaching staff.
- Based on information from the National Weather Service and local weather stations, measurements, ATC will determine the risk of potential danger to participants.
- When necessary, competition modification should be considered to ensure the safety of the athletes. This may include extended halftimes, access to a warm building, abbreviated introductions, and enduring/mandating proper clothing

RISK	TEMP/WIND CHILL	MODIFICATIONS
Low Risk	30°F and above	• Outside participation allowed with appropriate clothing
Moderate Risk	20°F-30°F	• Additional protective clothing needed (hats, gloves) • Provide re-warming facilities
High Risk	10°F-20°F	• Outside participation limited to 45 minutes • All participants must have appropriate clothing • Provide re-warming facilities
Extreme Risk	10°F and below	• Termination of all outside activities

Clothing Guidelines:

In cold weather conditions, appropriate clothing should be worn to prevent cold exposure. The ATC and the coaches should mandate the student-athletes implement the following:

- Wear several layers around the core of the body (especially those who are not very active).
    - The first layer should wick moisture away from the body (Nike or Under Armour Dri-Fit)
    - The top layers should trap heat and block the wind (fleece)
    - The outer layer should be wind and water-resistant or waterproof
    - No cotton as inside layer.
- Long pants designed to insulate.
    - Sweatpants are a good choice as a base layer
    - On windy or wet days, wind pants or a nylon shell should be worn on the surface layer
- Long-sleeved garment that will break the wind
- Gloves
- Hat or helmet to protect the ears (cover/tape ear holes of helmets for wind and cold protection)
- Face protection
- Moisture wicking socks

It is important that athletes avoid wearing multiple layers of cotton. When the body sweats, the cotton will become dense and permeated with sweat.

General Signs/Symptoms of Cold Stress:

- Fatigue
- Confusion
- Slurred Speech
- Red/painful extremities
- Dizziness
- Blurred vision
- Numbness/tingling of skin
- Uncontrollable shivering
- Swollen extremities
- Headache

Cold Injury	Signs/Symptoms	Treatment
Hypothermia (core body temperature below 95º)	• Shivering • Lethargy, amnesia • Impaired motor control • Pale, cold face and extremities • Decreased heart rate • Slurred speech • Impaired mental function	• Remove wet clothing • Warm with dry, insulating blankets • Cover the head and get to a warm environment • Provide warm beverages • Avoid friction • Avoid warming extremities initially
Frostnip/Frostbite (actual freezing of body tissues	• Dry, waxy skin • Swelling • Burning, tingling • Limited movement • White/blue/gray patches of skin • Aching, throbbing, shooting pain	• Rewarm body parts in warm water (NOT hot) • Avoid friction/rubbing tissues

Oakdale Public School Sports Medicine
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Drills:

Date of Drill	*Notes*

LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:

AED Location	*Maintenance Date*
Main Entrance	
Fine Arts lobby	
Cafeteria / Gym	
5th grade entrance	
Portable #1	
Portable #2	
Portable #3	

DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD
**Must be updated and reviewed by the school board annually

Date of update and school board review: 12 August 2025

Oakdale Public School Sports Medicine
Medical Emergency Action Plan
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Revised 08/12/2025

OKLAHOMA Education

Chase Morris Sudden Cardiac Arrest Law

2024 Oklahoma Statutes
§70-24-156
Chase Morris Sudden Cardiac Arrest Prevention Act

A. This act shall be known and may be cited as the “Chase Morris Sudden Cardiac Arrest Prevention Act”.

B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.

C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.

D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.

E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.

F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.

G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section 3090.2 of Title 63 of the Oklahoma Statutes.

H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete:

1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and

2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.

A coach of an athletic activity shall NOT coach the athletic activity until the coach completes the training course required under this subsection.

I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:

1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;

2. Activate the team in response to a sudden cardiac arrest;

3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;

4. Provide for communication and dissemination of the plan throughout the school campus;

5. Require the response team to practice the plan by conducting periodic drills;

6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;

7. Address athletic events and athletic facilities at each middle school and high school site provided:

a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or

b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;

8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and

9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.

J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.

K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.

L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

Historical Data

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 (superseded document available).

Compliance Requirements for the
Chase Morris Sudden Cardiac Arrest Prevention Act

Districts are responsible for being compliant with all parts of the Chase Morris Sudden Cardiac Arrest Prevention Act.

Once each year, a coach of any athletic activity, school nurses, and athletic trainers shall complete the following courses or trainings. A coach of an athletic activity shall not coach/practice the athletic activity until the coach completes the training/course required under this subsection.

REQUIRED TRAINING/COURSE PROVIDERS: Below are some online training links. These are not the only options, but have been approved by the State Health Dept. If you have others you want to use, those must be approved by the State Health Dept. To confirm if other trainings will be acceptable, contact Kellie Carter at kellie.carter@sde.ok.gov Documentation (emails) from Kellie showing approval of program can be provided to your RAO.

OSHD approved online individual trainings: ALL Coaches must have an individual certificate for Sudden Cardiac Arrest per OSSAA. GCN & Vector Solutions do not provide a combination course for CPR/AED/First Aid, but coaches/athletic trainers/school nurses can take individual courses & print individual certificates for each completed course. It is also recommended that the administrators in charge print a master list from GCN or Vector for each course listing and all individuals who have completed that course.

1) FREE Sudden Cardiac Arrest: NFHS Learn 1 hour
2) FREE CPR/AED/First Aid Training: GCN & Vector courses provided by school's PD platform

OSHD approved online combination CPR/AED/First Aid Training options: individual certificates OR group setting sign-in sheet WHEN instructions are followed correctly.

1) PDH Safety 2 hours/$14.99
2) Red Cross 2 hours/$37
3) American Health Care 2-3 hours/$36.95
4) Alison Learning 1.5-3 hours/$39.95

OSHD approved In-Person Training options: individual certificates OR group setting sign-in sheet IF instructions are followed correctly.

All in person trainings provided by emergency medical technicians (EMT's) or nurses (RN) must use a nationally recognized curriculum. Examples of approved curriculum include American Heart Assoc. or American Red Cross. If a training is other than those two, the school should provide email correspondence from Kellie Carter (kellie.carter@sde.ok.gov) stating approval of coursework.