Oologah-Talala Public Schools
OTPS Board of Education Special Meeting
Board of Education Independent School District No. 4 Board Room, Board/Adm. Bldg, Oologah-Talala Public Schools 10700 South 169 Highway Oologah, Oklahoma 74053
Monday, July 14, 2025 at 6:00 PM

AGENDA

I. ORDER OF BUSINESS
- I.A. Call meeting to order
- I.B. Roll call and record names of members present
- I.C. Pledge of Allegiance

II. PRESENTATIONS
- II.A. This month at OTPS:
- II.B. Recognize and hear from visitors (public participation)
- II.C. Principal's Report
  - -Presentation of District Teacher of the Year
  - -Mrs. Morsey presenting OUE assessment information
- II.D. Assistant Superintendent's Report
  - -Professional Development
  - -Federal Programs
  - -Teaching and Learning
- II.E. -Title IX Compliance Report
- II.F. Superintendent's Report
  - -Summer Projects
  - -Finances
  - -Email from SDE to parents regarding School Lunches

III. CONSENT AGENDA (These items may be approved by one Board motion, unless any Board member desires to have a separate vote on any or all of these items).
- III.A. Discussion and Consideration for approval of the following OTPS Board of Education minutes:
  - -June 9, 2025
  - -June 25, 2025
- III.B. Discussion and Consideration for approval of Treasurer's Report and attached financial reports (General Fund, Building Fund, Building Bond Funds, Activity Funds, Investment Accounts, etc.).
- III.C. Discussion and Consideration for approval of the following warrants and encumbrances:
  - -General Fund Encumbrances: 1-156
  - -General Fund Warrants: 4261-4753
  - -Building Fund Encumbrances: 1-22
  - -Building Fund Warrants: 470-553
  - -Sinking Fund Warrant: 4
- III.D. Discussion and Consideration for approval of the following activity fund transfers:
  - - #140- #144

III.E. Discussion and Consideration for approval of the following fundraiser requests:
-Activity Fund Raiser #222
-Booster Club Fund Raiser #85

IV. ADMINISTRATIVE

IV.A. Recommendation, Consideration, and Action on approving the school district to use 1086 hours for the calculation of the school term for the 2025-2026 school year

IV.B. Recommendation, Consideration, and Action on approving updates to the 2025-2026 OTPS School Calendar

IV.C. Recommendation, Consideration, and Action on approving the following Athletic Gate Admission prices for the 2025-2026 school year:
-Varsity Events: Adults-$7.00; Students-$5.00
-Sub-Varsity Events: Adults-$5.00; Students-$5.00

IV.D. Recommendation, Consideration, and Action on approving School Site Statutory Waiver/ regulation Application for the following OTPS Sites:
-Deregulation for Library Media Services for the OLE Library OAC 210:35-5-71

IV.E. Board Discussion on OTPS Board of Education Policy BED- Board of Education Meeting Public Participation and current Board of Education procedure involving public participation during meetings of the Board of Education. The Board may discuss possible revisions to the policy.

IV.F. Recommendation, Consideration, and Action on approving updates to OTPS Board of Education Policy FOB-Corporal Punishment

IV.G. Recommendation, Consideration, and Action on approving updates to OTPS Board of Education Policy- FNCFD Drug Testing Policy Grades 7-12

IV.H. Consideration and Action on appointment of Superintendent as Purchasing Agent for Oologah-Talala Public Schools, Authorized representative for all Federal Programs including E-Rate and Child Nutrition and Designated Custodian for the general fund, building fund, bond fund, all federal programs, all State programs, and all other school programs and activities not listed for the 2025-2026 school year

IV.I. Recommendation, Consideration, and Action on approving the following plans and handbooks for the 2025-2026 school year (All plans will be approved with one vote unless any board member wishes to vote on any or all plans separately.)
-UE Sudden Cardiac Emergency Response Plan
-Upper Elementary Student Handbook
-Upper Elementary Discipline Matrix
-OHS Student and Parent Handbook
-OHS Discipline Matrix
-OMS Student and Parent Handbook
-OLE Student and Parent Handbook
-OLE Sudden Cardiac Emergency Response Plan
-OLE Discipline Matrix
-OTPS Wellness Plan
-OTPS Employee Handbook
-Mustang Mentorship Program

IV.J. Board to consider and take action on a motion approving the renewal of the Sublease Agreement dated January 1, 2020, between the District and Rogers County Educational Facilities Authority for the fiscal year ending June 30, 2026, as required under the provisions of the agreement.

IV.K. Recommendation, Consideration, and Action on approving a contract with Integrative Physical Therapy, P.C. for PT services for the 2025-2026 school year

IV.L. Recommendation, Consideration, and Action on approving a contract with Beth Anne Manipella, PLLC for OT services for the 2025-2026 school year

IV.M. Recommendation, Consideration, and Action on approving a contract with Pediatric Assessment and Counseling Services, LLC for school psychology services for the 20025-2026 school year

IV.N. Recommendation, Consideration, and Action on approving a contract with the Department of Rehabilitation Services (DRS) for work study employment for the 2025-2026 school year

V. PERSONNEL

V.A. Proposed executive session to discuss Resignations, Hiring of Personnel and/or Extra Duty Assignments. Pursuant to 25 O.S. Sect. 307(B)(1) and (7) of the Open Meeting Law. Items to be discussed are:
-Administrators' Contracts: Assistant Superintendent, Athletic Director, Director of Campus Operations, Technology Director, Special Services Director, Director of Teaching and Learning, OLE Principal, OLE Assistant Principal, OUE Principal, OUE Assistant Principal, OMS Principal, OMS Assistant Principal, OHS Principal, OHS Assistant Principal

V.B. Vote to convene or not to convene into executive session

V.C. Acknowledge Board has returned to open session.

V.D. Statement of Board President of executive session minutes compliance

V.E. Vote to accept or not accept submitted resignation(s) as listed below:

V.F. Motion and vote to employ or not employ a recommended applicant for the position/s listed below:
-Kristi Jones from Kindergarten teacher to OLE Library Media Specialist for the 2025-2026 school year

V.G. Vote to accept or not accept the following contracts for the 2025-2026 school year:
-Assistant Superintendent, Athletic Director, Director of Campus Operations, Technology Director, Special Services Director, Director of Teaching and Learning, OLE Principal, OLE Assistant Principal, OUE Principal, OUE Assistant Principal, OMS Principal, OMS Assistant Principal, OHS Principal, OHS Assistant Principal

VI. MOTION AND VOTE TO ADJOURN

Oologah-Talala Public Schools
OTPS Board of Education Regular Meeting
Board of Education Independent School District No. 4 Board Room, Board/Adm. Bldg, Oologah-Talala Public Schools 10700 South 169 Highway Oologah, Oklahoma 74053
Monday, June 9, 2025 at 6:00 PM

MINUTES

I. ORDER OF BUSINESS

I.A. Call meeting to order
The meeting was called to order at 6:00.

I.B. Roll call and record names of members present
All members of the board were present for the meeting.

I.C. Pledge of Allegiance

II. PRESENTATIONS

II.A. This month at OTPS:

II.B. Recognize and hear from visitors (public participation)
There were no visitors present to speak at the meeting.

II.C. Treasurer's Report
Dr. Wilkins stated that he will be reformatting the Treasurer's Report and Financial Report and will submit those items under the consent agenda for next month. As of this month, the district is down approximately $200,000 from where we were last year, and there is a plan in place to mitigate this deficit in the 2025-2026 school year. Mr. Hotfelt is doing a good job of tracking expenses to ensure we add to our carryover in FY 26. The majority of these expenses which led to this deficit are personnel.

II.D. Director's Report
There is no Director's Report.

II.E. Principal's Report
-Mr Doss presenting OLE assessment data
Mr. Doss thanked the board and district administration for supporting him in the transition of becoming head principal. He presented various components of NWEA and Literacy First data focused on student performance in reading and math. He specifically spoke of the incredible accomplishments of the pre-k team and Mrs. Barnes. Mr. Doss spoke about future plans to improve overall instruction, including new curriculum and schedule changes.

II.F. District Teacher of the Year
Mrs. Bright was unable to attend the meeting.

II.G. Assistant Superintendent's Report
-Professional Development
-Federal Programs
-Teaching and Learning
Mrs. Adkins spoke about the back-to-school professional development schedule as well as the upcoming training for the district's new English Language Arts curriculum. She also thanked Mr. Fisher, Mr. Tackitt and Mrs. McGuire for working very hard to expend the remaining security money.

II.H. -Title IX Compliance Report
The district is Title IX compliant.

II.I. Superintendent's Report
-Mustang Tenets
-Board Retreat Date, Time, etc.
-School District Website
-Bond Issue Planning Update
Dr. Wilkins introduced the board to the new website that goes live on June 23. He showed the board a series of slides with

drawings and images from TriArch for the future bond issue. The financial projections associated with the bond are directly aligned with the projections from financial advisors. Dr. Wilkins also presented the Mustang Tenets document to the board along with some suggested changes from district leadership. Mr. Kellogg shared his belief that the district needs to have an identifiable slogan or mission, and Dr. Wilkins agreed. He encouraged the board to look over the document and share suggestions. The board has selected July 25 as a date for the board retreat.

III. CONSENT AGENDA (These items may be approved by one Board motion, unless any Board member desires to have a separate vote on any or all of these items).

Motion made to approve the consent agenda items B through F.
Motion made by: Lyle Blakley Motion 2nd by: Wes Jordan.

Motion Passed

Lyle Blakley:	Yes
Wes Jordan:	Yes
Brent Kellogg:	Yes
Joe Koster:	Yes
Lauren Stauffer:	Yes

III.A. Discussion and Consideration for approval of the minutes of the OTPS Board of Education meeting on:
-May 12, 2025

Motion made to approve the consent agenda item A in its amended form.
Motion made by: Lyle Blakley Motion 2nd by: Joe Koster.

Motion Passed

Lyle Blakley:	Yes
Wes Jordan:	Yes
Brent Kellogg:	Yes
Joe Koster:	Yes
Lauren Stauffer:	Yes

III.B. Discussion and Consideration for approval of the following warrants and encumbrances:
-General Fund Encumbrances: 467-481
-General Fund Warrants: 3549-4260
-Building Fund Encumbrances: 105-106
-Building Fund Warrants: 411-753
-Sinking Fund Encumbrance: 4
-Sinking Fund Warrant: 3

III.C. Discussion and Consideration for approval of financial reports, (General Fund, Building Fund, Building Bond Funds, Activity Funds).

III.D. Discussion and Consideration for approval of the following activity fund transfers:
-125-139

III.E. Discussion and Consideration for approval of the following fundraiser requests:
-Activity Fundraiser #221
-Booster Club Fundraisers #1-#82

III.F. Discussion and Consideration for the approval of the following Out-of-State or Overnight Field trip requests:
-HS Cheer to NCAA Cheer Camp in Norman, OK; June 16-18, 2025

IV. ADMINISTRATIVE

IV.A. Recommendation, Consideration, and Action on approving a Resolution for Oologah-Talala Public Schools to join Oklahoma School Insurance Group

Motion made to approve a resolution for Oologah.
Motion made by: Joe Koster Motion 2nd by: Lyle Blakley.

Motion Passed

Lyle Blakley:	Yes
Wes Jordan:	Yes
Brent Kellogg:	Yes
Joe Koster:	Yes
Lauren Stauffer:	Yes

IV.B. Recommendation, Consideration, and Action on approving a contract with Oklahoma Schools Insurance Group (OSIG) for Auto, Property, and Liability insurance for the 2025-2026 school year

Motion made to approve a contract with Oklahoma Schools Insurance Group (OSIG) for Auto, Property, and Liability insurance for the 2025-2026 school year.
Motion made by: Wes Jordan Motion 2nd by: Lyle Blakley.

Motion Passed

Lyle Blakley:	Yes
Wes Jordan:	Yes
Brent Kellogg:	Yes
Joe Koster:	Yes
Lauren Stauffer:	Yes

The overall cost of this insurance has gone down approximately $72,000, despite the fact that the overall valuation of the district has increased.

IV.C. Recommendation, Consideration, and Action on approving the following OTPS Board of Education Policies:
-FNG- Personal Electronic Devices

Motion made to approve the following OTPS Board of Education Policy: FNG- Personal Electronic Devices.
Motion made by: Joe Koster Motion 2nd by: Lauren Stauffer.

Motion Passed

Lyle Blakley:	Yes
Wes Jordan:	Yes
Brent Kellogg:	Yes
Joe Koster:	Yes
Lauren Stauffer:	Yes

IV.D. Recommendation, Consideration, and Action on authorizing Lyle Blakely, School Board Clerk signatory authority for accounts at RCB Bank, Checking #**5424; Money Market #**8849; Bond Account #**4092

Motion made to authorize Lyle Blakely, School Board Clerk signatory authority for accounts at RCB Bank, Checking #**5424; Money Market #**8849; Bond Account #**4092.
Motion made by: Wes Jordan Motion 2nd by: Lauren Stauffer.

Motion Passed

Lyle Blakley:	Abstain (with conflict)
Wes Jordan:	Yes
Brent Kellogg:	Yes
Joe Koster:	Yes
Lauren Stauffer:	Yes

Mr. Blakley is being given this authority due to his position as clerk of the board.

IV.E. Board Discussion on OTPS Board of Education Policy BED- Board of Education Meeting Public Participation and current Board of Education procedure involving public participation during meetings of the Board of Education. The Board may discuss possible revisions to the policy.
No action was taken on this item. The board discussed options for the possible revision of this existing policy. Mr. Blakley pointed out that our existing policy has a form that isn't being used and that he thinks it should be used. Dr. Wilkins reinforced that school board meetings are meetings of the board that are allowed to be observed by the public, which is different from a public meeting. Mr. Kellogg has requested that this item be on July's agenda for a follow up discussion.

IV.F. Recommendation, Consideration, and Action on approving a Robotics Booster Club for the purpose of supporting Middle School and High School Robotics Teams contingent on the school receiving all required paperwork

Motion made to approve a Robotics Booster Club for the purpose of supporting Middle School and High School Robotics Teams contingent on the school receiving all required paperwork.
Motion made by: Wes Jordan Motion 2nd by: Joe Koster.

Motion Passed

Lyle Blakley:	Yes
Wes Jordan:	Yes
Brent Kellogg:	Yes
Joe Koster:	Yes
Lauren Stauffer:	Yes

IV.G. Recommendation, Consideration, and Action on authorizing David Wilkins, Superintendent, and Kaleb Hotfelt, Finance Director, signatory authority for investment account at Gateway Bank

Motion made to authorize David Wilkins, Superintendent, and Kaleb Hotfelt, Finance Director, signatory authority for investment account at Gateway Bank.
Motion made by: Lyle Blakley Motion 2nd by: Wes Jordan.

Motion Passed

Lyle Blakley:	Yes
Wes Jordan:	Yes
Brent Kellogg:	Yes
Joe Koster:	Yes
Lauren Stauffer:	Yes

The clerk is not needed to be added to this account as it is an investment account with no checks being written from it.

IV.H. Recommendation, Consideration, and Action on approving OTPS sending Hollye Jernigen to CCOSA Summer Conference

Motion made to approve OTPS sending Hollye Jernigen to CCOSA Summer Conference.
Motion made by: Wes Jordan Motion 2nd by: Lauren Stauffer.

Motion Passed

Lyle Blakley:	Yes
Wes Jordan:	Yes
Brent Kellogg:	Yes
Joe Koster:	Yes
Lauren Stauffer:	Yes

Ms. Jernigan will be attending the CCOSA Conference prior to her contract beginning with the district.

IV.I. Recommendation, Consideration, and Action on approving quote from Oklahoma School Assurance Group (OSAG) for workers' compensation services

Motion made to approve a quote from Oklahoma School Assurance Group (OSAG) for workers' compensation services.
Motion made by: Joe Koster Motion 2nd by: Lauren Stauffer.

Motion Passed

Lyle Blakley:	Yes
Wes Jordan:	Yes
Brent Kellogg:	Yes
Joe Koster:	Yes
Lauren Stauffer:	Yes

IV.J. Recommendation, Consideration, and Action on approving Parent Square as an approved method of communication with students, parents, and teachers

Motion made to approve Parent Square as an approved method of communication with students, parents, and teachers.
Motion made by: Wes Jordan Motion 2nd by: Lauren Stauffer.

Motion Passed

Lyle Blakley:	Yes
Wes Jordan:	Yes
Brent Kellogg:	Yes
Joe Koster:	Yes
Lauren Stauffer:	Yes

IV.K. Recommendation, Consideration, and Action on approving a contract with BK Sports Graphics for social media services for the 2025-2026 school year

Motion made to approve a contract with BK Sports Graphics for social media services for the 2025-2026 school year contingent upon the signing of a confidentiality agreement between BK Sports Graphics and OTPS.
Motion made by: Joe Koster Motion 2nd by: Wes Jordan.

Motion Passed

Lyle Blakley:	Yes
Wes Jordan:	Yes
Brent Kellogg:	Yes
Joe Koster:	Yes
Lauren Stauffer:	No

V. PERSONNEL

V.A. Proposed executive session to discuss Resignations, Hiring of Personnel and/or Extra Duty Assignments. Pursuant to 25 O.S. Sect. 307(B)(1) and (7) of the Open Meeting Law. Items to be discussed are:
-Resignations: Gera Wright, Shawn Hines
-Hiring: Child Nutrition Director, 7 Child Nutrition Workers, HS Science Teacher, HS Alt Ed Teacher/Coach, HS CT Computer Teacher, MS Science Teacher/Coach, MS Volleyball coach, OLE Summer School Teacher, OLE Teacher

V.B. Vote to convene or not to convene into executive session

Motion made to convene into executive session.
Motion made by: Lyle Blakley Motion 2nd by: Wes Jordan.

Motion Passed

Lyle Blakley:	Yes
Wes Jordan:	Yes
Brent Kellogg:	Yes
Joe Koster:	Yes
Lauren Stauffer:	Yes

The board entered into executive session at 8:15 p.m.

V.C. Acknowledge Board has returned to open session.
The board returned to open session at 8:43.

V.D. Statement of Board President of executive session minutes compliance
While in executive session, no votes were taken and no decisions were made. The entire board were present, along with Dr. Wilkins and Mrs. Adkins.

V.E. Vote to accept or not accept submitted resignation(s) as listed below:
-Gera Wright, UE Library Media Specialist effective end of 2024-2025 school year
-Shawn Hines, HS Teacher/Coach, effect end of 2024-2026 school year

Motion made to accept.
Motion made by: Lyle Blakley Motion 2nd by: Lauren Stauffer.

Motion Passed

Lyle Blakley:	Yes
Wes Jordan:	Yes
Brent Kellogg:	Yes
Joe Koster:	Yes
Lauren Stauffer:	Yes

V.F. Motion and vote to employ or not employ a recommended applicant for the position/s listed below:
-Child Nutrition Director

-Child Nutrition Workers 1-7
-HS Science Teacher on a temporary contract for the 2025-2026 school year
-HS Alt Ed Teacher/Coach on a temporary contract for the 2025-2026 school year
-HS Career Tech Computer Teacher on a temporary contract for the 2025-2026 school year
-MS Science Teacher/Coach on a temporary contract for the 2025-2026 school year
-MS Volleyball Lay Coach for the 2025-2026 school year
-OLE Summer School Teacher for summer 2025
-OLE Teacher on a temporary contract for the 2025-2026 school year
Motion made to employ Laura Leiker as Child Nutrition Director, Brooklyn Brazeal, Karen Gaylord, Randi Webster, Lisa Bright, Cheryl McManus, Lisa Congleton, and Hailey Perkins as Child Nutrition Workers, Wade Bright as a HS Science Teacher on a temporary contract for the 2025-2026 school year, Cody Gilmore as HS Alt Ed Teacher/Coach on a temporary contract for the 2025-2026 school year, Benita Gilmore as a HS Career Tech Computer Teacher on a temporary contract for the 2025-2026 school year, Skylar McCord as a MS Science Teacher/Coach on a temporary contract for the 2025-2026 school year, Kenzie Thoenen as MS Volleyball Lay Coach for the 2025-2026 school year, Kristi Jones as OLE Summer School Teacher for summer 2025 and Hallie Tamura as OLE Teacher on a temporary contract for the 2025-2026 school year.
Motion made by: Joe Koster Motion 2nd by: Wes Jordan.

Motion Passed

Lyle Blakley:	Yes
Wes Jordan:	Yes
Brent Kellogg:	Yes
Joe Koster:	Yes
Lauren Stauffer:	Yes

VI. MOTION AND VOTE TO ADJOURN

Motion made to adjourn.
Motion made by: Wes Jordan Motion 2nd by: Lauren Stauffer.

Motion Passed

Lyle Blakley:	Yes
Wes Jordan:	Yes
Brent Kellogg:	Yes
Joe Koster:	Yes
Lauren Stauffer:	Yes

The board adjourned at 8:46.

Oologah-Talala Public Schools
OTPS Board of Education Regular Meeting
Board of Education Independent School District No. 4 Board Room, Board/Adm. Bldg, Oologah-Talala Public Schools 10700 South 169 Highway Oologah, Oklahoma 74053
Wednesday, June 25, 2025 at 12:00 PM

MINUTES

I. ORDER OF BUSINESS

I.A. Call meeting to order
The meeting was called to order at 12:00 p.m.

I.B. Roll call and record names of members present
Lyle Blakley, Wes Jordan, Brent Kellogg and Joe Koster were present for the meeting. Lauren Stauffer was absent.

I.C. Pledge of Allegiance

II. FINANCIAL

II.A. Discussion and Consideration for approval of the following warrants and encumbrances:
-General Fund Encumbrances: 482

Motion made to approve the following warrants and encumbrances: -General Fund Encumbrances: 482.
Motion made by: Wes Jordan Motion 2nd by: Joe Koster.

Motion Passed

Lyle Blakley:	Yes
Wes Jordan:	Yes
Brent Kellogg:	Yes
Joe Koster:	Yes

III. ADMINISTRATIVE

III.A. Recommendation, Consideration, and Action on approving School Site Statutory Waiver/ regulation Application for the following OTPS Sites:
-Deregulation for Library Media Services for the MS Library OAC 210:35-7-61

Motion made to approve School Site Statutory Waiver/ regulation Application for the following OTPS Sites: -Deregulation for Library Media Services for the MS Library OAC 210:35-7-61.
Motion made by: Lyle Blakley Motion 2nd by: Wes Jordan.

Motion Passed

Lyle Blakley:	Yes
Wes Jordan:	Yes
Brent Kellogg:	Yes
Joe Koster:	Yes

A deregulation is being asked for due to the fact that the middle school library does not need a full-time librarian on staff. It is not used as a teaching space, but rather as a place for students to check in and check out books. Mrs Deffenbaugh, the OHS librarian, will oversee the OMS library if approved.

III.B. Recommendation, Consideration, and Action on approving Oologah High School Career Pathways for students entering eighth grade in the 2025-2026 school year

Motion made to approve Oologah High School Career Pathways for students entering eighth grade in the 2025-2026 school year.
Motion made by: Lyle Blakley Motion 2nd by: Wes Jordan.

Motion Passed

Lyle Blakley:	Yes
Wes Jordan:	Yes
Brent Kellogg:	Yes
Joe Koster:	Yes

Mrs. Adkins presented the board with an initial outline of various graduation pathways and a list of recommended courses to meet the new graduation requirements beginning with the class of 2030.

III.C. Recommendation, Consideration, and Action on approving any local courses needed to fulfill the graduation requirements of the students in the class of 2030
There are no courses needing local approval at this time, so no action was taken.

IV. PERSONNEL

IV.A. Proposed executive session to discuss Resignations, Hiring of Personnel and/or Extra Duty Assignments. Pursuant to 25 O.S. Sect. 307(B)(1) and (7) of the Open Meeting Law. Items to be discussed are:
-Resignations:
-Hiring the following adjunct teachers: Music Teacher, First Grade Teacher, MS Science Teacher, HS Science Teacher

IV.B. Vote to convene or not to convene into executive session

Motion made to convene into executive session.
Motion made by: Wes Jordan Motion 2nd by: Lyle Blakley.

Motion Passed

Lyle Blakley:	Yes
Wes Jordan:	Yes
Brent Kellogg:	Yes
Joe Koster:	Yes

The board entered into executive session at 12:33.

IV.C. Acknowledge Board has returned to open session.
The board returned to open session at 12:46.

IV.D. Statement of Board President of executive session minutes compliance
During executive session, Mr. Blakley, Mr. Kellogg, Mr. Jordan and Mr. Koster were joined by Mrs. Adkins. No votes were taken and no decisions were made.

IV.E. Motion and vote to employ or not employ a non-certified adjunct teacher for the 2025-2026 school year on a teacher contract for the following positions:
-Elementary Music
-First Grade Teacher at the Lower Elementary
-Middle School Science Teacher
-High School Physical Science Teacher

Motion made to approve Morgan Aman as an adjunct teacher for elementary music, Jessica Kahl was an adjunct teacher for first grade, Skylar McCord as an adjunct teacher for middle school science, and Wade Bright as an adjunct teacher for high

school physical science.
Motion made by: Joe Koster Motion 2nd by: Wes Jordan.

Motion Passed

Lyle Blakley:	Yes
Wes Jordan:	Yes
Brent Kellogg:	Yes
Joe Koster:	Yes

V. MOTION AND VOTE TO ADJOURN

Motion made to adjourn.
Motion made by: Lyle Blakley Motion 2nd by: Wes Jordan.

Motion Passed

Lyle Blakley:	Yes
Wes Jordan:	Yes
Brent Kellogg:	Yes
Joe Koster:	Yes

The board adjourned at 12:50.

Oologah-Talala Public Schools

Payment Register

Options: Year: 2024-2025, Fund Account: BUILDING FUND-21, Date Range: 6/1/2025 - 6/30/2025, Print Payroll Payments: True, Print Details: False

Year	Fund	No	Date	Vendor	Type	Date Voided	Date Registered	Clearing Date	Clearing No	Amount
2025	21	470	06/03/2025	CINTAS CORP			6/30/2025	6/30/2025	12	$606.60
2025	21	471	06/03/2025	FIRETROL PROTECTION SYSTEMS INC			6/30/2025	6/30/2025	12	$2,340.00
2025	21	472	06/03/2025	HD SUPPLY formerly HOME DEPOT P			6/30/2025	6/30/2025	12	$301.44
2025	21	473	06/03/2025	JOHNSTONE SUPPLY OF OWASSO			6/30/2025	6/30/2025	12	$96.54
2025	21	474	06/03/2025	OCONNOR CO INC			6/30/2025	6/30/2025	12	$272.47
2025	21	475	06/03/2025	PEST OFF EXTERMINATIORS LLC			6/30/2025	6/30/2025	12	$860.00
2025	21	476	06/03/2025	SLAYDEN MECHANICAL SERVICES			6/30/2025			$1,220.00
2025	21	477	06/06/2025	AMAZON.COM			6/30/2025	6/30/2025	12	$107.32
2025	21	478	06/06/2025	SWEET & SONS PLUMBING AND DRAI			6/30/2025	6/30/2025	12	$1,500.00
2025	21	479	06/06/2025	LOWE'S HOME CENTER INC			6/30/2025	6/30/2025	12	$87.88
2025	21	480	06/13/2025	AMERICAN FIDELITY ASSURANCE CO	R		6/30/2025	6/30/2025	12	$254.16
2025	21	481	06/13/2025	AMERICAN FIDELITY ASSURANCE CO	R		6/30/2025			$533.36
2025	21	482	06/13/2025	ELECTRONIC TAX DEPOSIT	R		6/30/2025	6/30/2025	12	$6,642.60
2025	21	483	06/13/2025	Family Support Payment Center	R		6/30/2025	6/30/2025	12	$700.00
2025	21	484	06/13/2025	OEGI	R		6/30/2025	6/30/2025	12	$13.86
2025	21	485	06/13/2025	OEGI	R		6/30/2025	6/30/2025	12	$6,155.36
2025	21	486	06/13/2025	RCB BANK	R		6/30/2025	6/30/2025	12	$26,016.38
2025	21	487	06/13/2025	TEACHERS RETIREMENT SYSTEM	R		6/30/2025	6/30/2025	12	$3,567.82
2025	21	488	06/13/2025	TEACHER RETIREMENT	R		6/30/2025	6/30/2025	12	$2,227.27
2025	21	489	06/13/2025	STATE ELECTRONIC TAX DEPOSIT	R		6/30/2025	6/30/2025	12	$928.00
2025	21	490	06/13/2025	TEXAS LIFE INSURANCE	R		6/30/2025			$219.13
2025	21	491	06/13/2025	JOHN W DERAMO	PD		6/30/2025			$0.00
2025	21	492	06/13/2025	BRADY J DESPAIN	PD		6/30/2025			$0.00
2025	21	493	06/13/2025	LENI MARTINEZ DONOVAN	PD		6/30/2025			$0.00
2025	21	494	06/13/2025	KEITH LEE FROST	PD		6/30/2025			$0.00
2025	21	495	06/13/2025	ROBERTA K GAY	PD		6/30/2025			$0.00
2025	21	496	06/13/2025	DEBRA A HERMAN	PD		6/30/2025			$0.00
2025	21	497	06/13/2025	RICHARD W MILLER	PD		6/30/2025			$0.00
2025	21	498	06/13/2025	MATTHEW DAVID ROBISON	PD		6/30/2025			$0.00
2025	21	499	06/13/2025	MATT W SCHLOTFELT	PD		6/30/2025			$0.00
2025	21	500	06/13/2025	DWIGHT DOUGLAS TACKITT	PD		6/30/2025			$0.00
2025	21	501	06/13/2025	NICHOLAS ANDREW VILLALOBOS	PD		6/30/2025			$0.00
2025	21	502	06/13/2025	JAMES E WILLIAMS	PD		6/30/2025			$0.00
2025	21	503	06/13/2025	ELECTRONIC TAX DEPOSIT	R		6/30/2025	6/30/2025	12	$437.39
2025	21	504	06/13/2025	RCB BANK	R		6/30/2025	6/30/2025	12	$2,354.29
2025	21	505	06/13/2025	TEACHERS RETIREMENT SYSTEM	R		6/30/2025	6/30/2025	12	$266.41
2025	21	506	06/13/2025	TEACHER RETIREMENT	R		6/30/2025	6/30/2025	12	$196.31
2025	21	507	06/13/2025	STATE ELECTRONIC TAX DEPOSIT	R		6/30/2025	6/30/2025	12	$16.00
2025	21	508	06/13/2025	VICTORIA L BAKER	PD		6/30/2025			$0.00
2025	21	509	06/13/2025	BRIAN M BARNES	PD		6/30/2025			$0.00
2025	21	510	06/13/2025	STEPHANIE G BARNES	PD		6/30/2025			$0.00
2025	21	511	06/13/2025	JOAN P FRANKLIN	PD		6/30/2025			$0.00
2025	21	512	06/13/2025	DEBRA A HERMAN	PD		6/30/2025			$0.00
2025	21	513	06/13/2025	LESLIE NICOLE MOFFETT	PD		6/30/2025			$0.00
2025	21	514	06/13/2025	STACI LORRAINE PINKERTON	PD		6/30/2025			$0.00
2025	21	515	06/13/2025	NICOLE RENEE WALLS	PD		6/30/2025			$0.00
2025	21	516	06/13/2025	JPMORGAN CHASE BANK, N.A.			6/30/2025	6/30/2025	12	$4,936.82
2025	21	517	06/13/2025	AT&T MOBILITY			6/30/2025	6/30/2025	12	$34.10
2025	21	518	06/13/2025	BRENNTAG SW			6/30/2025	6/30/2025	12	$900.40
2025	21	519	06/13/2025	FIRETROL PROTECTION SYSTEMS INC			6/30/2025	6/30/2025	12	$1,170.00
2025	21	520	06/27/2025	ELECTRONIC TAX DEPOSIT	R		6/30/2025	6/30/2025	12	$2,694.40
2025	21	521	06/27/2025	RCB BANK	R		6/30/2025	6/30/2025	12	$14,404.50
2025	21	522	06/27/2025	TEACHERS RETIREMENT SYSTEM	R		6/30/2025	6/30/2025	12	$601.61

Oologah-Talala Public Schools

Payment Register

Options: Year: 2024-2025, Fund Account: BUILDING FUND-21, Date Range: 6/1/2025 - 6/30/2025, Print Payroll Payments: True, Print Details: False

Year	Fund	No	Date	Vendor	Type	Date Voided	Date Registered	Clearing Date	Clearing No	Amount
2025	21	523	06/27/2025	TEACHER RETIREMENT	R		6/30/2025	6/30/2025	12	$352.10
2025	21	524	06/27/2025	STATE ELECTRONIC TAX DEPOSIT	R		6/30/2025			$222.00
2025	21	525	06/27/2025	SAMANTHA D BRIGGS	PD		6/30/2025			$0.00
2025	21	526	06/27/2025	LISA MARIA BRIGHT	PD		6/30/2025			$0.00
2025	21	527	06/27/2025	JOHN W DERAMO	PD		6/30/2025			$0.00
2025	21	528	06/27/2025	BRADY J DESPAIN	PD		6/30/2025			$0.00
2025	21	529	06/27/2025	DEVON LUCKY DONOVAN	PD		6/30/2025			$0.00
2025	21	530	06/27/2025	LENI MARTINEZ DONOVAN	PD		6/30/2025			$0.00
2025	21	531	06/27/2025	EARNA L DOSHIER	PD		6/30/2025			$0.00
2025	21	532	06/27/2025	AYDEN JAY GAINES	PD		6/30/2025			$0.00
2025	21	533	06/27/2025	ROBERTA K GAY	PD		6/30/2025			$0.00
2025	21	534	06/27/2025	BROOKLYN LEIGH JONES	PD		6/30/2025			$0.00
2025	21	535	06/27/2025	NOAH MILES KINION	PD		6/30/2025			$0.00
2025	21	536	06/27/2025	LESLIE NICOLE MOFFETT	PD		6/30/2025			$0.00
2025	21	537	06/27/2025	PRESLEE SHARON MOFFETT	PD		6/30/2025			$0.00
2025	21	538	06/27/2025	LANE THOMAS OLIVER	PD		6/30/2025			$0.00
2025	21	539	06/27/2025	KAYNE PARKER PHILLIPS	PD		6/30/2025			$0.00
2025	21	540	06/27/2025	TUCKER ALEXANDER ROGERS	PD		6/30/2025			$0.00
2025	21	541	06/27/2025	NICOLE RENEE WALLS	PD		6/30/2025			$0.00
2025	21	542	06/27/2025	JAMES E WILLIAMS	PD		6/30/2025			$0.00
2025	21	543	06/27/2025	PEST OFF EXTERMINATIORS LLC			6/30/2025	6/30/2025	12	$430.00
2025	21	544	06/27/2025	LOCKE SUPPLY			6/30/2025			$223.88
2025	21	545	06/27/2025	TREAT'S SOLUTIONS, INC.			6/30/2025			$2,269.69
2025	21	546	06/27/2025	CONSTELLATION NEWENERGY			6/30/2025			$2,149.51
2025	21	547	06/27/2025	OKLAHOMA NATURAL GAS			6/30/2025			$1,204.61
2025	21	548	06/27/2025	LOWE'S HOME CENTER INC			6/30/2025			$537.61
2025	21	549	06/27/2025	PUBLIC SERVICE CO / AEP			6/30/2025			$35,235.36
2025	21	550	06/27/2025	TRI STAR ROLL-OFFS			6/30/2025			$500.00
2025	21	551	06/27/2025	FIRETROL PROTECTION SYSTEMS INC			6/30/2025			$625.00
2025	21	552	06/30/2025	JPMORGAN CHASE BANK, N.A.			6/30/2025			$3,256.25
2025	21	553	06/30/2025	JPMORGAN CHASE BANK, N.A.						$430.00
							Non-Payroll Total:			**$61,295.48**
							Payroll Total:			**$68,802.95**
							Balance Forward:			**$753,760.32**
							Total:			**$883,858.75**

Oologah-Talala Public Schools

Payment Register

Options: Year: 2024-2025, Fund Account: Sinking-41, Date Range: 6/1/2025 - 6/30/2025, Print Payroll Payments: True, Print Details: False

Year	Fund	No	Date	Vendor	Type	Date Voided	Date Registered	Clearing Date	Clearing No	Amount
2025	41	4	06/20/2025	UMB BANK			6/30/2025	6/30/2025	12	$1,408,215.00
								Non-Payroll Total:		**$1,408,215.00**
								Payroll Total:		**$0.00**
								Balance Forward:		**$1,375,190.00**
								Total:		**$2,783,405.00**

Oologah-Talala Public Schools

Expenditure Analysis

Options: Year: 2024-2025, Date Range: 6/1/2025 - 6/30/2025, Paid Options: Only Print Paid Items

PO/JE	Date	Pay No	Date	Vendor	PO Description	Paid
2024-2025						
61 ACTIVITY FUND						
6	07/01/2024	796	06/13/2025	60245-AT&T MOBILITY	Hot Spot	59.67
7	07/01/2024	782	06/06/2025	60324-BLUE PARASOL GROUP LLC	PAYMENT PROCESSING FEE	10.00
322	09/16/2024	788	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Meals for Chapter Meetings, Conferences, etc.	13.48
322	09/16/2024	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Meals for Chapter Meetings, Conferences, etc.	56.28
471	10/11/2024	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Shop Supplies	124.28
659	12/03/2024	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Teacher/Staff Incentives, etc.	260.90
674	12/04/2024	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	supplies for student council	32.35
697	12/11/2024	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Library books and misc items	125.70
725	12/11/2024	805	06/25/2025	19664-AMAZON.COM	Office Supplies	167.96
730	12/17/2024	790	06/11/2025	69804-GREEN COUNTRY VENDOR INC	CAPPUCINO MACHINE SUPPLIES	47.94
1054	02/24/2025	779	06/04/2025	10465-OSSAA	STEAMING FEE	150.00
1149	03/11/2025	766	06/03/2025	19664-AMAZON.COM	OK PORK COUNCIL GRANT J WHITE	232.38
1160	03/13/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Teacher/Office Supplies	169.37
1255	04/07/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Teacher Appreciation	70.13
1256	04/07/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Teacher Appreciation	445.89
1283	04/09/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	MISC STUDENT REWARDS, EOY AWARDS	115.19
1296	04/01/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Baseball/Soccer/Track Concession Stand	328.98
1309	04/15/2025	774	06/04/2025	69911-CHEERLEADING COMPANY INC.	918-Poms/Camp shorts/Spanks	1,045.60
1316	04/15/2025	807	06/26/2025	60240-JPMORGAN CHASE BANK, N.A.	Meals for COSSA	217.89
1321	04/18/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	MISC EOY ITEMS FOR STUDENTS	42.96
1335	04/21/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Teacher Appreciation Lunch	522.50
1338	04/18/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Nothing Bundt Cakes Fundraiser	2,457.00
1356	04/21/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	State Motel rooms For track May 8-10	779.96
1363	04/22/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Pizza for Book Buddy Project	61.51
1381	04/29/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	MISC STAFF INCENTIVES-APPRECIATION DAYS	41.33
1382	04/29/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	MISC SUPPLIES FOR TEACHER APPRECIATION WEEK	367.97
1389	04/30/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	RETIREMENT PLAQUES	538.70
1393	05/01/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	TEACHER APPRECIATION LUNCH 5/7/2025	3,302.00
1397	05/01/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Teacher Appreciation Week	400.00
1398	05/01/2025	786	06/09/2025	69924-HARBOR COFFEE LLC	Teacher Appreciation Week	217.00
1402	04/30/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Pizza Party for Allen/ Adams 6th hour classes	133.96
1403	04/30/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	OMS Leaders EOY Meeting Lunch from Chick Fil A	165.88
1404	05/05/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	TRACK STATE MEAL 5/9	152.50
1405	05/02/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Nurse's Day	75.00
1410	05/05/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Paper Goods	52.16
1416	05/05/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Sams - FCCLA Teacher Appreciation week	237.95
1417	05/05/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Walmart - Teacher Appreciation week FCCLA	66.31
1418	05/05/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Teacher Appreciation Week	356.16
1420	05/07/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Feed the staff and doctors at physicals	144.43

Oologah-Talala Public Schools

Expenditure Analysis

Options: Year: 2024-2025, Date Range: 6/1/2025 - 6/30/2025, Paid Options: Only Print Paid Items

PO/JE	Date	Pay No	Date	Vendor	PO Description	Paid
2024-2025						
61 ACTIVITY FUND						
1427	05/05/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Silver Dollar City Tickets - MS Bands	5,047.75
1428	04/29/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Uniquely Yours - Jazz Button Ups	1,113.50
1429	05/06/2025	797	06/13/2025	60240-JPMORGAN CHASE BANK, N.A.	Coaches USA Cheer Yearly Membership	80.00
1430	05/01/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	5/5 Girl's Golf End of the Year Celebration Meal	287.67
1432	04/22/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Banquet Awards and Supplies	393.38
1434	05/08/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	FLOWERS, SUPPLIES FOR DISTRICT TEACHER OF THE YEAR	43.96
1436	05/08/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Superintendent Appreciation	16.98
1438	05/12/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	STUDENT REWARDS	35.05
1439	05/12/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	STAFF/STUDENT BIRTHDAY TREATS	41.96
1440	05/09/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Books	997.39
1441	05/09/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Student EOY supplies	179.77
1442	04/24/2025	788	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Field Trip and lunch on May 14th	351.87
1443	05/12/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	FOOD/DRINKS FOR BOARD MEETING	47.72
1444	05/12/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	8th Grade Field Trip, 5/16/25	1,017.45
1445	05/07/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Award supplies	46.50
1447	05/13/2025	772	06/03/2025	12578-OFFICE DEPOT	Office Supplies/Teacher Supplies	104.45
1448	05/12/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	senior recognition and luncheon	490.94
1449	05/13/2025	803	06/23/2025	10732-VARSITY SPIRIT FASHIONS	uniforms, poms, sleeves, megaphone	2,382.60
1456	05/14/2025	807	06/26/2025	60240-JPMORGAN CHASE BANK, N.A.	MEALS/EXPENSES MORSEY & EASTERWOOD CCOSA 6/11-6/13	200.35
1457	05/14/2025	799	06/23/2025	28191-ALL STAR TROPHY	All district awards and end of season awards	450.00
1458	05/14/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Superintendent Week	67.39
1459	05/14/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Senior Skip Day	195.50
1460	05/14/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Celebration for our SpEd students	38.33
1461	05/14/2025	767	06/03/2025	28626-THE COLLEGE BOARD	AP Testing Spring 2025	708.00
1467	05/06/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Parking for Convention	110.00
1468	05/13/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	FOOD FOR STAFF- LUNCH 5/14	196.80
1473	05/15/2025	778	06/04/2025	12578-OFFICE DEPOT	MISC PAPER AND OFFICE SUPPLIES	230.93
1474	05/16/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	TEACHING MATERIAL FOR READING SPECIALIST	160.00
1476	05/19/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Signing Day	9.99
1477	05/16/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Coaches Lunch Meeting	265.13
1480	05/16/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Livestock Supplies Mid America	15.65
1481	05/15/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	House Rental Officer Retreat	2,293.50
1484	05/20/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	House Rental NAAE Region 2	1,895.20
1485	05/20/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Shelving/misc supplies	748.64
1488	05/20/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	RETIREMENT LUNCHEON/SUPPLIES	2,272.56
1489	05/21/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	PIZZA AND REFRESHMENTS FOR STUDENTS	119.42
1494	05/19/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	End of semester parties Spring 2025	418.91
1496	05/22/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Androscope Slides	366.88
1497	05/22/2025	780	06/04/2025	10732-VARSITY SPIRIT FASHIONS	Cheer Shoes	1,872.15
1499	05/21/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Strength Coach Certification	100.00
1500	05/20/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Uniquely Yours - Parade Shirts	220.50

Oologah-Talala Public Schools

Expenditure Analysis

Options: Year: 2024-2025, Date Range: 6/1/2025 - 6/30/2025, Paid Options: Only Print Paid Items

PO/JE	Date	Pay No	Date	Vendor	PO Description	Paid
2024-2025						
61 ACTIVITY FUND						
1501	05/22/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	ELA Teacher Teas 5/23/25	50.00
1502	05/22/2025	771	06/03/2025	10676-THE MUSIC STORE INC	Repairs and Supplies	360.00
1504	05/23/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	AD Conference	104.00
1505	05/27/2025	765	06/02/2025	86749-SARAH A AUSTIN	mileage reimbursement	219.62
1507	05/21/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	MISC BUILDING SUPPLIES	110.84
1508	05/27/2025	784	06/09/2025	19664-AMAZON.COM	TECH SUPPLIES	277.42
1508	05/27/2025	787	06/09/2025	19664-AMAZON.COM	TECH SUPPLIES	20.80
1510	05/28/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	ADMIN TRAINING DINNER	234.71
1511	05/28/2025	773	06/03/2025	69880-SKIATOOK GOLF BOOSTER CLUB	Skiatook Boys Golf Tournament 4-22	325.00
1512	05/28/2025	768	06/03/2025	86844-KYAH JADE DIXON	May Concession Worker	61.75
1513	05/28/2025	769	06/03/2025	70159-BRANDIE HINDS	May Gate Workers	91.00
1514	05/28/2025	770	06/03/2025	60291-GREGORY MCELROY	May Gate Workers	124.54
1515	06/02/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	LUNCH FOR OFFICE 6/2	71.17
1516	05/29/2025	783	06/06/2025	29440-TEACHER SYNERGY LLC	TEACHING/CLASSROOM MATERIAL FOR COUNSELOR	144.29
1517	06/02/2025	777	06/04/2025	69519-MATHESON TRI-GAS INC	Gas Rental	106.59
1518	05/30/2025	775	06/04/2025	60477-FINCHER'S FINDINGS	Cheer Camp shirts	743.69
1519	05/30/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Pizza for Cheer team party	70.06
1520	05/30/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Gift bags for Cheer Camp clothes	18.81
1521	05/29/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Registration	3,275.00
1522	05/30/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	2025 Marching Music	940.00
1523	05/30/2025	792	06/11/2025	20747-NEXT LEVEL GRAFIX	Golf Tournament	199.70
1524	05/28/2025	797	06/13/2025	60240-JPMORGAN CHASE BANK, N.A.	Golf Tournament	569.38
1525	06/03/2025	797	06/13/2025	60240-JPMORGAN CHASE BANK, N.A.	Hotel for AD Conference	109.00
1526	06/02/2025	791	06/11/2025	78198-HERITAGE HILLS	Golf Tournament	4,400.00
1527	06/03/2025	801	06/23/2025	10732-VARSITY SPIRIT FASHIONS	Cheerleading Poms	553.00
1528	06/02/2025	776	06/04/2025	60550-DUSTIN B HINDS	Team Tumbling Session (4)	765.00
1529	06/03/2025	781	06/06/2025	28995-UNIVERSITY OF OKLAHOMA ATHLETICS	2025 NCA Cheer Camp	6,710.00
1530	06/03/2025	789	06/10/2025	60240-JPMORGAN CHASE BANK, N.A.	Envelopes	36.99
1531	06/03/2025	807	06/26/2025	60240-JPMORGAN CHASE BANK, N.A.	Food for CCOSA	122.88
1532	06/04/2025	797	06/13/2025	60240-JPMORGAN CHASE BANK, N.A.	State Registration	555.47
1533	06/04/2025	797	06/13/2025	60240-JPMORGAN CHASE BANK, N.A.	Registration	399.62
1534	06/05/2025	807	06/26/2025	60240-JPMORGAN CHASE BANK, N.A.	MEAL/TRAVEL EXPENSES FOR DOSS CCOSA 6/11-13	131.00
1535	06/05/2025	807	06/26/2025	60240-JPMORGAN CHASE BANK, N.A.	MEDALS FOR SWIM	118.30
1536	06/09/2025	785	06/09/2025	11193-OOLOGAH-TALALA SCHOOLS	REIMBURSE GF	268.35
1537	06/09/2025	785	06/09/2025	11193-OOLOGAH-TALALA SCHOOLS	REIMBURSE GENERAL FUND	325.00
1538	06/09/2025	785	06/09/2025	11193-OOLOGAH-TALALA SCHOOLS	REIMBURSE GENERAL FUND	3,850.00
1539	06/09/2025	797	06/13/2025	60240-JPMORGAN CHASE BANK, N.A.	FOOD FOR BOARD MEETING	56.96
1540	06/09/2025	797	06/13/2025	60240-JPMORGAN CHASE BANK, N.A.	Tulsa State Fair Nomination Kits	2,270.00
1541	06/09/2025	807	06/26/2025	60240-JPMORGAN CHASE BANK, N.A.	Fuel	453.82
1541	06/09/2025	808	06/30/2025	60240-JPMORGAN CHASE BANK, N.A.	Fuel	100.00
1542	06/09/2025	797	06/13/2025	60240-JPMORGAN CHASE BANK, N.A.	New Staff Treat	18.50
1543	06/09/2025	793	06/11/2025	60468-DERICK OTT	Nowata Summer Basketball League	325.00
1544	06/09/2025	794	06/11/2025	60561-RICKEY LEE OTT	HS Girls Basketball Summer League	285.00
1545	06/11/2025	800	06/23/2025	60477-FINCHER'S FINDINGS	Cheer bags for new members	283.00

Oologah-Talala Public Schools

Expenditure Analysis

Options: Year: 2024-2025, Date Range: 6/1/2025 - 6/30/2025, Paid Options: Only Print Paid Items

PO/JE	Date	Pay No	Date	Vendor	PO Description	Paid
2024-2025						
61 ACTIVITY FUND						
1546	06/12/2025	795	06/13/2025	19664-AMAZON.COM	Library Items	270.17
1547	06/13/2025	807	06/26/2025	60240-JPMORGAN CHASE BANK, N.A.	GRAND OL OPRY TICKETS	2,018.45
1548	06/16/2025	807	06/26/2025	60240-JPMORGAN CHASE BANK, N.A.	Supplies	71.00
1549	06/17/2025	807	06/26/2025	60240-JPMORGAN CHASE BANK, N.A.	INSURANCE FOR TSA NASHVILLE TRIP 6/25-7/2	556.41
1550	06/16/2025	807	06/26/2025	60240-JPMORGAN CHASE BANK, N.A.	fundraiser supplies	22.43
1552	06/19/2025	807	06/26/2025	60240-JPMORGAN CHASE BANK, N.A.	Student/Chaperone Zoo Tickets	704.00
1553	06/19/2025	802	06/23/2025	86562-REBECCA J HANEY	Mileage Reimbursement	86.80
1554	06/23/2025	798	06/23/2025	11193-OOLOGAH-TALALA SCHOOLS	REIMBURSE GENERAL FUND SWIM	4,190.00
1555	06/23/2025	804	06/24/2025	60550-DUSTIN B HINDS	HS Cheer Stunt Clinic	170.00
1556	06/25/2025	806	06/25/2025	11193-OOLOGAH-TALALA SCHOOLS	REIMBURSE GENERAL FUND/SWIM	220.00
1559	06/25/2025	808	06/30/2025	60240-JPMORGAN CHASE BANK, N.A.	All State Program	125.00
Total 61 ACTIVITY FUND:						**$78,113.56**
Total 2024-2025:						**$78,113.56**
Report Total:						**$78,113.56**

Oologah-Talala Public Schools

Revenue/Expenditure Summary

Options: Fund: 61, Date Range: 6/1/2025 - 6/30/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
804 SUMMER SWIM	$3,850.00	$4,410.00	$0.00	$8,260.00	$0.00	$0.00	$0.00
819 ATHLETICS	$133,529.26	$19,290.81	$42.00	$22,417.60	$130,444.47	$0.00	$130,444.47
820 SPORTS CAMPS	$7,683.69	$0.00	$0.00	$0.00	$7,683.69	$0.00	$7,683.69
901 LOWER ELEMENTARY MISC	$18,111.11	$126.94	$0.00	$1,964.38	$16,273.67	$0.00	$16,273.67
902 LOWER ELEM ADULT POP	$271.12	$0.00	$75.21	$47.94	$298.39	$0.00	$298.39
903 LOWER ELEMENTARY LIBRARY	$4,598.93	$0.00	$0.00	$0.00	$4,598.93	$0.00	$4,598.93
906 UPPER ELEMENTARY MISC	$11,092.55	$126.94	$0.00	$1,782.46	$9,437.03	$0.00	$9,437.03
907 UPPER ELEM ADULT POP	$1,024.21	$0.00	$204.75	$75.00	$1,153.96	$0.00	$1,153.96
909 LIFE SKILLS CLASS	$23,107.23	$0.00	$0.00	$351.87	$22,755.36	$0.00	$22,755.36
910 UPPER ELEM LIBRARY	$9,415.64	$0.00	$0.00	$997.39	$8,418.25	$0.00	$8,418.25
911 MIDDLE SCHOOL MISC	$14,056.40	$126.94	$461.68	$2,098.02	$12,547.00	$0.00	$12,547.00
912 MIDDLE SCHOOL DONATIONS	$0.00	$9,566.44	($8,566.44)	$0.00	$1,000.00	$0.00	$1,000.00
913 MIDDLE SCHOOL LIBRARY	$1,831.67	$0.00	$0.00	$0.00	$1,831.67	$0.00	$1,831.67
915 MIDDLE SCHOOL STUDENT COUNCIL	$4,248.67	$0.00	$0.00	$165.88	$4,082.79	$0.00	$4,082.79
917 MS NJHS	$406.81	$0.00	$0.00	$0.00	$406.81	$0.00	$406.81
918 7TH, 8TH, 9TH CHEERLEADERS	$6,648.48	$1,055.00	$0.00	$3,428.20	$4,275.28	$0.00	$4,275.28
920 MIDDLE SCHOOL SCIENCE	$29.23	$0.00	$0.00	$0.00	$29.23	$0.00	$29.23
922 MS HS ROBOTICS	$5,432.90	$0.00	$0.00	$555.47	$4,877.43	$0.00	$4,877.43
923 TECHNOLOGY STUD. ASS'N (TSA)	$8,901.66	$2,018.45	$8,566.44	$6,677.30	$12,809.25	$0.00	$12,809.25
925 HIGH SCHOOL MISC	$21,515.11	$126.94	$1,516.81	$1,620.71	$21,538.15	$0.00	$21,538.15
927 HS YEARBOOK	$11,556.09	$140.00	$0.00	$0.00	$11,696.09	$0.00	$11,696.09
929 HIGH SCHOOL BAND	$13,628.26	$2,140.00	$0.00	$7,681.75	$8,086.51	$0.00	$8,086.51
931 HIGH SCHOOL ART	$103.02	$0.00	$0.00	$0.00	$103.02	$0.00	$103.02
933 F.F.A.	$32,922.24	$4,194.00	$0.00	$9,249.13	$27,867.11	$0.00	$27,867.11
934 HALL OF FAME	$1,808.95	$0.00	$0.00	$0.00	$1,808.95	$0.00	$1,808.95
937 HS STUDENT COUNCIL	$2,145.77	$550.00	$0.00	$32.35	$2,663.42	$0.00	$2,663.42
940 HIGH SCHOOL PROM	$24,937.30	$0.00	$0.00	$0.00	$24,937.30	$0.00	$24,937.30
941 FCCLA	$11,126.37	$0.00	$13.48	$435.53	$10,704.32	$0.00	$10,704.32
942 HIGH SCHOOL LIBRARY	$1,964.28	$0.00	$0.00	$395.87	$1,568.41	$0.00	$1,568.41
943 BUSINESS PROF OF AMER	$2,336.08	$0.00	$0.00	$0.00	$2,336.08	$0.00	$2,336.08
944 HIGH SCHOOL COUNSELOR	$848.24	$0.00	$0.00	$708.00	$140.24	$0.00	$140.24
945 SPANISH CLUB	$100.00	$0.00	$0.00	$0.00	$100.00	$0.00	$100.00
946 HIGH SCHOOL SPEECH	$1,441.15	$0.00	$0.00	$0.00	$1,441.15	$0.00	$1,441.15
947 VOCAL MUSIC	$5,101.32	$0.00	$0.00	$3,366.85	$1,734.47	$0.00	$1,734.47
948 STUDENTS IN THE LIGHT	$100.00	$0.00	$0.00	$0.00	$100.00	$0.00	$100.00
949 ASIAN CLUB	$2.06	$0.00	$0.00	$0.00	$2.06	$0.00	$2.06
953 HS HISTORY CLUB	$1,184.84	$0.00	$0.00	$0.00	$1,184.84	$0.00	$1,184.84
954 NATIONAL HONOR SOCIETY	$936.24	$0.00	$0.00	$0.00	$936.24	$0.00	$936.24
956 HS SENIOR CLASS	$4,329.19	$0.00	$0.00	$0.00	$4,329.19	$0.00	$4,329.19
958 HIGH SCHOOL SCIENCE	$4,345.35	$0.00	$0.00	$0.00	$4,345.35	$0.00	$4,345.35
960 ADULT POP	$10,342.73	$2,300.45	($2,300.45)	$7,163.02	$3,179.71	$0.00	$3,179.71
961 SCHOOL NURSE MISC	$662.26	$0.00	$0.00	$0.00	$662.26	$0.00	$662.26
962 UE SPECIAL TEAMS	$1,223.52	$0.00	$0.00	$179.77	$1,043.75	$0.00	$1,043.75
963 TECHNOLOGY	$4,698.05	$0.00	($13.48)	$298.22	$4,386.35	$0.00	$4,386.35
Total	**$413,597.98**	**$46,172.91**	**$0.00**	**$79,952.71**	**$379,818.18**	**$0.00**	**$379,818.18**

Adult POP #960 2024-2025

Date	PO# or dep#	Description	Deposit	Withdrawal	Balance	paid	
		Beginning Balance			$8,920.92		**TOY balance of $55.00 designated fu
7/8/2024	2025-61-8	JPMorgan #8		$20.97	$8,899.95	ck 47	food for board meeting
7/16/2024	DEPOSIT #1	GREEN COUNTRY	$3,266.35		$12,166.30		
7/16/2024	TRANS TO HS	GREEN COUNTRY		$1,714.83	$10,451.47		
7/16/2024	TRANS TO MS	GREEN COUNTRY		$1,143.03	$9,308.44		
7/16/2024	TRANS TO UE	GREEN COUNTRY		$359.31	$8,949.13		
7/16/2024	TRANS TO LE	GREEN COUNTRY		$49.18	$8,899.95		
7/19/2024	2025-61-26	JPMorgan #26		$27.68	$8,872.27	ck 48	DRINKS/PLATES
7/1/2024	2025-61-7	Blue Parasol #7		$120.00	$8,752.27		
8/6/2024	2025-61-84	JPMorgan #84		$38.97	$8,713.30		new hire orientation
8/1/2024	2025-61-85	Erffmeyer & Son		$1,741.50	$6,971.80	ck 97	service pins
8/14/2024	2025-61-125	JPMorgan #125		$14.76	$6,957.04		Drinks for admin bldg
8/19/2024	DEPOSIT #2	GREEN COUNTRY	$1,578.48		$8,535.52		
8/19/2024	TRANS TO LE	GREEN COUNTRY		$19.56	$8,515.96		
8/19/2024	TRANS TO UE	GREEN COUNTRY		$171.54	$8,344.42		
8/19/2024	TRANS TO MS	GREEN COUNTRY		$512.99	$7,831.43		
8/19/2024	TRANS TO HS	GREEN COUNTRY		$874.39	$6,957.04		
8/26/2024	2025-61-191	AMAZON #191		$95.88	$6,861.16	ck 95	BOOKS FOR ADMIN
8/28/2024	DEPOSIT #3 CC	CC LUNCH DEPOSIT	$100.00		$6,961.16		CC lunch money collected at enrollmen
8/28/2024	2025-61-204	OOLOGAH-TALALA SCHL		$100.00	$6,861.16	ck 92	Reimb GF from AF for lunch money col
8/30/2024	2025-61-221	JPMORGAN #221		$1,869.19	$4,991.97	ck 155	Admin incentives/jackets
9/1/2024	2025-61-222	JPMORGAN #222		$176.84	$4,815.13	ck 155	Bereavement flowers J. Sappington
9/3/2024	2025-61-238	Southwest Food Service #238		$363.00	$4,452.13	118	BOY
9/4/2024	2025-61-243	JPMorgan #243		$1.06	$4,451.07	258	Drinks for Admin bldg
9/12/2024	2025-61-296	Background Invest Bureau		$160.00	$4,291.07	225	
9/3/2024	2025-61-319	Integrated Register Systems #319		$1.25	$4,289.82	ck 167 181	
9/12/2024	DEPOSIT #5	BACKGROUND CHECKS	$80.00		$4,369.82		
9/20/2024	DEPOSIT #6	BACKGROUND CHECKS	$40.00		$4,409.82		
9/24/2024	2025-61-367	AMAZON #367		$77.96	$4,331.86	238	Lanyards for volunteer badges
9/24/2024	SIT #7 DIRECT DEI	JPMORGAN REBATE	$5,708.51		$10,040.37		
9/25/2024	DEPOSIT #8	BACKGROUND CHECKS	$20.00		$10,060.37		
9/30/2024	DEPOSIT #9	PEPSI LEGACY & BKGD CHECKS	$8,040.00		$18,100.37		
10/2/2024	DEPOSIT #10	BACKGROUND CHECKS	$60.00		$18,160.37		
10/4/2024	DEPOSIT #11	Pepsi commission	$1,187.00		$19,347.37		
10/4/2024	Trans to LE	Pepsi commission		$91.90	$19,255.47		
10/4/2024	Trans to HS	Pepsi commission		$1,095.10	$18,160.37		
10/10/2024	DEPOSIT #12	CC LUNCH DEPOSIT	$67.35		$18,227.72		CC lunch money collected at enrollmen
10/11/2024	2025-61-462	OOLOGAH-TALALA SCHL #462		$67.35	$18,160.37	266	REIMB GF FOR CC LUNCH DEPOSIT
10/11/2024	2025-61-464	JPMorgan #464		$396.86	$17,763.51	320	Meals for fb broadcasters and Ministeri
10/22/2024	DEPOSIT #13	DONATION trans from hs donatior	$2,500.00		$20,263.51		Donation for training for Cleo trans from
10/23/2024	2025-61-510	JPMORGAN #510		$470.70	$19,792.81	320	STATE ONE ACT MEAL
10/29/2024	2025-61-530	Background Invest Bureau		$100.00	$19,692.81	ck361	
10/29/2024	2025-61-537	AMAZON #537		$432.94	$19,259.87	291	TALBLES AND TABLECLOTHS FOR A
10/29/2024	2025-61-539	BLUE ROAN APPAREL #539		$180.00	$19,079.87	285	MONOGRMMING FOR ADMIN JACKE
10/29/2024	DEPOSIT #14	BACKGROUND CHECKS	$20.00		$19,099.87		
10/30/2024	DEPOSIT #15	Pepsi commission	$556.29		$19,656.16		
10/30/2024	TRANS TO HS	Pepsi commission		$556.29	$19,099.87		
11/12/2024	2025-61-591	JPMORGAN #591		$471.97	$18,627.90	381	CHEER STATE MEAL 471.97
11/14/2024	2025-61-610	JPMORGAN #610		$162.59	$18,465.31	381	FOOD/DRINKS BOARD MEETING
11/19/2024	2025-61-632	JPMORGAN #632		$90.54	$18,374.77	381	BEREAVEMENT FLOWERS DRU DIX(
11/21/2024	DEPOSIT #16	GREEN COUNTRY	$1,613.31		$19,988.08		
11/21/2024	TRANS TO LE	GREEN COUNTRY		$25.63	$19,962.45		
11/21/2024	TRANS TO UE	GREEN COUNTRY		$258.90	$19,703.55		
11/21/2024	TRANS TO MS	GREEN COUNTRY		$449.39	$19,254.16		
11/21/2024	TRANS TO HS	GREEN COUNTRY		$879.39	$18,374.77		
11/21/2024	2025-61-647	Southwest Food Service #238		$420.00	$17,954.77	371	Retiree luncheon
12/2/2024	Deposit #17	Pepsi commission	$887.45		$18,842.22		

Adult POP #960 2024-2025

Date	PO# or dep#	Description	Deposit	Withdrawal	Balance	paid	
12/2/2024	Trans to HS	Pepsi commission		$887.45	$17,954.77		
12/6/2024	2025-61-668	GETTIN SAUCED/KELLENBERGER #668		$450.00	$17,504.77	376	Christmas admin lunch
12/10/2024	2025-61-692	JPMORGAN #692		$464.44	$17,040.33	419	ADMIN DRINKS/PAPER GOODS
12/26/2024	2025-61-749	GARNER'S FLOWERS		$112.95	$16,927.38	408	PARRETT FAMILY OPENED 12/26
1/8/2025	DEPOSIT #21	DIRECT DEPOSIT	$1,942.00		$18,869.38		Phillips 66 Miller family donation
1/8/2025	Trans to FFA	Trans to FFA donation		$1,942.00	$16,927.38		
1/9/2025	DEPOSIT #22	GREEN COUNTRY & PEPSI COMM	$2,864.39		$19,791.77		2074.51 GC 789.88 PEPSI
1/9/2025	TRANS TO UE	GREEN COUNTRY		$36.15	$19,755.62		
1/9/2025	TRANS TO LE	GREEN COUNTRY		$37.01	$19,718.61		
1/9/2025	TRANS TO MS	GREEN COUNTRY		$666.89	$19,051.72		
1/9/2025	TRANS TO HS	GREEN COUNTRY		$1,334.46	$17,717.26		
1/9/2025	TRANS TO HS	Pepsi commission		$731.63	$16,985.63		
1/9/2025	TRANS TO LE	Pepsi commission		$58.25	$16,927.38		
1/24/2025	DEPOSIT #26	GREEN COUNTRY/PEPSI/OD REBATE	$2,696.24		$19,623.62		
1/24/2025	TRANS TO HS	Pepsi commission		$533.85	$19,089.77		
1/24/2025	TRANS TO HS	GREEN COUNTRY		$1,334.82	$17,754.95		
1/24/2025	TRANS TO MS	GREEN COUNTRY		$585.83	$17,169.12		
1/24/2025	TRANS TO UE	GREEN COUNTRY		$199.60	$16,969.52		
1/24/2025	TRANS TO LE	GREEN COUNTRY		$27.15	$16,942.37		
1/13/2025	2025-61-801	Blue Roan #801		$72.00	$16,870.37	476	
1/27/2025	2025-61-891	OOLOGAH-TALALA #891		$440.00	$16,430.37	472	
1/17/2025	DIRECT DEPOSIT	LUNCH ACCT CC DEPOSIT	$440.00		$16,870.37		Walters
1/15/2025	DIRECT DEPOSIT	LUNCH ACCT CC DEPOSIT	$75.00		$16,945.37		Reynolds
1/17/2025	2025-61-810	OOLOGAH-TALALA #810		$75.00	$16,870.37	433	
1/13/2025	2025-61-800	JPMorgan #800		$304.49	$16,565.88	512	Special Board meeting lunch
1/13/2025	2025-61-799	JPMorgan #799		$1,000.00	$15,565.88	512	Material for board room table
1/31/2025	DIRECT DEPOSIT	PHILLIPS 66 DONATION	$2,913.00		$18,478.88		
1/31/2025	TRANS TO SOFTBALL	PHILLIPS 66 DONATION		$2,913.00	$15,565.88		Standeford/Phillips 66 Donation
2/10/2025	2025-61-965	JPMORGAN #965		$227.21	$15,338.67	546	Lunch for special board meeting
2/11/2025	DIRECT DEPOSIT	LUNCH ACCT CC DEPOSIT	$40.00		$15,378.67		cURTIS
2/10/2025	2025-61-978	OOLOGAH-TALALA#978		$40.00	$15,338.67	525	CC LUNCH PAYMENT
2/10/2025	2025-61-979	JPMORGAN #979		$359.76	$14,978.91	546	SWIM STATE MEAL
2/20/2025	2025-61-999	JPMORGAN #999		$1,711.30	$13,267.61	547	SMARTBOARD TV FOR BOARD ROO
2/24/2025	2025-61-1006	AMAZON #1006		$203.98	$13,063.63		BOARD ROOM DECOR
2/24/2025	DEPOSIT #27	BKGRD CK/NSF COLLECT EPPERSON	$45.00		$13,108.63		BKGRD CK/CONKLIN/NSF COLLECT FEE EPPERSON
2/24/2025	DEPOSIT #28	PEPSI/GREEN COUNTRY COMM	$1,946.91		$15,055.54		
2/24/2025	TRANS TO LE	Pepsi commission		$25.26	$15,030.28		
2/24/2025	TRANS TO HS	Pepsi commission		$173.31	$14,856.97		
2/24/2025	TRANS TO LE	GREEN COUNTRY COMM		$21.88	$14,835.09		
2/24/2025	TRANS TO UE	GREEN COUNTRY COMM		$277.46	$14,557.63		
2/24/2025	TRANS TO MS	GREEN COUNTRY COMM		$489.31	$14,068.32		
2/24/2025	TRANS TO HS	GREEN COUNTRY COMM		$959.69	$13,108.63		
2/25/2025	2025-61-1079	JPMorgan #1079		$163.28	$12,945.35	#546	Boys Wrestling State Meal
2/25/2025	2025-61-1082	JPMORGAN #1082		$130.03	$12,815.32	#546	GIRLS WRESTLING STATE MEAL
2/28/2025	2025-61-1101	JPMORGAN #1101		$20.00	$12,795.32	#546	VOLUNTEER BKGD CK
2/25/2025	2025-61-1008	JPMORGAN #1008		$253.65	$12,541.67	#546	BOARD ROOM RUG
3/4/2025	2025-61-1110	JPMORGAN #1110		$16.00	$12,525.67	#546	CLEANING SUPPLIES
3/10/2025	2025-61-1148	Background Invest Bureau		$20.00	$12,505.67	ck #588	PRUETT BACKGROUND CHECK
3/14/2025	Deposit #29	S. Sellmeyer Sr. Foundation	$40.00		$12,545.67		Scholorship foundation*will move once
3/26/2025	2025-61-1199	JPMORGAN #1199		$169.99	$12,375.68	#628	FCCLA STATE MEAL
3/26/2025	DEPOSIT #30	GREEN COUNTRY/PEPSI COMM	$2,094.46		$14,470.14		
3/26/2025	TRANS TO HS	GREEN COUNTRY/PEPSI COMM		$1,459.84	$13,010.30		
3/26/2025	TRANS TO UE	GREEN COUNTRY/PEPSI COMM		$222.81	$12,787.49		
3/26/2025	TRANS TO MS	GREEN COUNTRY/PEPSI COMM		$405.08	$12,382.41		
3/26/2025	TRANS TO LE	GREEN COUNTRY/PEPSI COMM		$6.73	$12,375.68		
2/24/2025	2025-61-1007	CNA SURETY BOND #1007		$11.11	$12,364.57	CK#568	ACTIVITY FUND BOND PAYMENT
3/6/2025	2025-61-1127	JPMORGAN #1127		$178.14	$12,186.43	CK #628	Board Room Decor

Adult POP #960 2024-2025

Date	PO# or dep#	Description	Deposit	Withdrawal	Balance	paid	
3/12/2025	2025-61-1165	JPMORGAN #1165		$18.76	$12,167.67	CK#628	DRINKS FOR BOARD ROOM
3/31/2025	2025-61-1218	JPMORGAN #1218		$139.25	$12,028.42	CK #628	MEALS FOR ADKINS & NOBLE TRAIN
4/1/2025	2025-61-1219	JPMORGAN #1219		$292.92	$11,735.50	719	SPEECH AND DEBATE STATE MEAL
4/1/2025	2025-61-1220	JPMORGAN #1220		$622.96	$11,112.54	719	CHOIR STATE MEAL
4/14/2025	2025-61-1299	JPMORGAN #1299		$18.45	$11,094.09	720	DRINKS FOR ADMIN BLDG
4/7/2025	2025-61-1262	JPMORGAN #1262		$67.28	$11,026.81	720	BEREAVEMENT FLOWERS CARLY B/
4/9/2025	2025-61-1275	JPMORGAN #1275		$469.43	$10,557.38	718	TSA STATE COMPETITION MEAL
4/17/2025	DEPOSIT #32	Pepsi commission	$406.86		$10,964.24		
4/17/2025	TRANS TO HS	Pepsi commission		$406.86	$10,557.38		
4/29/2025	2025-61-1385	JPMORGAN #1385		$63.00	$10,494.38	720	BEREAVEMENT FLOWERS JENNING
4/30/2025	2025-61-1388	BCHECK #1388		$161.65	$10,332.73	693	TESTING PROCTORS BACKGROUND
4/30/2025	DIRECT DEPOSIT	PHILLIPS 66 DONATION	$1,359.40		$11,692.13		MILLER/JORDAN DONATION
4/30/2025	TRANS TO FFA	PHILLIPS 66 DONATION/MILLER		$971.00	$10,721.13		
4/30/2025	TRANS TO SOFTBALL	PHILLIPS 66 DONATION/JORDAN		$388.40	$10,332.73		
4/30/2025	2025-61-1389	JPMORGAN #1389		$538.70	$9,794.03	789	Retirement plaques
5/1/2025	2025-61-1393	JPMORGAN #1393		$3,302.00	$6,492.03	789	TEACHER APPRECIATION LUNCH
5/2/2025	DEPOSIT #35	GREEN COUNTRY COMM	$1,723.35		$8,215.38		
5/2/2025	TRANS TO HS	GREEN COUNTRY COMM		$874.06	$7,341.32		
5/2/2025	TRANS TO MS	GREEN COUNTRY COMM		$525.63	$6,815.69		
5/2/2025	TRANS TO UE	GREEN COUNTRY COMM		$312.23	$6,503.46		
5/2/2025	TRANS TO LE	GREEN COUNTRY COMM		$11.43	$6,492.03		
5/5/2025	2025-61-1404	JPMORGAN #1404		$143.96	$6,348.07		TRACK STATE MEAL
5/14/2025	2025-61-1443	JPMORGAN #1443		$47.72	$6,300.35		FOOD/DRINKS BOARD MEETING
5/15/2025	CC DIRECT DEPOSIT	LUNCH ACCT CC DEPOSIT	$193.35		$6,493.70		O/D lunch account payments paid by C
5/15/2025	2025-61-1472	OOLOGAH-TALALA #1472		$193.35	$6,300.35	737	PAYMENTS PAID TO GF
5/15/2025	DEPOSIT #37	Pepsi commission	$652.68		$6,953.03		
5/15/2025	TRANS TO LE	PEPSI COMMISSION		$41.55	$6,911.48		
5/15/2025	TRANS TO HS	PEPSI COMMISSION		$611.13	$6,300.35		
5/20/2025	2025-61-1488	JPMORGAN #1488		$2,272.56	$4,027.79		RETIREMENT LUNCHEON/SUPPLIES
5/28/2025	2025-61-1510	JPMORGAN #1510		$234.71	$3,793.08		TRAINING ADMIN MEAL REQUESTED
5/28/2025	Deposit #38	Green Country Comm	$1,400.46		$5,193.54		
5/28/2025	Trans to HS	Green Country Comm		$716.69	$4,476.85		
5/28/2025	Trans to MS	Green Country Comm		$436.26	$4,040.59		
5/28/2025	Trans to UE	Green Country Comm		$239.41	$3,801.18		
5/28/2025	Trans to LE	Green Country Comm		$8.10	$3,793.08		
5/30/2025	DIRECT DEPOSIT	PHILLIPS 66/ ONE OK DONATION	$7,304.82		$11,097.90		
5/30/2025	TRANS TO HS	PHILLIPS 66 DONATION/MILLER/DOSHIER		$2,427.50	$8,670.40		MILLER/DOSHIER FFA DONATION
5/30/2025	TRANS TO MS	ONE OK DONATION TO TSA		$4,877.32	$3,793.08		ONE OK DONATION TO TSA
6/6/2025	DEPOSIT #39	PEPSI COMM/REIMB NOBLE	$804.64		$4,597.72		
6/6/2025	TRANS TO HS	PEPSI COMM		$707.64	$3,890.08		
6/6/2025	TRANS TO LE	PEPSI COMM		$55.00	$3,835.08		
6/6/2025	Reimb to athletics	Trans to Athletics reimb		$42.00	$3,793.08		Meal charge reimb to acct
6/9/2025	2025-61-1539	JPMORGAN#1539		$56.96	$3,736.12		SNACKS FOR BOARD MTG
6/17/2025	2025-61-1549	JPMORGAN #1549		$556.41	$3,179.71		TSA NASHVILLE TRIP INSURANCE
6/24/2025	DEPOSIT #42	Green Country Comm	$1,495.81		$4,675.52		
6/24/2025	Trans to HS	Green Country Comm		$809.17	$3,866.35		
6/24/2025	Trans to MS	Green Country Comm		$461.68	$3,404.67		
6/24/2025	Trans to UE	Green Country Comm		$204.75	$3,199.92		
6/24/2025	Trans to LE	Green Country Comm		$20.21	$3,179.71		
					$3,179.71		

ACTIVITY FUND TRANSFERS

JUNE 1-30, 2024

ADJ ENT #	DATE	TRANSFER FROM:	TO:	AMOUNT	
140	06/06/2025	960 CO Adult Pop	925 HS MISC ACTIVITY	707.64	PEPSI COMMISSION
140	06/06/2025	960 CO Adult Pop	902 LE ADULT POP	55.00	PEPSI COMMISSION
140	06/06/2025	960 CO Adult Pop	819/801 ATHLETICS FOOTBALL	42.00	MEAL REIMBURSEMENT
141	06/12/2025	963 TECHNOLOGY	941 FCCLA	13.48	JPMORGAN CREDIT ADJUSTMENT
142	06/24/2025	960 CO Adult Pop	925 HS Misc Activity	809.17	GREEN COUNTRY COMMISSIONS
142	06/24/2025	960 CO Adult Pop	911 MS Misc Activity	461.68	GREEN COUNTRY COMMISSIONS
142	06/24/2025	960 CO Adult Pop	907 UE Adult Pop	204.75	GREEN COUNTRY COMMISSIONS
142	06/24/2025	960 CO Adult Pop	902 LE Adult Pop	20.21	GREEN COUNTRY COMMISSIONS
143	06/26/2025	912 MS DONATION	923 TSA	8,566.44	TSA BOOSTER DONATION
144	6/30/2025	912 MS DONATION	923 TSA	1,000.00	TSA DONATION
			Total	**11,880.37**	

		July Fundraiser Requests to be Approved July 14, 2025			
222	HS CHEER #819/822	Mustangs Driveway Painting	Fall/Spring	$5,000.00	uniforms, meals, spirit items, camp choreographer

Booster Club Fundraisers To Be Board Approved July 14, 2025

		July Fundraiser Requests to be Approved July 14, 2025			
85	Strike Zone	Smoked Hams	Fall	$3,000	To Cover Expenses

Chelsea Public Schools
CITIZEN'S REQUEST
For Audience with the Board of Education

NOTE: This form must be returned to the Superintendent's office prior to Board meeting.

Request initiated by_____

Address_____Phone_____

Date to appear on agenda_____

1. Petition represents_____ Self Only
   _____ Organization (Name)_____
   _____ Other group (Identify)_____

2. Name of Spokesperson _____

3. If more than one person is to speak, please list persons other than spokesperson_____

4. Nature of concerns _____ Board Policy No _____ Administrative Procedure
   _____ Personnel Complaint _____ General Input
   _____ Other (Specify) _____

5. State the nature of your concern: _____
   _____
   _____

6. Is this an individual concern? _____Yes _____ No

7. Is this a district-wide concern? _____Yes _____ No

8. What school personnel have you contacted in an attempt to resolve the concern?
   _____ Board Members _____ Principals _____Superintendent
   _____ Teacher(s) _____Other (Specify) _____

9. Have you exhausted appropriate administrative channels? ____Yes ____No

10. Board Policy specifies a maximum of a 10-minute presentation. Do you anticipate you presentation will take more than 10 minutes? ____ Yes ____ No

11. If yes, how much total time do you anticipate? _____

12. Do you have additional written documentation to present to the Board?
    _____ Yes _____ No

13. What is your expectation of the Board of Education at the conclusion of your presentation? _____
    _____

_____ _____

Date Signature of Petitioner

GUIDELINES

If the written request is approved, the following guidelines will apply to the presentation:

(1) A time limit of (5) minutes is established for individuals.

(2) A group desiring to address the Board of make specific comments will be limited to ten (10) minutes for all members.

(3) Groups consisting of three (3) or more persons must designate a spokesperson who will speak for the group.

(4) Neither an individual nor a group shall have the right to question members of The Board of Education or employees of the School District concerning personnel issues.

SCHOOL VISITORS

It is the policy of the Chelsea Board of Education that all visitors to any school facility obtain a visitor's pass at the building principal's office. Parents are requested not to send or allow siblings to visit students in the classroom.

Staff members are not normally expected to have personal visitors during the school day.

Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without written consent from the superintendent.

The superintendent or principal of any school shall have the authority to order any person[1] out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than $500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administration for a period of six months. A grievance or an appeal may be filed by the individual as per district policy GJ-P.

REFERENCE: **70 O.S. §24-131**
21 O.S. §§ 1375, 1376

THIS POLICY REQUIRED BY LAW.

[1] Does not include students, officers, or employees of the district.

CHELSEA PUBLIC SCHOOLS
~ Setting the Standard for Excellence ~

CHELSEA PUBLIC SCHOOLS I-003
BOARD OF EDUCATION
REGULAR MEETING

Monday, 9-June-2025, 6:00 PM
Central Office
401 Redbud Ln, Chelsea, OK 74016

AGENDA

The board of education may discuss, make motions, and vote upon all matters appearing on this agenda. Such votes may be to approve, not approve, table, reaffirm, rescind, or take no action on any agenda item.

I. PROCEDURAL ITEMS

A. Call meeting to order.
B. Flag Salute
C. Prayer
D. Roll call and record names of members present.
E. Reorganization of School Board
F. Board to consider and take possible action, in absence of the President and or Clerk, to appoint an acting President and/or acting Clerk for the School District to execute all responsibilities of the offices of President and Clerk.
G. Presentation of the minutes of the Regular Board Meeting of 12-May-2025.

1. Approval of the minutes of the Regular Board Meetings of 12-May-2025.

Visitors – The Board of Education welcomes suggestions and/or criticisms from members of the public whenever they are directly related to an action item on the printed agenda for the school board meeting, and when the subject matter is appropriate.

Any citizen desiring to speak during a school board meeting regarding an action item on the printed agenda must submit a request to the Superintendent of Schools in writing prior to the start of a school board meeting, and the written request must expressly describe the subject of the presentation so as to allow the school administration and the Board of Education to understand how and whether the proposed presentation related directly to a certain action item on the printed agenda.

Failure to comply with these requirements will result in a denial of the request.

II. INFORMATION ITEMS

A. Superintendent Report
B. Student Transfer District Capacity Report

III. ACTION ITEMS TO CONSIDER

A. Recommendation, consideration, and action to hire certified staff for 2025-2026 school year.

B. Recommendation, consideration, and action to hire support staff for 2025-2026 school year.

C. Recommendation , consideration and action to approve Matt Hagebusch as Purchasing Agent for the Chelsea School District, Authorizing Representative for all Federal Programs, including E-Rate and Child Nutrition and Designated Custodian for all General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, Bond Fund, Activity Fund, all Federal Programs including E-Rate and Title Programs, all state programs and all other school programs and activities not listed for FY26.

D. Recommendation, consideration, and action to approve Quint Draeger as an authorized school representative for federal claims for FY26.

E. Recommendation, consideration, and action to approve the following Financial and District services for FY26. (Consent agenda)

1. Continued use of Bank of Commerce as primary depository bank
2. General Interchange Plus Agreement with the Bank of Commerce
3. Continued employment of Wilson and Dotson P.L.L.C. for Auditing services
4. Renew membership with Oklahoma Schools Insurance Group
5. Renew Workers Compensation Service Agreement
6. Continued employment of Stephen L Smith Corporation for bond investment services
7. Renew membership with the OSSBA and OSSBA Policy Services subscription
8. Renew agreement with the Cooperative Council for Oklahoma School Administration (CCOSA) to participate in the CCOSA District Level Services Program

F. Recommendation, consideration, and action to approve continued employment and partnership with the following Student Service organizations for FY26. (Consent Agenda)

1. Pediatric Assessment & Counseling Services as our Psychometrist & Psychologist provider
2. Elevate Pediatric Therapies for Speech Therapy, Occupational Therapy, and Physical Therapy

G. Recommendation, consideration, and action on approval of General Fund Form 307.

H. Recommendation, consideration, and action on Activity Fund Revenues and Expenditures for FY26.

I. Recommendation, consideration, and action to approve purchase order change orders.

J. Recommendation, consideration, and action to authorize activity fund transfers.

K. Recommendation, consideration, and action of encumbrances. (Consent agenda)
   1. General Fund
   2. Co-op Fund
   3. Building Fund
   4. Bond Funds
   5. Sinking Fund

L. Recommendation, consideration, and action on approval of financial reports.
   6. General Fund
   7. Co-op Fund
   8. Building Fund
   9. Bond Funds
   10. Sinking Fund

IV. NEW BUSINESS

V. ANNOUNCEMENTS

VI. ADJOURNMENT

Agenda posted by Matt Hagebusch on 4-June-2025 at 2:00 PM at the front entrance of Chelsea Public Schools Central Office, 401 Redbud Ln, Chelsea, OK, 74016

CORPORAL PUNISHMENT

It is the policy of the Oologah-Talala Board of Education to administer corporal punishment only as a last resort after other reasonable corrective measures have been used without success. However, under no circumstances shall any child in DHS custody or any student on an individualized educational program (IEP) be administered corporal punishment.

At the beginning of the school year, parents and legal guardians will be provided the opportunity to allow the administration of corporal punishment to their child(ren). Failure to provide written authorization will not impact the student(s) and will result in alternative punishments being administered. Under no circumstances will the administration administer corporal punishment to a student where written consent was not provided.

Corporal punishment must be administered only in the presence of another professional, certificated staff member, preferably an administrator. Careful documentation of each occasion shall be made by the teacher or the administrator or both. Such documentation will identify the student and set forth the behavior necessitating the punishment, the person who administered the punishment, and the name of witnesses.

Under no circumstances shall other students or non-certificated personnel observe the administration of corporal punishment. The student shall be carefully advised of the nature of the rule infraction for which the punishment is being administered.

If a parent or legal guardian has requested that corporal punishment not be administered to the student, alternative discipline will be considered and may include suspension from school.

If an incident occurs and corporal punishment is imposed on a student with disabilities, the incident should be reported immediately to a school site administrator and documented using the statewide online IEP reporting system. A copy of the document shall be placed in the student's file and provided to the student's parent or guardian. For each incident, the student's parent or guardian shall be notified as soon as possible, and must be notified no later than the school day following the incident or within twenty-four (24) hours of the incident, whichever is first. An IEP meeting may be needed to review or implement a Behavior Intervention Plan (BIP) for the student.

REFERENCE: **10 O.S. §7115**
70 O.S. §6-113.1
70 O.S. §6-114
70 O.S. §13-116
Accreditation Standard 210:15-=13-9

CORPORAL PUNISHMENT

It is the policy of the Oologah-Talala Board of Education to administer corporal punishment only as a last resort after other reasonable corrective measures have been used without success. However, under no circumstances shall any child in DHS custody be administered corporal punishment. School district personnel are prohibited from using corporal punishment on students identified with the most significant cognitive disabilities according to criteria established by the State Department of Education unless the punishment is addressed in the student's individualized education program (IEP).

At the beginning of the school year, parents and legal guardians will be provided the opportunity to request the nonadministration of corporal punishment to their children. If a request for the nonadministration of corporal punishment has not been signed, the administration shall notify a parent or legal guardian that corporal punishment is being planned. At that time, the parent or legal guardian may request that corporal punishment not be administered.

Corporal punishment must be administered only in the presence of another professional, certificated staff member, preferably an administrator. Careful documentation of each occasion shall be made by the teacher or the administrator or both. Such documentation will identify the student and set forth the behavior necessitating the punishment; the person who administered the punishment; and the name of witnesses.

Under no circumstances shall other students or non-certificated personnel observe the administration of corporal punishment. The student shall be carefully advised of the nature of the rule infraction for which the punishment is being administered.

If a parent or legal guardian has requested that corporal punishment not be administered to the student, alternative discipline will be considered and may include suspension from school.

REFERENCE: **10 O.S. §7115**
70 O.S. §6-113.1
70 O.S. §6-114
70 O.S. §13-116

DRUG TESTING POLICY GRADES 7-12

STUDENT OSSAA SCHOOL SPONSORED ACTIVITIES

The Oologah-Talala Public School Board of Education, in an effort to protect the health and safety of its students in OSSAA Sponsored Activities from the use of dangerous, illegal, or performance- enhancing drugs, thereby setting a positive example of all other students of the Oologah-Talala School District, adopts the following "Student OSSAA Sponsored Activities Drug Testing Policy."

1 Statement of Purpose and Intent

1. It is the desire of the board of education, administration, and staff that every student in the Oologah-Talala School District refrains from using or possessing illegal drugs. Not-withstanding this desire, the administration and board of education realize that their power to restrict the possession or use of illegal drugs is limited. Therefore, the sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in OSSAA sponsored activities. This policy is intended to supplement all other policies, rules and regulations of the Oologah-Talala School District regarding possession or use of tobacco, alcohol, and other illegal drugs.

2. Participation in school sponsored OSSAA activities in the Oologah-Talala School District is a privilege. Students who participate in these activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, students in OSSAA activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of tobacco, alcohol, and other illegal drugs.

3. The purpose of this policy is to prevent illegal drug use. The intent is to prevent injury, illness, and harm as a result of illegal drug use, and to strive within the Oologah-Talala School District for an environment free of illegal drug use. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in OSSAA School sponsored activities. There will be no academic sanction for violation of this policy.

4. All OSSAA Activities Students will complete a baseline drug test during summer before school starts and will then be subject to random drug testing throughout the school year.

2 **Definitions**

1. *OSSAA Activity Student* means a 7th – 12th grade member of any Oologah-Talala School District sponsored OSSAA activity. This includes, but not limited to athletes, cheerleading, trainers, dancers, band members, chorus members, academic bowl members and managers.

2. *Illegal Drugs* mean any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. Illegal drugs include but are not limited to all scheduled drugs as defined by the Oklahoma Uniform Dangerous Substances Act, all prescription drugs obtained with authorization, all prescribed and over-the-counter drugs being used for an abusive or performance-enhancing purpose, and paraphernalia to use such drugs.

3. *Performance-enhancing Drugs* include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other nutritional supplements such as vitamins, minerals and proteins, which can be lawfully purchased in over-the-counter transactions.

4. *Drug Use Test* means a scientifically substantiated method to test for the presence of illegal or performance enhancing drugs or the metabolites thereof in a person's urine.

5. *Baseline Drug Test* means a drug test for all students before school starts.

6. *Random Selection Basis* means a mechanism for selecting student athletes for drug use testing that: results in an equal probability that any student athlete from a group of student athletes subject to the selection mechanism will be selected and does not give the School District discretion to waive the selection of any student athlete selected under mechanism.

7. *Positive* when referring to a drug use test administered under this policy, means a toxicological test result, which is considered to demonstrate the presence of an illegal or performance-enhancing drug or the metabolites thereof using the standards customarily, established by the testing laboratory administering the drug use test.

8. *Reasonable Suspicion* means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student, and reasonable inferences drawn from those observations in the light of experience. Information provided by a district employee, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight, or other athletic abilities.

3 Participation and Procedures

1. *Illegal Drug* use is incompatible with participation in OSSAA school sponsored activities on behalf of the Oologah-Talala School District. For the safety, health, and well-being of these students of the District, this policy has been adopted for use by all participating students at the 7th through 12th grade level. Any student found having used illegal drugs by the drug use test would be considered to have violated this policy.

2. Each student shall be provided with a copy of the "Student OSSAA School Sponsored Activities Drug Testing Policy." The "OSSAA School Sponsored Activities Contract and Consent for Drug Use Testing" shall be read, signed, and dated by the student, parent or custodial guardian before such student shall be eligible to practice or participate in any OSSAA school sponsored activity. **NO STUDENT SHALL BE ALLOWED TO PRACTICE OR PARTICIPATE IN OSSAA SCHOOL SPONSORED ACTIVITIES UNLESS THE STUDENT HAS COMPLETED THE PROPERLY SIGNED CONTRACT/CONSENT ON RANK ONE (FOR ATHLETES), AND PAPER COPY FOR OTHER ACTIVITIES. NO STUDENT WILL BE ALLOWED TO PRACTICE OR PARTICIPATE UNTIL RESULTS FROM BASELINE DRUG TEST ARE RECEIVED.**

3. The consent for drug use testing shall be to provide a urine sample, as chosen by the random selection basis, and at any time requested based on reasonable suspicion.

4. Drug use testing for students will be done on a random selection basis at least, but not limited to, monthly. A drug screening company will determine all student names to be drawn at random to provide a urine sample for drug use testing.

5. Any student athlete may be required to submit to a drug use test for illegal or performance-enhancing drugs or the metabolites thereof at any time upon reasonable suspicion by any member of school administration, the Athletic Director, or coach/sponsor of the activity/group.

6. The Oologah-Talala School district will set a fee that will be collected from each student at the beginning of their participation each year.

7. Any drug test required by the Oologah-Talala School District under the terms of the policy will be administered by or at the direction of a professional laboratory chosen by the Oologah-Talala School District using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

8. All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of student athletes to the maximum degree possible and will be done according to the procedures and specifications of the participating lab. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. The student will report any medication he/she has taken in the preceding thirty (30) days. The medication list will be documented and submitted to the lab in a sealed and confidential bag. Any student assisting the athlete in tampering with the specimen will be subject to disciplinary action by the administration.

9. If the initial drug test is positive, the initial test will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test, utilizing the gas chromatography/mass spectrometry procedure, is positive for the presence of an illegal drug or the metabolites thereof. The laboratory shall preserve the unused portion of a specimen that tested positive for a period of six (6) months.

10. If the drug use test from any student athlete has a positive result, the laboratory will contact the Athletic Director/Sponsor, the Athletic Director/Sponsor will contact the student athlete, the head coach, and the parent or custodial guardian of the student and schedule a conference. At the conference, the Athletic Director/Sponsor will solicit any explanation of the positive result and ask for doctor prescriptions of any drugs that the student was taking that may have affected the outcome of the drug use test. If the student and his/her parent or custodial guardian desires another test of the remaining portion specimen, arrangements will be made for another test at the same laboratory or at another laboratory that uses scientifically validated toxicological methods. Any such retest shall be at the expense of the student athlete and his/her parent or custodial guardian.

11. A student who has been determined by the Athletic Director/Sponsor to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his designee. Such appeal must be lodged within five (5) business days of notice of the initial report of the offense as stated in this policy, during which time the student will remain ineligible to participate in school activities. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. There is no further appeal right after the Superintendent's decision and his decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent, which shall be final.

12. Before a student who has tested positive in a drug use test may rejoin his/her activity after a first or second offense, such student athletes may be required to undergo one or more additional drug use tests to determine whether the student is no longer using illegal or performance-enhancing drugs. The Oologah-Talala School District will rely on the opinion of the laboratory which performed or analyzed the additional drug use test in determining

whether a positive result in the additional drug use test was produced by illegal or performance-enhancing drugs used by the student before the offense or by more recent use.

13. The school district recognizes that safety is a paramount concern in all extracurricular activities, and students under the influence of marijuana may endanger the participation of other students. Therefore, a student extracurricular activities participant who tests positive for marijuana or its metabolites shall be considered in violation of this policy and subject to the consequences outlined in the policy even if the participant is in possession of a valid medical marijuana license.

4 Violation

1. Any student who is determined by the drug test to have violated this policy shall be subject to the loss of their privilege to participate in activities and offered educational and support assistance to stop using.

2. **For the first offense:** A student will be suspended from participation in all scheduled activities (including all meetings, practice, performances, and games/competitions) for 10 school days. The suspension will start the first day following a parent conference or if not in season the first day of practice (if doing summer pride then will start during summer pride). Such suspension will extend into a succeeding activities season if necessary to fulfill the suspension. The student will also be required to participate in four hours of drug and substance abuse prevention counseling. Three hours must be completed using a school provided provider or by the student's existing provider (if applicable). One hour will be provided by the student's school counselor, focusing on providing supports for the student while at school.

3. **For the second offense**: A student will be suspended from participation in all scheduled activities (including all meetings, practice, performances, and games/competitions) for 30 school days. The suspension will start the first day following a parent conference or if not in season the first day of practice (if doing summer pride then will start during summer pride). Such suspension will extend into a succeeding activities season if necessary to fulfill the suspension. The student will be required to complete additional drug and substance abuse counseling to be decided upon by the student's school counselor and parents.

4. **For the third offense**: A student will be suspended from participation in all scheduled activities (including all meetings, practice, performances, and games/competitions) for the remainder of the school year. The student will be required to complete additional drug and substance abuse counseling to be decided upon by the student's school counselor and parents.

5. **Self-Referral:** A student may self-refer to any member of the school administration, the Athletic Director, school nurse, school counselor, coach or sponsor before being notified of an observed policy violation or requested to submit to a drug use test. A student who self-refers will be allowed to remain active in all activities after the following conditions have been fulfilled: A conference has been held with the student, school administrator, Athletic Director, school nurse if necessary, coach/sponsor and the parent or custodial guardian of the student to discuss the policy violation. A student that self-refers will not be subject to suspension from any activity, however, they will be considered to have committed his/her first offense under this Policy and will be required to participate in four hours of drug and substance abuse prevention counseling. Three hours must be completed using a school provided provider or by the student's existing provider (if applicable). One hour will be provided by the student's school counselor, focusing on providing supports for the student while at school. A self-referral may be used only once in a student's time in Oologah-Talala Public School District.

6. The drug policy will be in effect upon entering the 7th grade and remain in effect until Graduation. The consequences for failing the drug test will restart with a first offense upon entering 9th grade.

5 Refusal to Submit to Drug Use Test

1. If a student is unable to void at the time of the drug use test, then they will be given one hour. During that hour the student athlete will be encouraged to drink fluids in order to aid in filling the bladder. If, after this time frame, the student is unable to produce a specimen, it will be considered a refusal to submit to a drug use test.

2. If the student refuses or is unable to submit to a drug use test authorized under this policy, such student shall be ineligible to participate in any activities including all meetings, practices, performances, and competition for eighteen (18) continuous and successive school weeks. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.

Oologah-Talala Public Schools
Sudden Cardiac Emergency Response Plan
Site: Oologah Upper Elementary

Having a Sudden Cardiac Arrest Response Plan and team is essential for ensuring the safety and well-being of students, staff, and visitors in a school setting. Sudden cardiac arrest can occur without warning, and immediate, effective response is crucial for increasing the chances of survival and minimizing potential long-term damage. A well-trained and coordinated response team ensures that life-saving measures such as CPR and AED use are administered promptly and efficiently. This preparedness not only boosts confidence among the school community but also demonstrates a commitment to providing a safe environment. Regular training and drills keep the team ready to act swiftly, underscoring the importance of preparedness and vigilance in safeguarding lives during critical moments.

Sudden Cardiac Emergency Response Team

Team Members:

1. Team Leader: Hilary Morsey
2. CPR/AED Responder 1: Shonna Kuber
3. CPR/AED Responder 2: Kim Scago
4. 911 Communicator: Kylie Easterwood
5. Crowd Controller: Crystal Murphy

Roles and Responsibilities:

1. Team Leader

- Responsibilities:
  - Overall Coordination: Oversee the emergency response and ensure all team members are performing their roles effectively.
  - Decision-Making: Make critical decisions such as initiating the use of an AED and coordinating with emergency medical services (EMS).
  - Post-Event Review: Lead a debriefing session after the incident to review the response and identify areas for improvement.
- Actions:
  - Assess the situation and determine if the emergency response plan needs to be activated.
  - Ensure that the AED and other emergency equipment are available and functioning.
  - Communicate with the school administration and provide updates on the situation.

2. CPR/AED Responder 1

- Responsibilities:
  - Primary Responder: Perform CPR and use the AED on the victim.
  - Training Maintenance: Maintain certification in CPR and AED use.
  - Equipment Familiarity: Ensure familiarity with the location and operation of the AED.

-Actions:
- Quickly assess the victim for responsiveness and breathing.
- Initiate CPR if the victim is unresponsive and not breathing normally.
- Apply the AED as soon as it is available and follow the prompts.

3. CPR/AED Responder 2

-Responsibilities:
-Support Role: Assist CPR/AED Responder 1 with CPR and AED use.
-Team Coordination: Help in the switch-over during CPR to avoid fatigue.
-Training Maintenance: Maintain certification in CPR and AED use.
-Actions:
- Assist with chest compressions and ventilation if needed.
- Prepare the AED and ensure proper placement of pads.
- Take over CPR from Responder 1 when necessary to maintain effective compressions.

4. 911 Communicator

-Responsibilities:
-Emergency Contact: Call 911 and communicate essential information to emergency dispatchers.
-Liaison Role: Serve as a liaison between the response team and EMS upon their arrival.
-Information Relay: Provide updates on the victim's condition and the actions taken.
-Actions:
- Dial 911 immediately and provide the location, nature of the emergency, and the condition of the victim.
- Inform dispatchers of the AED use and any other first aid measures being applied.
- Guide EMS to the exact location within the school upon their arrival.

5. Crowd Controller

-Responsibilities:
-Scene Management: Keep the area clear of bystanders to ensure the response team can work effectively.
-Communication: Communicate with staff and students to keep them informed and calm.
-Security Role: Ensure the privacy and dignity of the victim.
-Actions:
- Politely but firmly move bystanders away from the immediate area of the emergency.
- Provide reassurance to students and staff, directing them to safe areas away from the incident.
- Maintain control over the environment until EMS takes over the scene.

Additional Considerations:

-Training and Drills: Regularly train all team members in CPR and AED use, and conduct drills to ensure readiness. (1 Drill per semester involving OTEMS)
-Equipment Checks: Perform regular checks on AEDs and other emergency equipment to ensure they are in working order.
-Communication: Ensure all staff members know how to quickly alert the Sudden Cardiac Response team in case of an emergency.
-Documentation: Keep detailed records of the incident and the response actions taken for review and improvement of the emergency response plan.

This plan should be reviewed and updated annually or after any incident to ensure it remains effective and up-to-date with the latest best practices.

Mustang Mentorship Program

Important Contact Information

My school	
My principal	
My assistant principal	
My mentor	
Counselor	
School Resource Officer	
Custodian	
Team Lead/Dept. Head	
LITT	
Technology Coordinator	
Director of Teaching and Learning	
Human Resources	
School Nurse	

Oologah Talala Public Schools
District Administrators
2024-2025

David Wilkins	Superintendent
Kendra Adkins	Assistant Superintendent
Sarah Noble	Director of Teaching and Learning
Sherry Hutchinson	Special Education Director
Rick Fisher	Technology Director
Dru Dixon	Athletic Director
Dwight Tackitt	Director of Operations
Jeff Cluck	Transportation Director
Laura Leiker	Child Nutrition General Manager

Oologah-Talala's New Teacher Induction Program Goals

-Provide new teachers to Oologah Talala Public Schools with an opportunity to create a mentoring relationship with the following:

- An established OTPS teacher
- An OTPS Instructional Coach
- Director of Teaching and Learning

-Establish a relationship with new teachers to OTPS to develop content knowledge and curriculum planning.

-Provide a support system for a new OTPS teacher that allows them to address learning strategies; creating lifelong learners, and creating and maintaining a positive learning environment.

-Address and identify instructional strategies and resources that improve instruction and assessment of all learners.

-Provide a professional environment to foster professional growth and communication between teachers, administration, parents, students, and community members.

Roles and Responsibilities

Requirements of Mentor Teachers:

- Have at least 4 years of teaching experience
- Possess strong instructional knowledge and a commitment to self-reflective growth
- Possess strong interpersonal and communication skills

Mentor Roles

Mentors will:

- Provide instructional support.
- Provide professional support.
- Provide personal support.
- Serve as a confidant and advisor for new teachers.
- Serve as a resource.
- Maintain a continued involvement in professional growth opportunities.

Mentor Responsibilities

Mentors will:

- Participate in mentor training and meetings throughout the year.
- Assist the new teacher in preparing for the 1st day of school.
- Assist the new teacher with classroom management and discipline.
- Share knowledge about lesson planning, useful classroom materials, long and short term planning strategies, curriculum development, and teaching methods
- Share communication strategies and best practices
- Maintain a confidential relationship with the new teacher.
- Fully engage in the New Teacher Mentor process.
    - Complete monthly reflection with the new teacher and submit checklists through the Monthly Reflection Google Form by the last working day of the month.

First Year Teacher Roles

First Year Teachers will:

- Play an active role in the mentoring relationship through continuous dialogue and meetings.
    - Twice a month with mentor
    - Instructional coach- The Impact Cycle- (New entry level teachers with zero-2 years experience)
- Ask questions.
- Critically reflect on his/her own practices.
- Remain open to feedback in order to develop as a professional.

First Year Teacher Responsibilities

First Year Teachers will:

- Develop the knowledge, skills, and attitudes necessary for optimal student learning.
- Be an active participant in the process by asking specific questions to guide your mentor and coach in the best way to support you
- Participate regularly in programs organized for new teachers.
- Attend meetings.
- Complete monthly reflection with the mentor.
- Attend professional development as needed or required.
- Create student focused goals during Impact Cycles with instructional coach to implement new practices or change classroom practices when necessary

Instructional Coach Role:

Instructional coach will:

- Provide instructional support
- Provide professional support
- Provide personal support
- Serve as a confidant and advisor for new teachers
- Serve as a resource
- Partner with site principals to provide support

Instructional Coach Responsibilities:

Instructional coach will:

- Ensure a strong start to the year one week prior to school begins and the first four weeks of school
- Provide classroom management techniques to foster a positive learning environment
- Provide strategies to communicate with students, administrators, parents, and community members
- Provide instructional strategies to support high levels of learning
- Provide assistance with instructional resources
- Partner with teacher for Impact Cycles
- Maintain a confidential relationship with the new teacher outside of partnering with site principal for support and information on Impact Cycle goals
- Work with teachers to set specific goals and offer support to help them meet those goals

Principal Roles

Principals will:

- Monitor activities of the mentoring pair to promote positive, professional growth.
- Facilitate mentoring activities that include meetings, observation and conferencing, and professional development.

Principal Responsibilities

Principals will:

- Help select a mentor for each new teacher as soon as they begin their assignment.
- Check-in with new teachers weekly for the 1st 6 Weeks of school and monthly after.
- Observe and evaluate new teachers according to TLE requirements.
- Participate in and support mentor and new teacher training and professional development.
- Facilitate coverage for peer observations, as needed.

Director of Teaching and Learning Roles:
Director of Teaching and Learning will:

- Oversee the New Teacher Induction Program
- Facilitate training on New Teacher Induction Program
- Monitor activities of the building mentoring pair to promote positive, professional, growth through visits and monthly digital reflection form
- Facilitate mentoring activities that include meetings, observation and conferencing, and professional development
- Provide instructional support
- Provide professional support
- Provide personal support
- Serve as a confidant and advisor for new teachers
- Serve as a resource
- Partner with site principals to provide support

Director of Teaching and Learning Roles:
Director of Teaching and Learning will:

- Oversee the New Teacher Induction Program
- Facilitate training on New Teacher Induction Program
    - New Teacher Induction
    - Principal monthly meetings
    - Mentor training
- Communicate with principals
- Visit classrooms of new teachers at least once a month to provide support as needed
- Maintain a confidential relationship with the new teacher
- Participate in and support mentor and new teacher training and professional development
- Support instructional coaches
- Send monthly reflection digital form to mentors the last week of each month
- Meet with the Mentor and new teacher a minimum of twice a year

New Teacher Induction Program Process

Each new OTPS teacher with fewer than three years of teaching experience will be paired with an established teacher as a mentor, as well as an Instructional Coach for their first year.

After an initial meeting, mentors will maintain an ongoing dialog with the new teacher meeting with them twice a month, (one of those should be during the last week of the month to complete the digital feedback form)

Instructional Coach will meet/check-in with new teachers the week before school starts, weekly for the first four weeks of school, and then within the Impact Cycle throughout the rest of the school year.

Director of Teaching and Learning will meet with mentors and new teachers on a semester basis.

Director of Teaching and Learning will meet with Instructional Coaches bi-weekly to check on progress of Impact Cycles and support as needed.

Confidentiality

It is important that the new teacher be able to discuss problems openly with the mentor in a timely and informed manner. The mentor is not an evaluator of the new teacher. The mentor is a collaborator and professional peer to the new teacher. The mentor is not expected to share written or verbal information with any evaluator/administrator. The mentor is expected to maintain the confidentiality of the new teacher as the new teacher progresses through the year.

Protocols

The following are suggestions for a successful mentoring experience:

OPEN DOOR POLICY – The Mentor and the new teacher will make themselves available to each other. There may be quick questions that need answers, issues that need immediate attention, or someone may just want to vent. Both agree to make time (planned and spontaneous) for each other to do this.

PROFESSIONALISM – The mentor will work with the new teacher to develop the professional skills necessary to be successful and to grow as a teacher leader. Mentoring provides new teachers with opportunities to establish contacts to meet content specific and pedagogical needs. Mentors will share resources for professional growth.

TONE – Teaching is a stressful profession, so it is important that both mentor and new teacher work to maintain a positive tone when working together. It is important to remember that humor is a valuable tool when dealing with stressful situations. Both must do what they can for each other to alleviate some of this stress.

CONFIDENTIALITY – Mentors and new teachers will not discuss any information from our meetings with colleagues or friends. Both agree that the professional relationship is based on TRUST and HONESTY and do not want to violate this. This creates an environment in which the mentor and new teacher can self-reflect regularly.

PROMPTNESS – Both the mentor's and the new teacher's time has value. Both agree to be on time to scheduled meetings and peer observations. If something comes up unexpectedly, both agree to let the other know as soon as possible.

ATMOSPHERE – Mentors and new teachers will provide a physically and emotionally comfortable environment for each other to meet in. Both realize that it is important to feel safe and be respectful of and to each other.

Mentor's Signature: _____Date: _____

New Teacher's Signature: _____ Date: _____

OHS DISCIPLINE MATRIX AT A GLANCE

#	Violation	Wengage	1st Offense	2nd Offense	3rd Offense	#	Violation	Wengage	1st Offense	2nd Offense	3rd Offense
1	Arson	ARSN	45 Days/ Ticket	Up to 1 year OSS	Up to 1 year OSS	22	Obscene language, or gestures.	OBSBVR	Detention/1 Day ISS	1-3 Days ISS	3-5 Days OSS
2	Altering food or beverage	HRSN	Detention	3 Day ISD	5 Days OSS	23	Non-accidental physical harm	FTNG	3-5 Days ISD	5 Days OSS	10 Days OSS
3	Assault	FTNG	45 Days OSS/up to 1 year	45 Days OSS/up to 1 year	45 Days OSS/up to 1 year	24	Caustic substance.	WEF	3 Days OSS	5 Days OSS	10 Days OSS
4	Incitment of violence because of race/religion etc.	HRSN	5 Days ISD	3-5 Days OSS	10 Days OSS	25	Lighters or matches	WEF	Detention	5 Days OSS	10 Days OSS
5	Academic misconduct	ADC	2 Detentions	3 Days ISd	5 Days OSS	26	Cellphone	ED	Warning/Remove Device for the Day	Removal of Device/INT	3 Days ISD/4th 3 Days OSS
6	Unsafe Conduct	OTHOFF	3-5 Days ISD	3-10 Days OSS	45 Days OSS	27	Obscene electronic communication	OBSELCOM	45 Days OSS	45 Days OSS	Semester + 1 OSS
7	Disruption of learning process	DTL	2 Detentions	3 Days ISD	5 Days OSS	28	Possession of Weapon/Explosive	WPNPOS	Up to 1 year OSS/ Change of Placement	Change of Placement	Change of Placement
10	No immunization	OTHOFF	Warning	Warning Letter	Student is removed from school	29	Tobacco Violation/Vape	TBC	10 Days OSS	20 Days OSS	OSS for the remainder of the year
11	Failure to return property	THFT	Warning/Phone Call	Detention/ Phone Call	Student records are held	30	Sexual harassment	HRSSX	20 Days OSS	45 Days OSS	Sem. + 1 OSS
12	False reports calls	SCTHRT	2 Detentions	3-5 ISD	5-10 Days OSS	31	Truancy	ATDTRNY	1 Day ISD	3 Days ISD	5 Days ISD
13	Fighting	FTNG	10 Days OSS	45 Days OSS	Semester +1 OSS	32	Theft, possession of stolen property	THFT	3 Days OSS	10 Days OSS	45 Days OSS
14	Forgery, fraud.	THFT	5 Days OSS	10 Days OSS	45 Days OSS	33	Dress code violation	DCV	Warning/ Change Clothes/Call for Badge	Detention	3 Days ISD
15	Gambling	GAM	Detention	3 Days ISD	5 Days OSS	34	Alcohol/Drugs	ALC / DRG / DRGPOSPAR / MED	90 Days OSS/Early Return Option	Sem. + 1 OSS	Up To 1 Calendar Year OSS
16	Gang related activity or actions	GCB	10 Days OSS	45 Days OSS	Semester +1 OSS	35	Fake Drugs	DRG/MED	10 Days OSS	20 Days OSS	20 Days OSS
17	Harassment/bullying	HRSBUL	5 Days ISD	3-5 Days OSS	Up to 1 Sem. OSS	36	Other Substance (glue, aerosol sprays, etc)	DRG/MED	90 Days OSS	Sem. + 1 OSS	Sem. + 1 OSS
18	Hazing	HAZ	10 Days OSS	20 Days OSS	45 Days OSS	37	Violation of Rules	OTHOFF	Detention	3 Days ISD	3-5 Days OSS
19	Inappropriate behavior not covered by handbook	OTHOFF	Detention	2 Detentions	5 Days ISD	38	Vandalism/Damage of Property	VND	3-10 Days OSS/ Restitution	10-45 Days OSS/ Restitution	Sem. + 1 OSS/ Restitution
20	Indecent exposure	HRSSX	10 Days OSS	20 Days OSS	45 Days OSS	39	Inappropriate use of school technology/Personal Device on Campus	OTHOFF	3 Days ISD	3 Days OSS	5 Days OSS
21	Hate Crime	DHC	10 Days OSS	45 Days OSS	Semester +1 OSS	40	Willful Disobedience	INSBDN	1-3 Days ISD	3-5 Days ISD	5 Days OSS

Oologah-Talala Public Schools
OHS Student & Parent Handbook
2025-2026

Mustang PRIDE

Be proud of our schools and the work you do while a student in the Oologah-Talala Public School System. Make all of your accomplishments count for something greater than yourself.

Oologah High School

Phone: (918) 443-6000, ext. 6221 Fax: (918) 443-2418

Website: www.oologah.k12.ok.us

Facebook: search Oologah-Talala High School

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Oologah-Talala Public Schools

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Board of Education

Mr. Brent Kellogg – President
Mr. Joe Koster – Vice President
Mr. Lyle Blakely - Clerk
Mr. Wes Jordan - Member
Mrs. Lauren Stauffer – Deputy Clerk

Dr. David Wilkins, Superintendent
Mrs. Kendra Adkins, Assistant Superintendent

Vision Statement

Oologah-Talala Schools, inspired by a tradition of excellence, is committed to the shared responsibility of preparing all learners for productive, responsible citizenship in an ever-changing world.

Administration and Staff

Kevin Hogue, High School Principal	918-443-6000, ext. 6211
Hollye Jernigen, High School Assistant Principal	918-443-6000, ext. 6221
Brianna Dipley, OHS Principal's Secretary	918-443-6000, ext. 6211
Chandra Guthrie, OHS Attendance Registrar	918-443-6000, ext. 6221
Jeff Cluck, Director of Transportation	918-443-6000, ext 6087
Dwight Tackitt, Director of Operations	918-443-6000, ext. 6320
Dru Dixon, Director of Athletics and Activities	918-443-6000, ext. 6220
Leslie Dunavent, Activity Fund Custodian	918-443-6000, ext. 6080
Rick Fisher, Technology Director	918-443-6000, ext. 6349
Kaleb Hotfelt, Business and Finance Manager	918-443-6000, ext. 6079
Sherry Hutchinson, Director of Special Education	918-443-6000, ext. 6164
Carly Batson, Central Enrollment	918-443-6000, ext. 6055

Counselors

Sharon Holmes, 11th and 12th grade Counselor(Career Tech, Concurrent, Internship)
918-443-6000, ext. 6214
Adrienne Shockey, 9th and 10th grade Counselor(Alternative Education)
918-443-6000, ext. 6036

The OTPS handbook includes policies and procedures adopted by the Board of Education as well as policies that are specific to Oologah High School.

All students are responsible for the information/regulations included in this handbook and are subject to all rules and policies set forth by the Oologah-Talala Board of Education, State Department of Education, and Oklahoma Secondary School Activities Association. These policies, penalties, procedures, and rules will be administered in a spirit of consistency, fairness, and flexibility. All personnel hired by the Oologah-Talala Board of Education are authorized to enforce these policies.

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Core Values

We believe our core values should be the catalyst to all or our success and the words we live by.
We show this in our commitment to Community and Character.

Mustang Family (Community)
We believe that we are better together and that we should support one another in successes and failures.

Be Your Best (Character)
We believe that we should strive every day to be our best in everything that we do.

U.S. Flag Pledge of Allegiance

"I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

The Pledge of Allegiance is a daily school-wide activity. As a matter of etiquette and policy, students have one of three options to exercise while the Pledge is given:

- Stand and recite the Pledge
- Stand and remain quiet while the Pledge is recited
- Remain seated and quiet while the Pledge is recited

Moment of Silence

It shall be the policy of the Board of Education that each school site shall follow the "Moment of Silence" law. The "Moment of Silence" law Senate Bill 815 states that each school shall observe approximately one minute of silence each day with the purpose of allowing each student to reflect, meditate, pray or engage in other silent activity.

The Board of Education, therefore, directs that schools observe approximately one minute of silence daily so each student may exercise his or her individual choice to reflect, pray or engage in other silent activity that does not interfere, distract, or impede other students in the exercise of their individual choice.

Attendance

School Day for Students

The OTPS Board of Education has a policy requiring all students to be in school seven (7) classes or its equivalent each day, except those enrolled in the work program within the school curriculum, approved vocational-technical work-study programs, or participating in approved concurrent college enrollment.

According to the **STATE LAW ON SCHOOL ATTENDANCE** (70-10-105) it is unlawful for a parent of a child age 5 to 18 to neglect or refuse to cause or compel such child to attend some school and comply with its rules. Failure to do so can result in court action. It is also unlawful for a child over age 16 and under the age of 18 to refuse to attend some school and comply with its rules unless he/she has completed 4 years of high school or has signed an attendance waiver. Such waivers are only granted in extreme cases.

Good attendance is essential to success in school. Poor attendance habits create problems at school, at home as well as in future employment opportunities. Therefore, as established by local board policy, students entering the school system during a semester will be required to provide an attendance record from their previous school that will apply to this policy.

STUDENT ABSENCES: School law (70-10-106) also states that (1) a full and complete attendance record is to be kept by the school, (2) parents shall notify the school concerning the causes of a school absence, and (3) unless so notified the school shall "attempt" to notify the parent of the absence.

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A ***student may not miss 10 or more days of school per semester per class and still receive credit***. On the **tenth** absence in a period, the student will receive a failing grade in that class. Please refer to the High School's attendance procedures for the "Appeal" options. A written procedure is available at the high school site's attendance school office/website as needed.

The only absence that will not count toward the student's overall absences are school-sponsored activities.

Doctor's notes and/or legal documentation must be kept on file in the attendance office at each site. Any doctor's notes and/or legal documentation regarding absences MUST be submitted within TWO (2) business days upon the student's return to school.

A student may be excused for the observance of religious holy days if the parent/guardian submits a written request for the absence. (SL 70-10-105)

Truant

Students are considered truant when they are absent without proper notification from or without the knowledge of their parents, or more than 15 minutes late in reporting to class. Discipline, including ISD, may be assigned at the discretion of the administration.

NO MAKE-UP WORK will be allowed for absences listed as truant.

Repeated truancy at the MS/HS will be just cause for legal action to be taken against the parent (violation of compulsory attendance law).

The following constitute examples of truancy:

- Leaving school without signing out through the attendance office
- Absent without parent's permission
- Arriving at school but not attending class
- Becoming ill and going to the restroom instead of reporting to school health care provider, counselor, or attendance office
- Present on school grounds but not in the appropriate classroom or area

Note: Any falsified calls or notes may constitute disciplinary action, including out of school suspension.

Early Dismissal

If a student must leave during the school day, he/she must use the following procedure:

- Have parent call the attendance office or come to the main school office to sign out the student (parent/guardian must bring ID).
- Sign out in the attendance office before leaving campus.
  (Students will not be allowed to sign out without parent/guardian permission.)

Tardy

Students are expected to be in class on time to maximize their own learning and to avoid interrupting the teaching of others. Students who are not in the classroom and prepared to learn at the beginning of the class are considered tardy and are subject to disciplinary action by the teacher or the administration. Every appropriate effort will be made to change the behavior of repeatedly tardy students. Disobedient students are subject to suspension or removal from the class. Students who are 15 or more minutes late to class will be considered absent and must obtain an admit slip from

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the office before being admitted to class. Students are not permitted to linger in the halls or by their lockers when classes are in session.

- 3 tardies = 1 ASD, 6 tardies = 1 INT, 9 tardies = 3 days ISD, 12 tardies = 5 days ISD AND one unexcused absence.

Closed Campus

Oologah-Talala Public Schools is a closed campus and students are required to remain on campus after arriving whether by bus or car, unless excused by an administrator. Vehicles are off limits to students at all times. **A parent/guardian must accompany students wishing to check out for lunch.** Any student found in the parking lot during school hours will be subject to disciplinary measures including suspension. At no time may a high school student be in the middle school or elementary buildings without administrative permission. At no time may a student be in the middle school or elementary buildings without administrative permission. Students not in their respective buildings may be suspended.

Make-up/Late Work Procedures

Absence – Work can be made up. Students will be given one (1) day to make up work for each day of class missed. It is the student's responsibility to make up work in the allotted time.
Work cannot be made up for students who are TRUANT.

Student's Responsibility for Missed Assignments Due to Short Term Absences

- It is the student's responsibility to see that all make up work is properly completed and turned in to each teacher.
- A student has one day for each day of absence to make up the work.
- The time for makeup work is calculated beginning the first day the student returns.
- It is the responsibility of the student to ensure ALL work is made up within the allowed time.
- If an absence is excused, it is the responsibility of the student and/or parent to arrange for completing the missed daily work for credit.

Student's Responsibility for Late Work

- It is the responsibility of the student to turn in work on the due date assigned by the classroom teacher. Work is considered late when turned in after the assigned due date.
- **Oologah High School** - Any assignment not turned in on time, can be turned in for up to 5 days for half credit (50% of the original points assigned).

Student's Responsibility in Getting Help for Missed Assignments

- It is the student's responsibility to obtain the missed assignment and arrange for teacher assistance.
- Students can meet with their teacher by appointment. Additional off-duty time often can be arranged with the teacher. However, please understand that staff members have their own families and responsibilities to cover and the student should work out arrangements in advance.

Student's Responsibility for Absences Known in Advance

In the event there is foreknowledge of an absence (as in the case of scheduled school activities), the work must be turned in on the last day of attendance or the day the student returns.

Student's Responsibility for Assignments Known in Advance

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Long-term assignments such as special projects or term papers are due upon the student's return from an absence. Students do not have the One Day Rule to make-up a long-term assignment as they would in regular daily assignments.

Student's Responsibility for Scheduled Tests

Any test announced during the student's presence in class, or which is regularly scheduled but missed by the student because of any type of absence, may be administered upon the student's return or at the teacher's discretion.

Student's Responsibilities for make-up tests

1. Each teacher will establish a time for make-up testing consistent with his or her class structure. This schedule will ensure timely completion of the assignment and provide the student no more than one working week to take the test.
2. It is the student's responsibility to know the make-up test schedule of the exam missed and verify the appointment with the teacher. Students who miss the scheduled make-up test period will receive a zero, unless excused by the teacher or site administrator. Any exceptions to this procedure shall be limited to those approved by the building principal.

STANDARDS OF BEHAVIOR

Student Code of Conduct

Students will be courteous and respectful, obey the rules, model good behavior, and show care and consideration for self, others, and property. Rules and procedures exist for the welfare and safeguarding of all persons attending school. Students have the right to receive an education in a safe place free from distractions, threat, or other factors that inhibit this process. Education is only possible when fair, reasonable, and consistent controls are in place to manage student behavior.

Most school discipline is addressed through a progressive level of increasing consequences: 1) after school detention, 2) in school detention, 3) suspension 4) change of placement. The level of discipline may be modified to fit the individual or unique circumstances, and certain behaviors exist for which there is zero tolerance. The importance of student behavior has been identified as one of Oologah-Talala School District's objectives.

- **High School** - please see the discipline matrix attached at the end of the handbook.

The code of conduct assures an orderly and safe environment so that every student can learn. Our standards are high because our expectations are high. School discipline is intended to correct inappropriate behaviors that interfere with the business of education. Students who are self-disciplined learn to accept responsibility for their actions and remain in the educational mainstream, but others require external reinforcement of proper expectations and behavior. Chronic rule violators are those who do not respond to minor corrections regarding general misconduct. Progressive levels of discipline or any significant first offense may result in suspension.

Emergency Removal: If a student's presence poses a continuous danger to persons or property or an ongoing disruption of the academic process within the classroom or elsewhere on school premises, a school administrator may remove the student from curricular or extracurricular activities without more formal notice and hearing requirements applicable to student consequence.

Classroom Management: Students who disrupt the class are often those whose struggle with school achievement as well. Teachers will inform the parents of disruptive students and offer suggestions for improvement. Open communication between the parents and teachers help with proper expectations, and avoid most problems that inhibit a student's education. Disruptive classroom behavior also interferes with the rights of others to learn, and for this reason, some students must be removed from the classroom. Teachers manage classroom behavior and may assign

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consequences including after school detentions.

The teacher is the authority figure in the classroom. Students who refuse to comply with the reasonable requests of their teachers should expect to receive consequences.

- A student's continuous disruption may result in the student going directly to ISD until parents are notified. In some cases, it may be difficult to reach a parent regarding a student's removal from the classroom. The administrator will send the student to ISD for part of a day and/or the whole day without notice to the parent. Attempts to contact parent will continue until a conference with the parent has occurred.

Classroom Rules: Teachers will discuss classroom rules and involved consequences.

Severe Clause: Students who violate the code of conduct to an extreme degree may enter the disciplinary process at a higher level regardless of whether or not the action of violation was a first-time offense. The refusal to cooperate or provide information during the due process hearing may increase the penalty, and school administration may impose a higher penalty based on the rule infraction or the level of cooperation during the investigation.

Classification of Disciplinary Consequences:

Consequences (administration will determine the consequence assigned)
Student Conference
Teacher or Administration assigned ASD
In School Detention (ISD)
Out Of School Suspension (OSS)
Possible Change of Placement

Disciplinary Consequences Explanation

After School Detention (ASD)
After School Detention is a type of disciplinary action used for minor infraction of school rules and procedures. After School Detention is from 3:00pm-4:00pm, Monday through Friday. Students meet in a designated classroom with a teacher and are required to work on class assignments. Talking is not permitted. No student may be admitted late. A student will be given a time period in which to serve the assigned detention. If the student has a scheduling conflict, the student must reschedule the detention with an administrator before time has elapsed on the original deadline. The student must contact the assistant principal before/after school, lunchtime, or in between classes. The assistant principal will not call a student out of class to deal with this matter.

- **High School** - Students will bear the responsibility to communicate the assignment and cause of the detention to his/her parent/guardian.

In-School Detention (ISD)
For serious or chronic offenses students may be assigned to In-School Detention.

- During a student's assignment to ISD he/she will receive the assignments from the teachers and are expected to complete assignments when due.
- Students are expected to follow all school and ISD rules while serving their assigned days.
- From the time a student is assigned to ISD and until they are cleared by the ISD teacher/administrator, students may not be on any other part of the campus of Oologah-Talala Public Schools.
- From the time a student is assigned to an ISD placement and until they are cleared by the ISD teacher/administrator, students may not participate in practice during the day. Students placed in ISD will be allowed to participate in after school activities.
- Failure to follow these rules or any that have been established by the ISD teacher will result in additional days being added to the original assignment and/or Out of School Suspension.

Out of School Suspension

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Short-term suspensions may range from one (1) to nine (9) days. Students may also be suspended **long term**, which may range from 10 days to one calendar year. Students who are suspended are not permitted to come on campus before, during, or after school until they are reinstated unless they have permission from an administrator. Students who are suspended are not permitted to attend, practice for, or participate in ANY Oologah-Talala School District Activity.

Habitual Offender

Any student who repeatedly breaks school policies, classroom policies, or in other ways disrupts the learning process on a consistent basis can be suspended long-term.

Dress Code

A student's appearance should not distract anyone from the important task of learning. Research has proven better dress positively affects not only school environment but also academic achievement. The following dress code will be required of all students desiring to attend OMS/OHS:

- ***For safety purposes, all high school students must wear their school ID badge with a lanyard around their necks at all times while in school.*** If this becomes an issue, it will fall under the dress code violation. Replacing a lost badge will cost $20.00.
- **High School** - Hemlines of skirts (including cheerleading skirts) and shorts must be no higher than six (6) inches above the knees.
- **High School** - Shorts, dresses, tunics worn with leggings, and skirts should be a length that sufficiently covers all private parts, including the buttocks.
- Tank-top type shirts may be worn if no cleavage, excessive back, or undergarment is showing. The strap of this type of shirt must be a minimum of 2 inches wide at the thinnest part of the strap.
- Tops - Students may not wear any top that "rides up" when they are moving or are seated. Any time a student's torso (including chest, belly, side, and back) is not completely covered, the student is out of the dress code. This includes "crop" tops.
- Clothing displaying disruptive or suggestive lettering or symbols is not appropriate. Items advertising alcoholic beverages, drugs, or tobacco are not permitted. In addition, any sexually suggestive clothing will be prohibited.
- Hoods and sunglasses are not to be worn inside the school building during the school day. If any of these items are not removed, a dress code violation will be recorded; the item in question may be confiscated. Medical exceptions may be made by the administration.
- Any gang-related clothing is prohibited. This may include but is not limited to sagging and bandanas. Sagging occurs anytime boxers or underwear is worn above the top of the pants.
- Caps and beanies are permitted in the halls and classrooms (as permitted by the teacher). Both caps and beanies must meet the above dress code policy in regards to disruptive or suggestive lettering, symbols, etc.
- Students are not to wear clothing that has tears or holes where skin is revealed six (6) inches above the knees. If clothes are patched, they must be done so permanently. Safety pins, staples, or anything less than a piece of cloth securely sewn to eliminate a hole is prohibited.

Enforcement of Dress Code

Provisions of the dress code are applicable to the school day and to school-related activities. The building principal for a specific school-related activity on a single-event basis may authorize exception or modification of a provision of the dress code.

Discipline for Dress Code Violations

1st Offense: Warning/Change Clothes, 2nd Offense: ASD, 3rd Offense: ISD

Tobacco/Vaping Possession

The Board of Education asserts that tobacco/vaping use is harmful to an individual's health and is unlawful for students under the age of 18. Students are not allowed to possess tobacco, imitation tobacco, or vapor products, in school buildings, on school grounds, or on school buses. This rule applies to any school sponsored activity on or off campus. Any student found to be in possession of tobacco, imitation tobacco, or vapor products, while attending any school

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Oologah-Talala Public Schools Employee Handbook 2025-2026

Phone Extensions

Central Office				**Lower Elementary**		
David Wilkins	6048	Superintendent		Scott Doss	6142	Principal
Kendra Adkins	6045	Asst. Superintendent		Ashley Radcliff		Assistant Principal
Kaleb Hotfelt	6079	Finance/HR		Taryn Meeds	6144	Principal's Secretary
Cindy Lovelace	6076	Payroll		Jennifer Pfeiffer	6141	Attendance Secretary
Leslie Dunavent	6080	Activity Funds		**Carry Wells**	**6143**	**LE Nurse**
High School				**Operations**		
Kevin Hogue	6210	Principal		Dwight Tackitt	6226	Dir Campus Operations
Hollye Jernigen	6216	Assistant Principal		Jeff Cluck	6087	Transportation
Chandra Guthrie	6211	Principal's Secretary				
Brianna Dipley	6221	Attendance Secretary		**Technology**		
Dru Dixon	6174	Athletic Director		Rick Fisher	6349	Technology Director
Rebecca Haney	6220	Athletic Secretary		Mike Murray	6078	Technology
Sharon Holmes	6214	11/12 Counselor		Danna McGuire	6080	Technology
Adrienne Shockey	6212	9/10 Counselor				
				Enrollment		
				Carly Batson	6055	Enrollment
Middle School						
Kelli Dixon	6215	Principal		**Child Nutrition**		
Amber Fiztgerald	6158	Assistant Principal		Laura Leiker	6213	CN Director
Janet Thoenen	6161	Principal's Secretary		Monica Wells	6213	CN Coordinator
Nicole Moffett	6155	Attendance Secretary				
Melissa Gibson	6154	Counselor		**Special Services**		
				Sherry Hutchinson	6072	Special Services Dir
Upper Elementary						
Hilary Morsey	6164	Principal				
Kylie Easterwood	6047	Assistant Principal				
Sarah Austin	6137	Principal's Secretary				
Jaylene Seratte	6041	Attendance Secretary				
Crystal Murphy	6042	Counselor				
Shonna Kubien	**6053**	**HS/MS/UE Nurse**				
Jared Tice	**6237**	**School Resource Officer**				

School District Policies

This District Policy Manual codifies the official policies of the Board of Education and includes the administrative regulations associated with selected policies. School Board policies state positions adopted by the Board in order to provide direction, control and/or management of its legal functions.

The goals of all policy are to present clear, concise, and distinct directives to the Board's staff and to serve as a primary communication tool with the general public with specific attention to students, parents and/or guardians. Regulations, state procedures, and rules developed by the administration are intended to guide and direct the implementation of Board policy.

It is the obligation of employees to familiarize themselves with and follow Board policies. Employees are responsible for familiarizing themselves with and following all administrative regulations.

One should consider two basic points when using the District Policy Manual: ***(1) the policies represent official positions of the Board, and (2) federal, state and local statutes drive the legal basis for these policies and regulations.***

A paper copy of the district's Policy Manual is available in the Superintendent's office. An electronic copy of the District Policy Manual is available on the school's website. Policies are updated periodically throughout the year as more or different information is available or as laws are enacted or amended.

School Calendar
The current school calendar is posted on the school's website.

Payroll Dates:
Each employee will receive monthly compensation by the 15th of each month. Payroll will be set to be distributed on the 15th of the month unless the 15th falls on a weekend, a holiday, or a school break. In this case, payroll will be run on the last business day that school is in session before the 15th of the month.

Teacher Work Hours:
Teachers working hours are from 7:45am to 3:10pm.

Daily Schedules:
Middle School/ High School

Middle School Schedule		High School Schedule	
TIME	**PERIOD**	**TIME**	**PERIOD**
7:55-8:00	FIRST BELL	7:55-8:00	FIRST BELL
8:00-8:50	1st PERIOD	8:00-8:50	1st PERIOD
8:55-9:45	2nd PERIOD	8:55-9:45	2nd PERIOD
9:50-10:45	3rd PERIOD	9:50-10:45	3rd PERIOD
10:45-11:35	4th PERIOD	10:45-11:35	4th PERIOD
11:40-12:30	5th PERIOD	11:40-12:10	LUNCH
12:35-1:05	LUNCH	12:15-1:05	5th PERIOD
1:10-2:00	6th PERIOD	1:10-2:00	6th PERIOD
2:05-2:55	7th PERIOD	2:05-2:55	7th PERIOD

Elementary Schools
Classes begin at 8:00am and end at 2:50pm

Student Attendance:
It is imperative that student attendance is taken regularly and is maintained accurately. Please update your classes' attendance in the student information system at the beginning of each class period.

Administrative Policies:

Name Change, Address and Telephone Numbers:
Teachers should report change of name, change of address, and telephone numbers to the Board of Education Office immediately after change is made. Failure to do this may create errors in our records.

Title IX
The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

If you suspect any adult or child's Title IX rights have been violated, please contact the Title IX Coordinator or Deputy Coordinator:
Coordinator: Kendra Adkins 918-443-6000 or kendra.adkins@oologah.k12.ok.us
Deputy Coordinator: Scott Doss 918-443-6000 or scott.doss@oologah.k12.ok.us
Title IX link to school website https://www.oologah.k12.ok.us/page/title-ix

Lending of Equipment:
Equipment cannot be checked out or lent to individuals without permission from the Superintendent's office. This request should be made through your principal and permission must be granted in writing or by email.

Use of Building:
Permission for use of school buildings for other than school organizations is granted by the Superintendent, Athletic Director, or Building Principal.

Teacher's Absences:
A teacher who is absent must notify the Principal or Principal's designee who in turn will make arrangements for a substitute.

Substitute Teacher:
All substitute teachers will be scheduled through the Principal's office at each site. Substitute pay is: $65 for noncertified, $70 for secretary, and $75 per day for certified substitutes. All substitutes are required to have a national criminal history record check (Ok. State Senate Bill 2199).

Certificate, Transcripts and Background Checks:
An Oklahoma Certificate which is valid for the current school year, a complete up-to-date transcript, and a current criminal history check are required to be on file in the office of the Superintendent. State Law requires that no warrant be issued unless the teacher holds a valid teaching certificate.

Use of School Buses:
School buses are available for use by activity groups of the Oologah-Talala School System. Requests for buses should be made at least 3 days before needed. The early requisition is absolutely necessary in order to provide buses and secure drivers. The activity group using the bus must provide an adult sponsor for each bus used.

Purchase Order Procedure:
Any expenditure of district funds, including student activity funds, must be preceded by an authorized purchase order. Activity fund purchases must be approved Leslie

Dunavent, Activity Fund Custodian. All other fund purchases must have approval by Dr. Wilkins.
No payment will be made without an approved Purchase Order. Obtaining verbal approval from the Superintendent does **NOT** exempt you from obtaining P.O. number and following proper procedure.

Travel:
OTPS will be using a per diem to pay for meal expenses instead of reimbursement beginning the 2022-2023 school year. Per Diem for meals are only paid for travel that includes an overnight stay. The Per diem rate is $55/day for meeting days that involve no travel. The per diem is $41.25/day for travel days.
Incidentals require itemized and dated machine-printed receipts. Sign and indicate the event on each receipt.

Mileage:
From time to time, different individuals connected with the school take athletic, music, or other groups to various places for which the school allows mileage of fifty-six (.56) per mile usually paid by the activity. Reimbursement for mileage must be approved by the Superintendent, Assistant Superintendent or Athletic Director. It will only be approved if the Transportation Director has confirmed a school vehicle is not available.

Attendance:
It is important for employees of OTPS to be present for work except when missing for illness or other factors covered by the leave policy. Any employee experiencing a challenge or barrier to attendance should immediately meet with their direct supervisor.

General Policies:

Chain of Command:
1. The Principal is charged with the responsibility for the organization and operation of his/her building.
2. No teacher will be employed without the recommendation of his/her Principal.
3. Teachers should handle school business through their Principal.
4. The practice of individual teachers going to the individual School Board Members to present school problems is looked upon with disfavor. If you have a problem, present it to your building Administrator. If your building Administrator cannot handle the problem, he/she will in turn present the problem to the Superintendent. If after following this procedure, the problem is not resolved, you will be given an opportunity to present your problem to the Board of Education at a regularly scheduled Board of Education meeting.

Custodians:
1. For the regular upkeep of our building, you will be responsible to the Principal of the building in which you work.

2. General maintenance is the responsibility of every school custodian. Dwight Tackitt is the Custodian Supervisor. When the need arises, he may call all custodians to assist in a particular maintenance job at any school in the system.
3. Custodial supplies may be obtained from the central warehouse storage. Custodians are responsible for the cleanliness and maintenance of their building.
4. Minor repairs should be made at once. Major repair needs should be reported to Brady DeSpain at once and followed through to completion.
5. At any time you have a problem which you feel should be called to the attention of the Superintendent, please feel free to come to his office.

Instructions for Bus Drivers:

1. No person shall drive a school bus at a speed greater than a maximum of fifty-five (55) miles per hour except on turnpikes and interstate highways, where the maximum shall be sixty-five (65) miles per hour.
2. Bus drivers who need a substitute driver should notify the director of transportation.
3. Bus drivers shall be on the bus when students are loading and unloading.
4. The use of cellular devices while operating a bus is strictly forbidden.

Tobacco Free:

It is the policy of the Oologah-Talala Board of Education that tobacco usage of any kind of prohibited on all school owned property.

Drug-Free Workplace Regulations:

The Drug-Free Workplace Act of October 1988 and the Drug-Free Schools and Community Act Amendments of 1989 requires that each employee is informed of the following information:

1. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
2. The unlawful possession, use, manufacture, distribution, or dispensing of illicit drugs and alcohol on school premises or as a part of any school activity is prohibited.
3. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed on employees who violate paragraph No. 2.
4. Compliance with the aforementioned standards (paragraph 3) is mandatory.
5. Information concerning available drug and alcohol counseling, rehabilitation, education, and re-entry programs are available to employees in each building principal's office and the superintendent's office.

Workplace Injury:

Any teacher or other OTPS School Personnel who is injured on the job must report the injury to a supervisor immediately. If the injury isn't life-threatening, proceed to the Nurse's office to receive necessary treatment. (If immediate attention is required, contact Brady DeSpain immediately, and go directly to Access Urgent Care in Owasso, then get paperwork ASAP). All inured employees will need to go to Access Urgent Care for initial treatment and drug testing if necessary. Once all paperwork is complete, it is

important that the paperwork is returned to the Administration office in a timely manner to ensure concise communication with Worker's Compensation.

Reporting Child Abuse, Neglect, Exploitation and Trafficking:
District employees have a legal obligation under Oklahoma law to report child abuse, neglect and exploitation to the Oklahoma Department of Human Services (DHE). District employees are also obligated under Oklahoma law to report suspected child trafficking to the Oklahoma Bureau of Narcotics and Dangerous Drugs Control (OBNDDC). In addition, district employees have an obligation to report suspected abuse, neglect, exploitation or trafficking affecting students to principals or other school officials to ensure the student's safety and welfare while at school or participating in school activities. Although there are no reporting requirements regarding students who are 18 years or older, any employee who suspects that an adult student is being mistreated should notify the principal.

Asbestos Management Plan (August 1996):
The federal government has required all schools to inspect for asbestos in all school buildings through the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). This rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans, and implement response actions. The notice is to inform you that the Oologah-Talala School District has complied with this rule and has developed a management plan for each building. The plans are available for inspection in the office of each school, the superintendent's office, or in the maintenance office.

Electronic or Digital Communication
The board of education shall designate school-approved platforms that may be used for communication with students. The administration shall publish school-approved platforms on the district's website and in student or staff handbooks. Currently the following platforms have been approved by the OTPS Board of Education: Parent Square, Remind, School approved email, Google Classroom, Edgenuity, Aristotle, Hudl, Rank One.

School personnel engaging in electronic or digital communication with an individual student shall include the student's parent or guardian in any electronic or digital communication, unless such communication is on a school-approved platform and related to school and academic communications. The only exception to this requirement may be made in case of an emergency, subject to subsequent notification to the parent or guardian. School employees shall make reasonable efforts to use school-approved platforms, systems, or applications that allow automatic inclusion of parents or guardians in communications with students.

School employees reported to have engaged in electronic or digital communications that would violate this policy and state law shall be placed on administrative leave while the school district investigates the incident. If the

investigation finds that no misconduct occurred, the school employee shall be reinstated, and the incident noted in the personnel file.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including termination of employment, for failure to exercise good judgment. Incidents will be reported in compliance with district policy FFG and state law.

Activity Admission:

Varsity Event Tickets:	$5.00 (School aged children and up)	
JH Event Tickets:	Adults- $5.00	Students- $3.00

Passes:

Family Pass:	$200.00 Five Passes/Family- $20.00 for each additional pass
Single Pass:	$100.00
Senior Adult Pass:	Free if you are 65 or older and live in OTPS District

Reserved Basketball Seating:

Each Seat: $40.00

There is a waiting list so please contact the Athletic Office at (918)443-6220.

Financial Policies

INTRODUCTION

The following handbook was written to help aid School Activity Fund sponsors, teachers, secretaries, and students in the proper procedures for handling School Activity Funds.

It is Mandatory for every person who handles School Activity Funds to attend an annual Sponsor meeting, read this handbook & sign that you have read & understand these guidelines & procedures. Failure to do so may halt or slow down the process of getting requisitions approved, purchases made, bills paid, money receipted, etc.

Portions of this handbook are taken from the Board of Education Policy Manual & the Oklahoma Schools Law book, Section 87.

A. *The Board of Education shall exercise control over all funds and revenues on hand or hereafter received or collected, as herein provided, for student or other extracurricular activities conducted in the school district. Such funds shall be deposited to the credit of the account maintained for the benefit of the particular activity within the School Activity Fund. Deposits of funds subject to the requirements of school activity accounts shall be made daily; however, if cumulative deposits total less than One Hundred Dollars ($100.00), a school district may provide for the deposit of such funds not less than one time per week. Disbursements from each of the activity subaccounts shall be by check countersigned by the school activity fund custodian and shall not be used for any purpose other than that for which the subaccount was originally created. The board of education, at the beginning of each fiscal year and as needed during each fiscal year, shall approve all school activity fund subaccounts, all subaccount fund raising activities and all purposes for which the monies collected in each subaccount can be expended. Provided, the board of education may direct by written resolution that any balance in excess of the amount needed to fulfill the function or purpose for which a subaccount was established may be transferred to another subaccount by the custodian*

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

1. *Admissions to athletic contests, school or class plays, carnivals, parties, dances and promenades;*
2. *Sale of student activity tickets;*
3. *Concession sales, including funds received from vending concession contracts and school picture contracts approved by the district board of education;*
4. *Dues, fees and donations to student clubs or other organizations, provided that membership in organizations shall not be mandatory;*
5. *Income or revenue resulting from the operation of student organizations or club projects, provided such revenue is not derived from the sale of property, supplies, products, or other assets belonging to the school district;*
6. *Deposits for or collections for the purchase of class pictures, rings, pins, announcements, annuals, banquets, student insurance, and other personal items; provided the cost of such items shall not be charged against other school district funds;*
7. *Other income collected for use by school personnel and other school-related adult functions.*

In summary, the Oklahoma Statutes mandate that the local Board of Education must be in control of all public funds collected and expended by a school district. Public funds have been defined by the Attorney General of Oklahoma to include but not limited to any funds raised by students; funds raised on school property that has not been rented by a parent support group; funds raised by a parent support group; funds raised by a parent support group that includes school personnel.

The Oologah-Talala Public Schools Board of Education is committed to the support of patron participation to benefit the educational goals and student involvement within the district. The Board further supports the philosophy that all funds raised by parent organizations be expended in a timely manner for the benefit of students who are currently in attendance at a respective site or participating in an activity.

School districts shall report all school activity fund financial transactions using the Oklahoma Cost Accounting System.

Specific procedures for all activity funds are as follows:

1. *Prenumbered school activity fund receipts shall be issued for every account for each fiscal year.*
2. *The activity fund sponsor and/or secretary shall issue receipts and keep records of credits, debits and balances.*
3. *The books of each subaccount must reconcile with the records of the school activity fund.*
4. *The purchase requisition is presented to the school activity fund custodian or their designee.*
5. *The purchase order is then approved by District school activity fund custodian and sent to the sponsor. The order may then be placed with the vendor.*
6. *Checks will be issued only when invoice or supporting document and merchandise have been received.*
7. *All checks will be issued by the district school activity fund custodian and countersigned. No check will be issued in excess of subaccount balance.*
8. *Records of all bad checks shall be kept and charged to proper subaccount.*
9. *School activity funds shall be reported to the State Department of Education through curricular subject dimension of OCAS, where applicable.*
10. *The school activity fund custodian shall furnish a report to the superintendent and board of education monthly. This report shall show previous balance in each subaccount and total school activity fund balance. The School activity fund custodian shall reconcile the bank statement & include the info in the monthly report to the superintendent and board of education.*
11. *Every teacher in the school system should be informed that all money received is to be turned into the school activity fund custodian or their designee.*

RESPONSIBILITIES OF THE PRINCIPAL

Principals, being responsible for their school's overall program, are accountable for knowing and enforcing all rules governing School Activity Funds. Although administrative styles may vary, the basic duties required of all principals are as follows:

1. To appoint staff members to perform the duties of sponsors, who would be available at various times throughout the school day.
2. To inform the sponsor of the nature and extent of authority regarding the School Activity Fund.
3. To inform the sponsor of the practices and procedures which are acceptable and within the rules and regulations governing student body activities as a whole.
4. To select appropriate sponsors to represent all authorized student groups. The sponsor will conduct all fund-raising activities. Because the Principal is the approving officer, he may not act as group sponsor.
5. To be certain that every responsibility and authority is properly delegated and thoroughly understood by those upon whom such authority is conferred.
6. To periodically evaluate the performance of each sponsor involved to determine that all functional duties are being substantially carried out.
7. To inform all faculty members (especially new teachers) concerning the proper use of funds and proper purchasing procedures.
8. To report to the Superintendent, Business Manager or District Activity Fund Custodian cases of theft or suspected theft of cash and/or merchandise belonging to the School Activity Fund.

Oologah-Talala Public Schools

Wellness Plan

SY 2025-2026

This Local Wellness Policy (LWP) outlines the LEA's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. This policy applies to all students, staff and schools in the Oologah-Talala Public Schools. Specific measurable goals and outcomes are identified within each section below.

Local Wellness Committee

Committee Role and Membership

Oologah-Talala Public Schools will establish a Local Wellness Committee that meets at least two times per year to develop goals for and oversee implementation of school health and safety policies/programs, including periodic reviews and updates of this LWP.

The Local Wellness Committee will represent all school levels (elementary and secondary schools) and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program (e.g., school nutrition director); physical education teachers; health education teachers; school health professionals (e.g., health education teachers, school health services staff (e.g., nurses, physicians, dentists, health educators, and other allied health personnel who provide school health services), and mental health and social services staff (e.g., school counselors, psychologists, social workers, or psychiatrists); school administrators (e.g., superintendent, principal, vice principal); school board members; health professionals (e.g., dietitians, doctors, nurses, dentists); and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators (SNAP-Ed).

Leadership

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

The designated official for oversight is Monica Wells, Child Nutrition Coordinator:

Name	Title / Relationship to the School or District	Email address	Role on Committee
Laura Leiker	Child Nutrition Director	Laura.leiker@oologah.K12.ok.us	Official oversight for the District
Monica Wells	Child Nutrition Coordinator	Monica.wells@oologah.K12.ok.us	Assistant for District oversight
Scott Doss	Assistant Principal OHS	Scott.doss@oologah.K12.ok.us	Official oversight Safety Committee
Helena Harker	Parent		Parent
Kendra Adkins	Assist Superintendent/ Parent	Kendra.adkins@oologah.K12.ok.us	Parent

Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation Plan

All Oologah-Talala Public Schools will develop and maintain an implementation plan for implementing this LWP. This plan will delineate the roles, responsibilities, actions and timelines specific to each school; and include information about who will be responsible to making what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

Oologah-Talala Public Schools will use a variety of tools (see list below) to complete school-level assessments of implementation of this plan; based on the results; Oologah-Talala Public Schools will create an action plan, implement the plan, and generate an annual report. Oologah-Talala Public Schools will retain records to document compliance with the requirements of this LWP at the Oologah-Talala Public Schools' main office and with the Office of the State Superintendent of Education.

Documentation maintained in these locations will include but is not be limited to:

- this written LWP;
- documentation demonstrating that the policy has been made available to the public;

- documentation of efforts to review and update the LWP; including an indication of who is involved in the update and methods the LEA uses to make stakeholders aware of their ability to participate on the Local Wellness Committee;
- documentation to demonstrate compliance with the annual public notification requirements;
- the most recent assessment on the implementation of the LWP; and
- assessment documents will be made available to the public.

Each school in the Oologah-Talala Public Schools will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The school will make this information available via the school website https://www.oologah.k12.ok.us/ and through Oologah-Talala Public Schools communications. This will include a summary of the Oologah-Talala Public Schools' events or activities related to wellness policy implementation. Annually, Oologah-Talala Public Schools also will publicize the name and contact information of the school officials leading and coordinating the Local Wellness Committee, as well as information on how the public can get involved with the Committee.

Triennial Progress Assessments

At least once every three years, Oologah-Talala Public Schools will conduct a Triennial Progress Assessment and develop a report that reviews each Oologah-Talala Public Schools compliance with this LWP. This assessment and report will include a full description of the progress made in attaining the goals of Oologah-Talala Public Schools' LWP.

The positions/persons responsible for managing the triennial assessment and report is:

Monica Wells, Child Nutrition Coordinator
Kendra Adkins, Assistant Superintendent

The above referenced individual will monitor Oologah-Talala Public Schools compliance with this LWP and develop the triennial progress reports by utilizing, among other tools, the annual LEA self-evaluations described in the above section. Oologah-Talala Public Schools will actively notify households/families of the availability of the triennial progress report.

Establishing a Plan to Measure the Impact and Implementation of the Local Wellness Policy

Oologah-Talala Public Schools will evaluate compliance and effectiveness of this LWP using existing data collection tools, such as, but not limited to:

- School Health Index;
- FITNESSGRAM data collection and analysis;
- OSSE Health and Physical Education student assessments;
- DC Healthy Schools Act School Health Profiles;
- Centers for Disease Control and Prevention School Health Profiles;
- Youth Risk Behavior Surveillance System results;
- WellSAT 2.0; and
- USDA triennial administrative review.

Revisions and Updating the Local Wellness Policy

This LWP will be assessed and updated at least every three years, following the triennial assessment discussed above. The Local Wellness Committee will update or modify this LWP based on the results of Oologah-Talala Public Schools' annual self-assessment, the USDA triennial administrative review, and on other variables, including if/when Oologah-Talala Public Schools's health priorities change; the community's health needs change; the wellness goals are met; new health science arises, new technology emerges; and new federal or state guidance/standards are issued.

Community Involvement, Outreach and Communications

All Oologah-Talala Public Schools are committed to being responsive to community input, which begins with awareness of the LWP. All Oologah-Talala Public Schools will actively communicate ways in which representatives of the Local Wellness Committee and others can participate in the development, implementation and periodic review and update of the LWP through a variety of means appropriate for Oologah-Talala Public Schools. All Oologah-Talala Public Schools also will inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. All Oologah-Talala Public Schools will actively notify the public about the content of or any updates to this LWP annually, at a minimum. All Oologah-Talala Public Schools will also use these mechanisms to inform the community about the availability of the annual and triennial reports. Additionally, Oologah-Talala Public Schools will disseminate this LWP to parents through posting it in the school office, on the school website, and through any parent-teacher organizations.

Nutrition

All Oologah-Talala Public Schools are committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, lean protein and fat-free or low-fat dairy, that are moderate in sodium, low in saturated fat, have zero grams trans-fat per serving (nutrition label or manufacturer's specification), and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of students, help mitigate childhood obesity, model healthy eating habits to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

Oologah-Talala Public Schools is committed to offering school meals through the National School Lunch Program (NSLP), School Breakfast Program (SBP), and other supplemental programs, that:

- are accessible to all students;
- are appealing and attractive to students;
- are served in clean and pleasant settings;
- meet or exceed current nutrition requirements established by local and federal statutes and regulations;
- ensure all qualified students will become eligible for free lunch;
- schools will provide at least 30 minutes for students to eat lunch and sufficient time during the lunch period for every student to pass through the service line;
- schools will operate a Universal "Free for All" School Breakfast Program in the cafeteria; and
- promote healthy food and beverage choices by using Smarter Lunchroom techniques, such as the following:
    - whole fruit options offered in attractive, accessible settings;
    - sliced or cut fruit offered, especially for age-appropriate students;
    - alternative entrée options (e.g., salad bar, vegetarian options, etc.) are highlighted on posters or signs within all service and dining areas;
    - student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas;
    - placing white milk at the front of the coolers; and
    - The LEA will accommondate students with special dietary needs.]

Oologah-Talala Public Schools will strive to implement the following Farm to School activities:

- School hosts a school garden
- Local and/or regional products are incorporated into the school meal program

Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA Professional Standards for Child Nutrition Professionals.

Water

To promote hydration, free, potable drinking water will be available to all students throughout the school day and throughout every school campus. Oologah-Talala Public Schools will make drinking water available where school meals are served during mealtimes. Additionally, Oologah-Talala Public Schools will also:

- Water cups/jugs will be available in the cafeteria if a drinking fountain is not present
- All water sources and container will be maintained on a regular basis to ensure good hygiene and health safety standards
- Students will be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day

Competitive Foods and Beverages

Oologah-Talala Public Schools is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools, are available here.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards and the DC Healthy Schools Act 2010.

Rewards

Oologah-Talala Public Schools will not use foods or beverages as rewards, incentives, or prizes for academic performance or good behavior that do not meet the nutritional requirements above.

Third-Party Vendors

Oologah-Talala Public Schools will not permit third-party vendors to sell foods or beverages of any kind to students on school property from midnight on the day school begins to 90 minutes after the school day ends, in accordance with Healthy Schools Act and USDA Smart Snacks Standards.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. Oologah-Talala Public Schools will make available to parents and teachers a list of healthy fundraising ideas including the following: walk-a-thons, Jump Rope for Heart, and dance-a-thons. Fundraising during and outside school hours will sell only non-food items or foods and beverages that meet or exceed the Smart Snacks nutrition standards.

Food and Beverage Marketing in Schools

Oologah-Talala Public Schools is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Oologah-Talala Public Schools strives to teach students how to make informed choices about nutrition, health and physical activity. It is Oologah-Talala Public Schools' intent to protect and promote students' health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with this LWP.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards. Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container;
- Displays, such as on vending machine exteriors;

- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (note: immediate replacement of these items are not required; however, Oologah-Talala Public Schools will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is in financially possible over time so that items are in compliance with the marketing policy);
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by Oologah-Talala Public Schools;
- Advertisements in school publications or school mailings; and
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As Oologah-Talala Public Schools' school nutrition services, athletics department, Parent-Teacher Association (PTA), and Parent-Teacher Organization (PTO) reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by this LWP.

Nutrition Promotion

All Oologah-Talala Public Schools will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

- implementing 10 or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and
- ensuring 100 percent of foods and beverages promoted to students meet the USDA Smart Snacks nutrition standards. Additional promotion techniques that Oologah-Talala Public Schools may use are available here.

Ensuring Quality Nutrition Education, Health Education and Physical Education

Oologah-Talala Public Schools aims to provide age-appropriate and culturally sensitive instruction in nutrition, health and physical education that help students develop the knowledge, attitudes, and skills to enjoy healthy eating habits and a physically active lifestyle.

Nutrition Education

Oologah-Talala Public Schools will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- includes enjoyable, developmentally appropriate, culturally relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- teaches media literacy with an emphasis on food and beverage marketing;
- includes nutrition education training for teachers and other staff; and
- All health education teachers will provide opportunities for students to practice the skills taught through the health education curricula
- In elementary schools, nutrition education will be offered at each grade level as part of a sequential, comprehensive, standards-based health education curriculum that meets state and national standards

Essential Healthy Eating Topics in Health Education

Oologah-Talala Public Schools will include in the health education curriculum the following essential topics on healthy eating:

- Eating more fruits, vegetables, and whole grain products
- Balancing food intake and physical activity
- Accepting body size differences

Health Education

Oologah-Talala Public Schools is dedicated to providing formal, structured health education, consisting of planned learning experiences that provide the opportunity to acquire information and the skills students need to make quality health decisions. As such, Oologah-Talala Public Schools will provide students a comprehensive school health education that address a variety of topics such as alcohol and other drug use and abuse, healthy eating/nutrition, mental and emotional health, personal health and wellness, physical activity, safety and injury prevention, sexual health, tobacco use, and violence prevention. Health education curricula and instruction should address the DC Health Education Standards and incorporate the characteristics of an effective health education curriculum. Oologah-Talala Public Schools will provide health education that:

- is offered at least 75 minutes per week at each grade level, K-8, as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is incorporated into classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- incorporates an age-appropriate sequential health education curriculum that is consistent with District and national standards for health education;
- incorporates active learning strategies and activities that students find enjoyable and personally relevant;
- incorporates opportunities for students to practice or rehearse the skills needed to maintain and improve their health;
- incorporates a variety of culturally-appropriate activities and examples that reflect the community's cultural diversity;
- incorporates assignments or projects that encourage students to have interactions with family members and community organizations;
- requires the health instructors to participate at least once a year in professional development in health education; and
- requires professional development for all teachers in classroom management techniques in the past two years.

Additionally, in an effort to ensure reinforcement of health messages that are relevant for students and meet community needs, Oologah-Talala Public Schools will base its health education program, at least in part, on the results of the Health and Physical Education Assessment and in collaboration with the community. Oologah-Talala Public Schools will also seek to imbed health education as part of student visits with the school nurse, through posters or public service announcements, and through conversations with family and peers.

Improving Environmental Sustainability

Oologah-Talala Public Schools will seek to improve its environmental sustainability and engage in sustainable agriculture practices through:

- contracting with food service vendors that utilize locally grown, locally processed and unprocessed foods from growers engaged in sustainable agriculture practices;
- school wide recycling programs; and

Physical Education and Physical Activity

Oologah-Talala Public Schools acknowledges the positive benefits of physical activity for student health and academic achievement. It is the goal of Oologah-Talala Public Schools that students engage in the recommended 60 minutes per day of physical activity. Additionally, recognizing that physical education is a crucial and integral part of a child's education, we will provide opportunities to ensure that students engage in healthful levels of vigorous physical activity to promote and develop the students' physical, mental, emotional, and social well-being.

The components of Oologah-Talala Public Schools' physical education program shall include a variety of kinesthetic activities, including team, individual, and cooperative sports and physical activities, as well as aesthetic movement forms, such as dance or yoga , as well as, goals to increase physical activity for students to satisfy the Healthy Schools Act requirement.

Students shall be given opportunities for physical activity through a range of before-and/or after-school programs including, but not limited to, interscholastic athletics, and physical activity clubs. Oologah-Talala Public Schools will ensure that:

- students in grades K-5 receive at least 150 minutes per week of physical education, and students in grades 6-8 receive at least 225 minutes per week of physical education;
- physical education teachers shall develop and implement a curriculum that connects and demonstrates the interrelationship between physical activity, good nutrition, and health;
- 50 percent of physical education class time is devoted to actual physical activity;
- suitably adapted physical activity shall be provided as part of the individualized education plan (IEP) developed for students with disabilities;
- physical education staff shall appropriately limit the amount or type of physical exercise required of students during air pollution episodes, excessively hot weather, or other inclement conditions; and
- physical activity is neither required nor withheld as punishment.

Pre-Kindergarten (Pre-K) Physical Activity Recommendations:

Oologah-Talala Public Schools Pre-K shall ensure that students receive 90 to 120 minutes of active play daily. These minutes shall consist of a combination of adult-led/structured active play and child-initiated/unstructured active play. Oologah-Talala Public Schools will seek to offer active play outdoors, weather permitting. Oologah-Talala Public Schools will ensure that:

- these active play minutes shall be achieved through recess, active transitions (marching, hopping, etc.), and classroom games that involve physical movement;
- recess shall be at least 60 minutes daily and scheduled in more than one block of time (e.g., three 20-minute sessions, two 30-minute sessions);
- as with physical education minutes, OSSE shall report to the mayor, DC Council, and Healthy Youth and School Commission (HYSC) annually regarding compliance with physical activity minutes for pre-K children in public and charter schools;
- these school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

OOLOGAH-TALALA PUBLIC SCHOOLS

Established 1896

School Board Memorandum

To: Dr. David Wilkins, Superintendent

From: Hilary Morsey, Oologah Upper Elementary Principal

Date: June 17, 2025

Re: Oologah Upper Elementary Discipline Matrix 2025-2026

Recommendation: I recommend the board approve the Oologah Upper Elementary Discipline Matrix for the 2025-2026 school year.

Additional Notes:

(918) 443-6080 FAX (918) 443-9088 P.O. Box 189, Oologah, OK 74053

#	Violation	Wengage	1st Offense	2nd Offense	3rd Offense	#	Violation	Wengage	1st Offense	2nd Offense	3rd Offense
1	Arson	ARSN	45 Days Suspension/ Ticket	45 Days Suspension/ Ticket	45 Days Suspension/ Ticket	23	Obscene language, or gestures.	DISCON	1-3 Days Lunch Dentention	1-3 Days ASD	3-5 Days ASD or 1-5 Days Suspension
2	Altering food or beverage	DISCON	1-3 Days Lunch Detention	1-3 Days ASD	1-5 Days Suspension	24	Non-accidental physical harm	FTNG	1-3 Days Lunch Detention	1-3 Days ASD	3-5 Days ASD or 1-5 Days Suspension
3	Assault	FTNG	1-5 Days Suspension	5-10 Days Suspension	10-20 Days Suspension	25	Caustic substance	DISCON	1-3 ASD	3-5 Days ASD	1-3 Days Suspension
4	Incitment of violence because of race/religion etc.	HRSN	1-5 Days ASD	1-5 Days Suspension	5-10 Days Suspension	26	Lighters or matches	DISCON	1-3 ASD	3-5 Days ASD	1-5 Days Suspension
5	Academic misconduct	ADC	Warning	ASD & Point Deduction Possible "0" Grade	3-5 Days ASD or 1-5 Days Suspension Point Deduction, Possible "0" Grade	27	Cellphone	ED	Warning/ Remove Device	Removal of Device 1-3 Days Lunch Detention	3-5 Days ASD or 1-5 Days Suspension
6	Unsafe Conduct	DISCON	1-3 Days Lunch Detention	1-3 Days ASD	3-5 Days ASD or 1-5 Days Suspension	28	Obscene electronic communication	OBSELCOM	1-3 Days Lunch Detention or 1-3 Days ASD	3-5 Days ASD or 1-5 Days Suspension	5-10 Days Suspension
7	Disruption of learning process	DTL	1-3 Days Lunch Detention	1-3 Days ASD	3-5 Days ASD	29	Weapon/Explosive	WPNPOS	5-10 Days Suspension Knife/1 Calendar Year Suspension Others	10-20 Days Suspension Knife/1 Calendar Year Suspension Others	1 Calendar Year Suspension
8	Extortion	DISCON	3-5 Days ASD	1-3 Days Suspension	3-5 Days ASD or 1-5 Days Suspension	30	Threat of Weapon/Explosive	SCTHRT	5-10 Days Suspension	10-20 Days Suspension	45 Days Suspension
9	Failure to attend disciplinary assignment	FTSD	Double Consequence	3-5 Days ASD	3-5 Days ASD or 1-5 Days Suspension	31	Abnormal Weapon	SCTHRT	5-10 Days Suspension	10-20 Days Suspension	45 Days Suspension
10	No immunization	OTHOFF	Warning	Warning Letter	*Student is removed from school until documentation is received.*	32	Tobacco Violation	DISCON	5 Days Suspension - Report to ABLE Commission, $100 Fine	10 Days Suspension - Report to ABLE Commission, $200 Fine	Suspension or any term up to the remainder of the school year - Report to ABLE Commission, $200 Fine
11	Failure to return property	THFT	Warning	Warning Letter	*Student records are held until the item is returned or paid for.*	33	Sexual harassment	HRSSX	5-10 Days Suspension	10-20 Days Suspension	45 Days Suspension

12	False reports calls	SCTHRT	1-3 Days Lunch Detention	1-3 Days ASD	3-5 Days Suspension	34	Truancy	ATDTRNY	1-3 Days Lunch Detention	1-3 Days ASD	1-5 Days Suspension
13	Fighting	FTNG	1-3 Days Lunch Detention	1-3 Days ASD	1-5 Days Suspension	35	Theft, possession of stolen property	THFT	1-5 Days Lunch Detention or 1-3 Days ASD	3-5 Days ASD or 1-5 Days Suspension	5-10 Days Suspension
14	Forgery, fraud, or embezzlement.	DISCON	1-3 Days Lunch Detention	1-3 Days ASD	1-5 Days Suspension	36	Dress code violation	DCV	Call Parent/ Change Clothes	Call Parent/Change Clothes Lunch Detention	Call Parent/ Change Clothes 1-3 Days Lunch Detention or 1-3 DaysASD
15	Gambling	DISCON	1-3 Days Lunch Detention	1-3 Days ASD	1- 5 Days Suspension	37	Alcohol/Drugs	ALC / DRG / DRGPOSPAR / MED	9 Weeks Suspension/Early Return Option	18 Weeks Suspension	36 weeks Suspension
16	Gang related activity or actions	DISCON	1-3 Days ASD	3-5 Days Suspension	10-20 Days Suspension	38	Fake Drugs	DRG / MED	1-3 Days ASD	3-5 Day ASD or 1-3 Days Suspension	1-5 Days Suspension
17	Harassment/bullying	HRSBUL	1-5 Days ASD	5-10 Days Suspension	20 Days Suspension	39	Other Substance (glue,paint)	DISCON	18 Weeks Suspension/Early Return Option	36 Weeks Suspension	1 Calendar Year Suspension
18	Hazing	DISCON	10 Days Suspension	20 Days Suspension	45 days Suspension	40	Violation of rules	OTHOFF	1-3 Days Lunch Detention	1-3 Days ASD	3-5 Days ASD or 1-5 Days Suspension
19	Inappropriate gestures/behavior	DISCON	1-3 Days Lunch Detention	1-3 Days ASD	3-5 Days ASD or 1-5 Days Suspension	41	Vandalism	DISCON	1-5 Days Suspension/ Restitution	5-10 Days Combo/ Restitution	10 Days Suspension/ Restitution
20	Inappropriate behavior not covered by handbook	DISCON	1-3 Days Lunch Detention	1-3 Days ASD	3-5 Days ASD or 1-5 Days Suspension	42	Willful disobedience	INSBDN	1-3 Days Lunch Detention	1-3 Days ASD	3-5 Days ASD or 1-5 Days Suspension
21	Indecent exposure	HRSSX	1-5 Days ASD	3-5 Days ASD or 1-5 Days Suspension	5-10 Days Suspension	43	Inappropriate use of school technology	OTHOFF	1-3 Days Lunch Detention	1-3 Days ASD	3-5 Days ASD or 1-5 Days Suspension
22	Hate Crime	DHC	1-5 Days Suspension	5-10 Days Suspension	10-20 Days Suspension						

Student Code of Conduct: Students will be courteous and respectful, obey the rules, model good behavior, and show care and consideration for self, others, and property. Rules and procedures exist for the welfare and safeguarding of all persons attending school. Students have the right to receive an education in a safe place free from distractions, threat, or other factors that inhibit this process. Education is only possible when fair, reasonable and consistent controls are in place to manage student behavior.

The code of conduct assures an orderly and safe environment so that every student can learn. Our standards are high because our expectations are high. School discipline is intended to correct inappropriate behaviors that interfere with the business of education. Students who are self-disciplined learn to accept responsibility for their actions and remain in the educational mainstream, but others require external reinforcement of proper expectations and behavior. Chronic rule violators are those who do not respond to minor corrections regarding general misconduct. ***Progressive levels of discipline or any significant first offense may result in suspension. The level of discipline may be modified to fit the individual or unique circumstance at the discretion of the building administrators. Any threat made by a student toward another student or staff member could be treated as the actual act/threat and is up to the discretion of the building administrators.***

Emergency Removal: If a student's presence poses a continuous danger to persons or property or an ongoing disruption of the academic process within the classroom or elsewhere on school premises, a school administrator may remove the student from curricular or extra-curricular activities without more formal notice and hearing requirements applicable to student consequence.

Oologah Lower Elementary

WHERE MUSTANG MAGIC BEGINS

2025-2026

Parent and Student Handbook

OOLOGAH-TALALA PUBLIC SCHOOLS 2025-2026

Approved by the Oologah-Talala Public School Board of Education Approved on

Jul-2025

Su	M	T	W	Th	F	Sa
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Aug-2025

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Sep-2025

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Oct-2025

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Nov-2025

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Dec-2025

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28	29	30	31				14

First Semester	82
Second Semester	83
Total School Days	165

2025

Aug	New Teachers Report	8/06/2025 thru 08/07/2025
	Professional Day/ Teacher Collaboration	08/08/25 thru 08/11/25
	Discretionary Work Day	08/12/25
	K-12- First Day of School	08/13/25
	PK- First Day of School	08/18/25
Sept	Labor Day	09/01/25
	Professional Day/ Teacher Collaboration	9/26/25
Oct	End of 1st Quarter (9 weeks)	
	Parent/Teacher Conference	10/14/25
	Parent/Teacher Conference (no school)	10/16/25
	Fall Break	10/17/2025 & 10/20/2025
Nov	Professional Day/ Teacher Collaboration	11/21/25
	Thanksgiving Break	11/24/25 thru 11/28/25
Dec	Christmas Break	12/22/24 thru 1/02/25
	Professional Day/ Teacher Collaboration	12/19/25

2026

January	Professional Day/Teacher Collaboration	01/05/26
	Classes Resume	01/06/26
	MLK (no school)	01/19/26
February	President's Day (no school)	02/16/26
	Parent/Teacher Conference	2/5/26
	Parent/Teacher Conference (no school)	2/6/26
March	End of 3rd Quarter	
	Professional Day/ Teacher Collaboration	3/13/2026
	Spring Break	3/16/2026 thru 3/20/2026
April	Good Friday (no school)	04/03/26
	Snow Make Up or No School	04/10/26
	Snow Make Up or No School	04/17/26
	Snow Make Up or No School	04/24/26
May	Snow Make Up or No School	05/01/26
	Snow Make Up or No School	05/08/26
	Snow Make Up or No School	05/15/26
	Last Day of Classes	05/21/26
	Graduation and Teacher Check Out	05/22/26

*These days will be used for snow make up days if needed	6
Professional / Collaboration Day - No School	8
Parent/Teacher Conferences	2
Holiday - No School	
Classroom Teaching Days	163

Jan-2026

Su	M	T	W	Th	F	Sa	
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Feb-2026

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Mar-2026

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29	30	31					16

Apr-2026

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26	27	28	29	30			18

May-2026

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24	25	26	27	28	29	30	12

Jun-2026

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OOLOGAH LOWER ELEMENTARY SCHOOL
PARENT AND STUDENT HANDBOOK 2025-2026

_____
Student Name

PRINCIPALS' MESSAGE

Welcome to Oologah Lower Elementary School. This handbook is a very important tool to help parents and students with their school year. It is important that parents and students read and understand what is written here, as this will be a guide to what is expected at our school.

The entire staff holds high expectations for both achievement and behavior. This creates an environment where everyone can grow to his or her fullest potential. An important aspect of the success of the school year depends on good communication between the school and parents. High expectations, support, and communication with parents is the foundation for a successful school year.

Scott Doss, Lower Elementary Principal
Ashley Radcliff, Lower Elementary Assistant Principal

TELEPHONE NUMBERS

OOLOGAH-TALALA SCHOOLS	**443-6000**
Upper Elementary School	443-6000, ext. 6041
Lower Elementary School	443-6000, ext. 6141
High School	443-6000, ext. 6211
Middle School	443-6000, ext. 6151
Superintendent	443-6000, ext. 6080
Enrollment	443-6000, ext. 6055
Transportation	443-6000, ext. 6087
Child Nutrition	443-6000, ext. 1007
State Safe Call	**1-877-723-3225**

SCHOOL HOURS

PreK……..……..8:00-2:15
K – 1st Grade……..8:00-2:55

MASCOT: MUSTANGS
COLORS: BLUE/GOLD

The Oologah-Talala Independent School District #4 does not discriminate on the basis of race, color, national origin, gender, age, or qualified handicap.

FAMILY EDUCATION RIGHTS AND PRIVACY REGULATIONS (FERPA)

- Oologah-Talala Public Schools will comply with the regulations as outlined in FERPA. All parents, even those not having custody of their children, and all students have a right to inspect and review all official school records.

VISITORS

For the safety and security of our students, visitors on campus will be extremely limited.

- If you would like to visit with your child's teacher, we require that you make arrangements to meet with the teacher during their planning period, before students arrive in the morning, or after school. Drop-in appointments will not be allowed.
- Please report to the office upon arriving at school.
- Authorized visitors will be issued a visitor's badge to be worn during his or her stay at school.
- No under-aged guests will be permitted unless accompanied by an adult.
- Visitors will not be allowed to go to the cafeteria or playground.
- Individual birthday celebrations will not be allowed for students. The building will celebrate all students' birthdays each month, and snacks will be provided by the office.

BUILDING HOURS

The Lower Elementary opens at 7:30 a.m. Do **NOT** drop students off before the buildings are open. When students arrive, they must report to the cafeteria. They will be released to go to their classrooms at 7:50 a.m. Classes begin at 8:00 a.m. and dismiss at 2:50 p.m. **(PreK students go to their classrooms at 7:30 am and leave at 2:00)**.

MISSION STATEMENT

Oologah-Talala Public Schools, inspired by the tradition of excellence, is committed to the shared responsibility of preparing all learners for productive, responsible citizenship in an ever-changing world.

PLEDGE OF ALLEGIANCE

The Pledge is scheduled daily as a school-wide activity during our morning announcements.

MOMENT OF SILENCE

It shall be the policy of the Board of Education that each school site shall follow the "Moment of Silence" law. The "Moment of Silence" law, Senate Bill 815, states that each school shall observe approximately one minute of silence each day with the purpose of allowing each student to reflect, meditate, pray, or engage in other silent activities. The moment of silence is scheduled daily as a school-wide activity during our morning announcements.

CONDUCT OF STUDENTS

An important aspect of a person's educational development is that of learning proper behavior, cooperation, respect, and self-discipline. Without these characteristics, it is difficult for a person to maintain the proper attitude to develop intellectually. It is the school's responsibility as part of the total educational process to assist students in the development of self-discipline. It is the student's responsibility to actively and willingly work toward acquiring self-discipline. Cooperation between home and school is paramount to the success of the students. Positive character traits are encouraged through the use of various character education programs in our schools. The Upper and Lower Elementary schools follow Board of Education policy 4.10 regarding student conduct regulations.

STUDENT RESPONSIBILITIES

Each Oologah-Talala Public School student is personally responsible as a citizen of the school community to maintain a safe and positive learning climate by:

- Being respectful to other students, school staff, and visitors.
- Doing one's best in lessons, and in extra-curricular activities.
- Using self-control at school and at all school activities.
- Respecting school property and using materials properly.

- Respecting the property of others.
- Using appropriate language.
- Being a good citizen at school and in the community.
- Following all school rules.

PARENT RESPONSIBILITIES

- We expect you to have your child in school on time, properly rested, nourished, and attending on a regular basis.
- We expect you to provide your child with the necessary school supplies.
- We expect you to respond to a communication from the school when it concerns your child.
- We expect you to take an active part in your child's education by monitoring the completion of homework or makeup work and attending school functions.
- We expect you to make learning a priority in your home as well as at school.
- We expect parents to support the school in its efforts to maintain proper discipline.

SCHOOL RESPONSIBILITIES

You can expect us to provide a safe and positive learning environment for each student. We will keep you informed of your child's individual progress. We will also keep you informed of events in individual classrooms, as well as the school as a whole.

CUSTODIAL AND NON-CUSTODIAL PARENTAL RIGHTS

It is a policy of the Elementary School that a parent who is awarded legal custody of a child by court action shall file a copy of the current court decree awarding such custody to the school. If the custodial parent wishes the child to be released to the non-custodial parent, an appropriate written instruction should be filed with the school. Absent a court decree to the contrary, both natural parents have the right to view the students' school records; to receive school progress reports; and to participate in parent-teacher conferences (not necessarily together in the same conference). Contact from the school to the parents will be primarily made through the custodial parent.

ADMISSIONS

Certain requirements for admission into the schools of Oklahoma are set forth by the legislature and recorded in the "Oklahoma School Code."
It is the policy of the Board of Education (4.16) that children who are at least four (4) years of age but not more than five (5) years of age on or before September 1 and have not attended a public school kindergarten may be enrolled in a full-day non-compulsory,

early childhood program free of charge. No child shall be enrolled in Kindergarten unless the child has reached five years of age on or before the first day of September of the year the child intends to enroll. No child shall be enrolled in the first grade unless the child will have reached the age of six (6) on or before September 1 of the school year.

Students must have:

1. Authority for Birth

   A. Authority for birth is documentation that can be used to verify school age. Examples of Authority for Birth are:

      a. Birth Certificate
      b. Attending Physician's Certificate
      c. Permanent School Record
      d. Family Bible
      e. Parent Statement
      f. Last Year's Attendance Register

   B. Birth Certificates, if available, must be provided for early childhood, kindergarten, and first-grade students who are first-time enrollees. Each different Authority for Birth must have its own unique code on the Master Roster.

2. Basis of Admission

   A. A student is admitted to the school because the student meets certain criteria. Examples of Basis of Admission are:

      a. The student's parents are residents of the district
      b. The student has a valid transfer
      c. The student is a 9-12th grade pupil who resides in an elementary school district
      d. The student is a nonresident pupil that pays tuition in order to attend this school.

The Superintendent or designee will be responsible for the receipt of all applications for admission, the conduct of registration procedures, and for certification that all admission requirements and prerequisites have been properly met by the student.
The district requires proof of residence for enrollment purposes.

RELEASE OF INFORMATION

Some general information needed for enrollment in another school district can be released to the new district without written consent.

Individual evaluations, anecdotal records, test results, learning plans, and eligibility requires written permission from parent/guardian or eligible student before release.

STUDENT RECORDS

Health and academic records are kept for each regularly enrolled student. Parents are permitted to view any records, upon request to either the counselor or principal. Personal information is needed for each student, such as parent's names, addresses, and occupations of parents, phone numbers, and emergency phone numbers. Please notify the school if any change occurs concerning the above information. In accordance with HIPPA and FERPA regulations, records pertaining to a child's health will be stored separately from their educational records.

BREAKFAST/LUNCH MONEY ACCOUNT

All students are required to eat in the cafeteria or bring something from home. Reduced and free meal forms are available for those qualifying through the National School Lunch Program. Those forms will be made available at the beginning of the year and throughout the year in the Attendance Office. Payment of meals may be made through the school's PayPal account or through sending money to the student.

CAFETERIA CHARGES Students and parents will receive a low balance notice at the point of sale when their account reaches $5.00 (five dollars per child in the family is allowed). No charges will be allowed beyond $30.00, however, children will be offered an alternative lunch. Parents who are having a difficult time paying for their child's meals at school should contact the Child Nutrition Office.

For more information, contact the Child Nutrition Office at 443-6000 X6213

ACADEMICS

COMPUTERS

Students are provided with access to computers at school. The computers and internet access are to be used for legitimate school activities. As a school district, we are very aware of the positive as well as the negative side of Internet access. While it is our intent to make Internet access available to further educational goals and objectives, students may find ways to access other materials.

As a precaution towards protecting our students from the negative side of the Internet, we have installed certain software which monitors and blocks access to unacceptable areas of the Internet. We believe that the benefits to students from access to the

Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. To help students achieve a positive and safe internet experience, schools will instruct students in appropriate online behavior. Our students are supervised and instructed in which areas they may use. Any misuse of a student's Internet access may receive disciplinary action.

If a student unintentionally finds him/herself in an undesirable area of the Internet, he/she will immediately inform the teacher.

OLE students may be provided with a school-issued device to use during distance learning. In accordance with the *Protecting Children in the 21st Century Act,* Oologah-Talala Public Schools will provide training to students regarding appropriate online behavior and use of the device. Students are NOT required to pay a Technology Fee. Students who continually misuse technology will lose device privileges and parents could be held liable for damages. All students and staff will adhere to the Code of Conduct for Internet and other Computer Network Access policy 1.20.

COUNSELOR

The purpose of the guidance counselor is to help students socially, academically, and with personal development. Students may speak with the counselor by making a request to their teacher. At such time the counselor will arrange to see the student. Confidentiality procedures are always in effect.

PROFICIENCY-BASED PROMOTION

Assessments for proficiency-based promotion at Oologah-Talala Schools are offered during the year. The tests give students the opportunity to demonstrate mastery of core curriculum areas prior to taking the grade level or subject area. Tests are available in the core subject areas for grades one through twelve. The parent or guardian of any student may request proficiency-based promotion by submitting a completed application to the Counselor. Contact the Counselor for specific test dates. The Oologah-Talala Board of Education Policy on Proficiency-Based Promotion 4.40 is available on the district website.

REPORT CARDS AND PROGRESS REPORTS

Students in Pre-K to 1st will receive a skill-based report card at the end of each quarter. Report cards are sent home with these students at the conclusion of each semester as listed on the school calendar.

Information regarding student grades and other information will be available to parents via the online Student Information System. For more information on accessing your student's grades and other important information, please refer to the website at www.oologah.k12.ok.us or contact the office of the Counselor or Principal.

CHEATING

Cheating is the act or intent of gaining or giving knowledge for an assignment or test by fraudulent means. The penalty may be a score of zero for the assignment or test, and no opportunity for make-up may be given. A disciplinary consequence may be imposed as outlined in the Oologah-Talala Discipline Rubric.

HOMEWORK

The purpose of homework is to supplement instruction that has taken place in the classroom. Working on homework outside normal school hours builds a sense of working independently to solve problems. With this philosophy in mind, the following is recommended:

- Assigned homework should always be completed within the allotted time period.
- Parents of elementary students should offer support and help as their student completes the required homework. Parents should emphasize the importance of completing school work as required by the teacher.
- If there are questions you don't understand, see your teacher as soon as you can the next day.
- Always turn in your homework; the single biggest reason for poor grades is zeros.

MAKE-UP WORK

Please contact your child's teacher for classroom make-up guidelines.

LIBRARY

Pre-K through fifth-grade students may check out books for a two-week period. Students may only check out two books at a time. If books are damaged or not returned, students will be required to pay a fine or pay the replacement cost. Please contact the library in your child's school for more information.

TEXTBOOKS

The state and local districts furnish the textbooks used in Oologah-Talala Public Schools. Students are responsible for proper care of all textbooks issued to them. Students are responsible for the care of the textbooks issued to them and will be responsible for paying for unnecessary damage or loss of books.

ELIGIBILITY FOR GIFTED AND TALENTED ACTIVITIES

All students participating in GT activities will do so at the discretion of the teacher, site gifted coordinator, and building administration. For additional guidelines, refer to the Oologah-Talala Public Schools Gifted Student Program policy 4.08 located on the district website.

PROMOTION AND RETENTION

The Oologah-Talala Board of Education believes the primary goal of the educational process is to educate. The Board also believes that since each child develops physically, mentally, emotionally, and socially at an individual rate, not all children will complete thirteen grade levels of work at the same rate. Therefore, for some children, more than thirteen years of public education are necessary to achieve the minimal standards of appropriate education.

Grade-level placement in the elementary school will be based on the child's maturity (emotional, social, mental, and physical), chronological age, school attendance, effort, and marks achieved. Standardized test results can be used as one means of judging progress. The grade marks earned by the child throughout the year shall reflect the probable assignment for the coming year.

A grade mark on a report card at the end of the grading period shall not fulfill the teacher's responsibility in reporting a child's progress to the child's parent(s) or guardian. Informal notes and personal conferences are necessary to help the teacher and the parent(s) or guardian understand the child's development and progress. The parent(s) or guardian shall be informed, and a conference scheduled if the parent(s) or guardian desires when it becomes apparent that a child may need to remain at a grade level.

Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not receive a passing grade in a course; the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the Board of Education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the Board.

Students in special education are excluded from this policy and will be advanced or retained in accordance with their Individual Educational Program as created by their IEP team.

All promotion and retention considerations related to the Reading Sufficiency Act will be implemented as required by law.

The full Oologah-Talala Public School Student Promotion and Retention Policy 4.24 is located on the district website.

READING SUFFICIENCY ACT

On May 4, 2011, Governor Mary Fallin signed Senate Bill 346 (SB346), or the READ Initiative into law. This law changes the Reading Sufficiency Act which is intended to provide additional support for students not reading at the same level as their peers in kindergarten through third grade. Beginning with those students who enter first grade in the 2011-2012 school year, SB 346 requires that school districts retain any student not reading on level by third grade. Students' reading ability is demonstrated by scoring advanced or proficient on assessment scores accepted by the Oklahoma State Department of Education and SB 346.

Oologah-Talala Public Schools is dedicated to providing the highest quality of reading instruction. All reading instruction at both the Lower and Upper Elementary is targeted toward individual student reading growth. All students receive instruction in Comprehension, Fluency, Vocabulary, Phonics, Phonemic Awareness, Writing, and Spelling. Students participate in the whole group and targeted small group instruction. Students identified at risk in their reading skills will receive additional in-school targeted reading instructional time and tutorial reading instruction. They may also qualify for after-school reading instruction, and summer reading school.

In order to keep every parent/guardian informed, the district will provide notification of the student's reading level and testing results. If a student continues to show a reading deficiency in third grade, we will advise third-grade parents and students of the deficiency, the services, and support provided, along with a notification that the student will be retained in third grade if he or she does not show adequate reading progress. In addition, parents will be notified of specific actions they can take at home to provide support to their child in reading achievement. Parents and guardians with questions about their child's reading progress are encouraged to contact their child's teacher or principal.

ARRIVAL AND DEPARTURE FOR STUDENTS

Lower Elementary:

Car Rider Drop-off: The south cafeteria doors (Main Entrance) will be used for student drop-off. Please do not park or leave your car unattended while in the drop-off line. Use the designated parking if you need to come inside. **If your child arrives at the Lower Elementary later than 8:00 a.m., you must walk them into the front office.**

Car Rider Pick-up:
The south doors will be used for car rider pick-up. Please pull forward to the sign to ensure room for other cars. No cars are allowed in the bus loop before or after school. Adults should stay in their car during arrival and dismissal, and no walk-ups are allowed.

ATTENDANCE POLICY

Regular attendance is very important for school success. The attendance policy adopted by the school board states that all students must be in attendance at least 90% of the time to be eligible for promotion.

According to the **STATE LAW ON SCHOOL ATTENDANCE** (70-10-105), it is unlawful for a parent of a child aged 5 to 18 to neglect or refuse to cause or compel such child to attend some school and comply with its rules. Failure to do so can result in court action. It is also unlawful for a child over age 16 and under age 18 to refuse to attend some school and comply with its rules unless he/she has completed 4 years of high school or has signed an attendance waiver. Such waivers are only granted in the most extreme cases.

Good attendance is essential to success in school. Poor attendance habits create problems at school, at home, as well as in future employment opportunities. Therefore, as established by local board policy, students entering the school system during a semester will be required to provide an attendance record from their previous school to be applied to this policy.

STUDENT ABSENCES: School law (70-10-106) also states that (1) a full and complete attendance record is to be kept by the school, (2) parents shall notify the school concerning the causes of a school absence, and (3) unless so notified the school shall "attempt" to notify the parent of the absence.

Oklahoma School Attendance Law-"If a child is absent four or more days or parts of days within a four week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent of

Oologah-Talala Public Schools
Sudden Cardiac Emergency Response Plan
Site: Oologah Lower Elementary

Having a Sudden Cardiac Arrest Response Plan and team is essential for ensuring the safety and well-being of students, staff, and visitors in a school setting. Sudden cardiac arrest can occur without warning, and an immediate, effective response is crucial for increasing the chances of survival and minimizing potential long-term damage. A well-trained and coordinated response team ensures that life-saving measures such as CPR and AED use are administered promptly and efficiently. This preparedness not only boosts confidence among the school community but also demonstrates a commitment to providing a safe environment. Regular training and drills keep the team ready to act swiftly, underscoring the importance of preparedness and vigilance in safeguarding lives during critical moments.

Sudden Cardiac Emergency Response Team

Team Members:

1. Team Leader: Scott Doss (Principal)
2. CPR/AED Responder 1: Carry Wells (Nurse)
3. CPR/AED Responder 2: Hope Littlefield (Paraprofessional)
4. 911 Communicator: Jennifer Pfeiffer (Secretary)
5. Crowd Controller: Ashley Radcliff (Asst. Principal)

Roles and Responsibilities:

1. Team Leader

- Responsibilities:
  - Overall Coordination: Oversee the emergency response and ensure all team members are performing their roles effectively.
  - Decision-Making: Make critical decisions such as initiating the use of an AED and coordinating with emergency medical services (EMS).
  - Post-Event Review: Lead a debriefing session after the incident to review the response and identify areas for improvement.
- Actions:
  - Assess the situation and determine if the emergency response plan needs to be activated.
  - Ensure that the AED and other emergency equipment are available and functioning.
  - Communicate with the school administration and provide updates on the situation.

2. CPR/AED Responder 1

- Responsibilities:
  - Primary Responder: Perform CPR and use the AED on the victim.
  - Training Maintenance: Maintain certification in CPR and AED use.
  - Equipment Familiarity: Ensure familiarity with the location and operation of the AED.

-Actions:
- Quickly assess the victim for responsiveness and breathing.
- Initiate CPR if the victim is unresponsive and not breathing normally.
- Apply the AED as soon as it is available and follow the prompts.

3. CPR/AED Responder 2

-Responsibilities:
-Support Role: Assist CPR/AED Responder 1 with CPR and AED use.
-Team Coordination: Help in the switch-over during CPR to avoid fatigue.
-Training Maintenance: Maintain certification in CPR and AED use.
-Actions:
- Assist with chest compressions and ventilation if needed.
- Prepare the AED and ensure proper placement of pads.
- Take over CPR from Responder 1 when necessary to maintain effective compressions.

4. 911 Communicator

-Responsibilities:
-Emergency Contact: Call 911 and communicate essential information to emergency dispatchers.
-Liaison Role: Serve as a liaison between the response team and EMS upon their arrival.
-Information Relay: Provide updates on the victim's condition and the actions taken.
-Actions:
- Dial 911 immediately and provide the location, nature of the emergency, and the condition of the victim.
- Inform dispatchers of the AED use and any other first aid measures being applied.
- Guide EMS to the exact location within the school upon their arrival.

5. Crowd Controller

-Responsibilities:
-Scene Management: Keep the area clear of bystanders to ensure the response team can work effectively.
-Communication: Communicate with staff and students to keep them informed and calm.
-Security Role: Ensure the privacy and dignity of the victim.
-Actions:
- Politely but firmly move bystanders away from the immediate area of the emergency.
- Provide reassurance to students and staff, directing them to safe areas away from the incident.
- Maintain control over the environment until EMS takes over the scene.

Additional Considerations:

-Training and Drills: Regularly train all team members in CPR and AED use, and conduct drills to ensure readiness. (1 Drill per semester involving OTEMS)
-Equipment Checks: Perform regular checks on AEDs and other emergency equipment to ensure they are in working order.
-Communication: Ensure all staff members know how to quickly alert the Sudden Cardiac Response team in case of an emergency.
-Documentation: Keep detailed records of the incident and the response actions taken for review and improvement of the emergency response plan.

This plan should be reviewed and updated annually or after any incident to ensure it remains effective and up-to-date with the latest best practices.

#	Violation	Wengage	1st Offense	2nd Offense	3rd Offense	#	Violation	Wengage	1st Offense	2nd Offense	3rd Offense
1	Arson	ARSN	1 Day Suspension	3 Day Suspension/Ticket	10 Day Suspension/Ticket	23	Obscene language, or gestures.	DISCON	Warning	Loss of Privilege	1-3 Day Suspension
2	Altering food or beverage	DISCON	Warning	Double Consequence	1 Day Suspension	24	Non-accidental physical harm	FTNG	Warning	1 Day Suspension	1-3 Day Suspension
3	Assault	FTNG	1 Day Suspension	1-3 Day Suspension	3-5 Day Suspension	25	Caustic substance.	DISCON	Loss of Privilege	1-3 Day Suspension	1-3 Day Suspension
4	Incitment of violence because of race/religion etc.	HRSN	Warning; Loss of Privilege	Loss of Priviledge	1-3 Day Suspension	26	Lighters or matches	DISCON	Warning	Loss of Privilege	1-3 Day Suspension
5	Academic misconduct	ADC	Warning; Loss of Privilege	Loss of Privilege/1 Day Suspension	1-3 Day Suspension	27	Cellphone	ED	Warning/ Remove Device	Removal of Device for Parent P/U	1-3 Day Suspension
6	Unsafe Conduct	DISCON	Warning; Loss of Privilege	1-3 Day Suspension	3-5 Day Suspension	28	Obscene electronic communication	OBSELCOM	Warning	1-3 Day Suspension	3-5 Day Suspension
7	Disruption of learning process	DTL	Warning/Loss of Privilege	Loss of Privilege;Removal from Classroom	1-3 Day Suspension/ Removal from Classroom	29	Weapon/Explosive	WPNPOS	Warning/ Depending on the item	1-3 Day Suspension	3-5 Day Suspension/Change of Placement
8	Extortion	DISCON	Warning	Warning	Loss of Privilege	30	Threat of Weapon/Explosive	SCTHRT	Warning	1 Day Suspension	3-5 Day Suspension
9	Failure to attend disciplinary assignment	FTSD	Double Consequence	Double Consequence	In-School Suspension	31	Abnormal Weapon	SCTHRT	Warning/ Depending on the item	1-3 Day Suspension	3-5 Day Suspension
10	No immunization	OTHOFF	Warning/Call Home	Warning Letter	Student is removed from school until documentation is received.	32	Tobacco Violation	DISCON	Warning	1 Day Suspension	1-3 Day Suspension
11	Failure to return property	THFT	Warning	Warning Letter	Student records are held until the item is returned or paid for.	33	Sexual harassment	HRSSX	Warning	1 Day Suspension	3-5 Day Suspension
12	False reports calls	SCTHRT	Warning	Loss of Privilege	1 Day Suspension	34	Truancy	ATDTRNY	Warning/Call Home	Warning/Official letter to parent	Warning/Official letter to parent
13	Fighting	FTNG	Loss of Privilege	Loss of Privilege	1-3 Day Suspension	35	Theft, possession of stolen property	THFT	Warning/Loss of Privilege	Loss of Privilege	1-3 Day Suspension
14	Forgery, fraud, or embezzlement.	DISCON	Warning	Warning/Loss of Prvilege	1 Day Suspension	36	Dress code violation	DCV	Warning/ Change Clothes	Warning/Change of Clothes	Warning/Change of Clothes
15	Gambling	DISCON	Warning	Loss of Privilege	Loss of Privilege	37	Alcohol/Drugs	ALC / DRG / DRGPOSPAR / MED	Warning/DHS Report	Warning/DHS Report	Suspension/DHS Report
16	Gang related activity or actions	DISCON	Warning	Warning	Loss of Privilege	38	Fake Drugs	DRG / MED	Warning	Warning/Loss of Privilege	1 Day Suspension
17	Harassment/bullying	HRSBUL	Loss of Privilege	1 Day Suspension	3-5 Day Suspension	39	Other Substance (glue,paint)	DISCON	Warning/Parent Meeting	Warning/Loss of Privilege	Warning/Loss of Privilege

18	Hazing	DISCON	Loss of Privilege	1 Day Suspension	3-5 Day Suspension	**40**	Violation of rules	OTHOFF	Warning/Loss of Privilege	Loss of Privilege/1 Day Suspension	1-3 Day Suspension
19	Inappropriate gestures/behavior	DISCON	Warning	Loss of Privilege	1-3 Day Suspension	**41**	Vandalism	DISCON	Warning/Loss of Privilege	1 Day Suspension	1-3 Day Suspension
20	Inappropriate behavior not covered by handbook	DISCON	Warning/Loss of Privilege	Loss of Privilege	1-3 Day Out of School	**42**	Willful disobedience	INSBDN	Warning	Loss of Priviliege	1-3 Day Suspension
21	Indecent exposure	HRSSX	Warning/Loss of Privilege	1 Day Suspension	3-5 Day Suspension	**43**	Inappropriate use of school technology	OTHOFF	Warning	Lose Device for period of time	Permanent Loss of Device
22	Hate Crime	DHC	1 Day Suspension	1-3 Day Suspension	3-5 Day Suspension/ Change of Placement						

The level of discipline may be modified to fit the individual or unique circumstance at the discretion of the building administrators.

Any threat made by a student toward another student or staff member could be treated as the actual act at the discretion of the building administrators.

Student Code of Conduct: Students will be courteous and respectful, obey the rules, model good behavior, and show care and consideration for self, others, and property. Rules and procedures exist for the welfare and safeguarding of all persons attending school. Students have the right to receive an education in a safe place free from distractions, threat, or other factors that inhibit this process. Education is only possible when fair, reasonable and consistent controls are in place to manage student behavior.

Emergency Removal: If a student's presence poses a continuous danger to persons or property or an ongoing disruption of the academic process within the classroom or elsewhere on school premises, a school administrator may remove the student from curricular or extra-curricular activities without more formal notice and hearing requirements applicable to student consequence.

OOLOGAH-TALALA UPPER ELEMENTARY SCHOOL
STUDENT HANDBOOK 2025-2026

_____
Student Name

PRINCIPAL'S MESSAGE

Welcome to Oologah Upper Elementary! This handbook is a very important tool to help parents and students with their school year. It is important that parents and students read and understand what is written here, as this will be a guide to what is expected at our school.

The entire staff holds high expectations for both achievement and behavior. This creates an environment where everyone can grow to his or her fullest potential. An important aspect of the success of the school year depends on good communication between the school and parents. High expectations, support, and communication with parents is the foundation for a successful school year.

Hilary Morsey, Upper Elementary Principal
Kylie Easterwood, Upper Elementary Assistant Principal

TELEPHONE NUMBERS

OOLOGAH-TALALA SCHOOLS	**443-6000**
Upper Elementary School	443-6000, ext. 6041
Lower Elementary School	443-6000, ext. 6141
High School	443-6000, ext. 6211
Middle School	443-6000, ext. 6151
Superintendent	443-6000, ext. 6080
Enrollment	443-6000, ext. 6055
Transportation	443-6000, ext. 6087
Child Nutrition	443-6000, ext. 1007
State Safe Call	**1-877-723-3225**

SCHOOL HOURS

PreK……..……..8:00-2:15
K – 1st Grade……..8:00-2:55
2nd- 5th Grade……..…..8:00-2:55

MASCOT: MUSTANGS
COLORS: BLUE/GOLD

The Oologah-Talala Independent School District #4 does not discriminate on the basis of race, color, national origin, gender, age, or qualified handicap.

FAMILY EDUCATION RIGHTS AND PRIVACY REGULATIONS (FERPA)

- Oologah-Talala Public Schools will comply with the regulations as outlined in FERPA. All parents, even those not having custody of their children, and all students have a right to inspect and review all official school records.

VISITORS

For the safety and security of our students, visitors on campus will be extremely limited.

- If you would like to visit with your child's teacher, we require that you make arrangements to meet with the teacher during their planning period, before students arrive in the morning, or after school. Drop-in appointments will not be allowed.
- Please report to the office upon arriving at school.
- Authorized visitors will be issued a visitor's badge to be worn during his or her stay at school.
- No under-aged guests will be permitted unless accompanied by an adult.
- Visitors will not be allowed to go to the cafeteria or playground.
- Individual birthday celebrations will not be allowed for students. The building will celebrate and recognize all students' birthdays each month.

BUILDING HOURS

The Upper Elementary opens at 7:15 a.m. Do **NOT** drop students off before the buildings are open. When students arrive, they must report to the cafeteria. They will be released to go to their classrooms at 7:50 a.m. Classes begin at 8:00 a.m. and dismiss at 2:50 p.m.

MISSION STATEMENT

Oologah-Talala Public Schools, inspired by the tradition of excellence, is committed to the shared responsibility of preparing all learners for productive, responsible citizenship in an ever-changing world.

PLEDGE OF ALLEGIANCE

The Pledge is scheduled daily as a school-wide activity during our morning meetings in each classroom.

MOMENT OF SILENCE

It shall be the policy of the Board of Education that each school site shall follow the "Moment of Silence" law. The "Moment of Silence" law, Senate Bill 815, states that each school shall observe approximately one minute of silence each day with the purpose of allowing each student to reflect, meditate, pray, or engage in other silent activities. The moment of silence is scheduled daily as a school-wide activity during our morning meetings in each classroom.

CONDUCT OF STUDENTS

An important aspect of a person's educational development is that of learning proper behavior, cooperation, respect, and self-discipline. Without these characteristics, it is difficult for a person to maintain the proper attitude to develop intellectually. It is the school's responsibility as part of the total educational process to assist students in the development of self-discipline. It is the student's responsibility to actively and willingly work toward acquiring self-discipline. Cooperation between home and school is paramount to the success of the students. Positive character traits are encouraged through the use of various character education programs in our schools. The Upper Elementary school follows the Board of Education policy 4.10 regarding student conduct regulations.

STUDENT RESPONSIBILITIES

Each Oologah-Talala Public School student is personally responsible as a citizen of the school community to maintain a safe and positive learning climate by:

- Being respectful to other students, school staff, and visitors.
- Doing one's best in lessons, and in extra-curricular activities.
- Using self-control at school and at all school activities.
- Respecting school property and using materials properly.

- Respecting the property of others.
- Using appropriate language.
- Being a good citizen at school and in the community.
- Following all school rules.

PARENT RESPONSIBILITIES

- We expect you to have your child in school on time, properly rested, nourished, and attending on a regular basis.
- We expect you to provide your child with the necessary school supplies.
- We expect you to respond to a communication from the school when it concerns your child.
- We expect you to take an active part in your child's education by monitoring the completion of homework or makeup work and attending school functions.
- We expect you to make learning a priority in your home as well as at school.
- We expect parents to support the school in its efforts to maintain proper discipline.

SCHOOL RESPONSIBILITIES

You can expect us to provide a safe and positive learning environment for each student. We will keep you informed of your child's individual progress. We will also keep you informed of events in individual classrooms, as well as the school as a whole.

CUSTODIAL AND NON-CUSTODIAL PARENTAL RIGHTS

It is a policy of the Elementary School that a parent who is awarded legal custody of a child by court action shall file a copy of the current court decree awarding such custody to the school. If the custodial parent wishes the child to be released to the non-custodial parent, an appropriate written instruction should be filed with the school. Absent a court decree to the contrary, both natural parents have the right to view the students' school records; to receive school progress reports; and to participate in parent-teacher conferences (not necessarily together in the same conference). Contact from the school to the parents will be primarily made through the custodial parent.

ADMISSIONS

Certain requirements for admission into the schools of Oklahoma are set forth by the legislature and recorded in the "Oklahoma School Code."
It is the policy of the Board of Education (4.16) that children who are at least four (4) years of age but not more than five (5) years of age on or before September 1 and have not attended a public school kindergarten may be enrolled in a full-day non-compulsory,

early childhood program free of charge. No child shall be enrolled in Kindergarten unless the child has reached five years of age on or before the first day of September of the year the child intends to enroll. No child shall be enrolled in the first grade unless the child will have reached the age of six (6) on or before September 1 of the school year.

Students must have:

1. Authority for Birth

A. Authority for birth is documentation that can be used to verify school age. Examples of Authority for Birth are:

a. Birth Certificate
b. Attending Physician's Certificate
c. Permanent School Record
d. Family Bible
e. Parent Statement
f. Last Year's Attendance Register

B. Birth Certificates, if available, must be provided for early childhood, kindergarten, and first-grade students who are first-time enrollees. Each different Authority for Birth must have its own unique code on the Master Roster.

2. Basis of Admission

A. A student is admitted to the school because the student meets certain criteria. Examples of Basis of Admission are:

a. The student's parents are residents of the district
b. The student has a valid transfer
c. The student is a 9-12th grade pupil who resides in an elementary school district
d. The student is a nonresident pupil that pays tuition in order to attend this school.

The Superintendent or designee will be responsible for the receipt of all applications for admission, the conduct of registration procedures, and for certification that all admission requirements and prerequisites have been properly met by the student.
The district requires proof of residence for enrollment purposes.

RELEASE OF INFORMATION

Some general information needed for enrollment in another school district can be released to the new district without written consent.

Individual evaluations, anecdotal records, test results, learning plans, and eligibility requires written permission from parent/guardian or eligible student before release.

STUDENT RECORDS

Health and academic records are kept for each regularly enrolled student. Parents are permitted to view any records, upon request to either the counselor or principal. Personal information is needed for each student, such as parent's names, addresses, and occupations of parents, phone numbers, and emergency phone numbers. Please notify the school if any change occurs concerning the above information. In accordance with HIPPA and FERPA regulations, records pertaining to a child's health will be stored separately from their educational records.

BREAKFAST/LUNCH MONEY ACCOUNT

All students are required to eat in the cafeteria or bring something from home. Reduced and free meal forms are available for those qualifying through the National School Lunch Program. Those forms will be made available at the beginning of the year and throughout the year in the Attendance Office. Payment of meals may be made online or by sending money with the student(s).

CAFETERIA CHARGES Students and parents will receive a low balance notice at the point of sale when their account reaches $5.00 (five dollars per child in the family is allowed). No charges will be allowed beyond $30.00, however, children will be offered an alternative lunch. Parents who are having a difficult time paying for their child's meals at school should contact the Child Nutrition Office.

For more information, contact the Child Nutrition Office at 443-6000 X6213.

ACADEMICS

COMPUTERS

Students are provided with access to computers at school. The computers and internet access are to be used for legitimate school activities. As a school district, we are very aware of the positive as well as the negative side of Internet access. While it is our intent to make Internet access available to further educational goals and objectives, students may find ways to access other materials.

As a precaution towards protecting our students from the negative side of the Internet, we have installed certain software which monitors and blocks access to unacceptable areas of the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. To help students achieve a positive and safe internet experience, schools will instruct students in appropriate online behavior. Our students are supervised and instructed in which areas they may use. Any misuse of a student's Internet access may receive disciplinary action.

If a student unintentionally finds him/herself in an undesirable area of the Internet, he/she will immediately inform the teacher.

OUE students will be provided with a school-issued device to use during distance learning. In accordance with the *Protecting Children in the 21st Century Act,* Oologah-Talala Public Schools will provide training to students regarding appropriate online behavior and use of the device. Students are NOT required to pay a Technology Fee. Students who continually misuse technology will lose device privileges and parents could be held liable for damages. All students and staff will adhere to the Code of Conduct for Internet and other Computer Network Access policy 1.20.

COUNSELOR

The purpose of the guidance counselor is to help students socially, academically, and with personal development. Students may speak with the counselor by making a request to their teacher. At such time the counselor will arrange to see the student. Confidentiality procedures are always in effect.

PROFICIENCY-BASED PROMOTION

Assessments for proficiency-based promotion at Oologah-Talala Schools are offered during the year. The tests give students the opportunity to demonstrate mastery of core curriculum areas prior to taking the grade level or subject area. Tests are available in the core subject areas for grades one through twelve. The parent or guardian of any student may request proficiency-based promotion by submitting a completed application to the Counselor. Contact the Counselor for specific test dates. The Oologah-Talala Board of Education Policy on Proficiency-Based Promotion 4.40 is available on the district website.

REPORT CARDS AND PROGRESS REPORTS

Students in Pre-K to 2nd will receive a skill-based report card at the end of each semester. Students in 3rd through 5th grades will receive report cards at the end of each semester. Students in grades 3-5 will receive the following traditional letter grades:

A-Excellent	100-90%
B-Above Average	89-80%
C-Average	79-70%
D-Below Average	69-60%
F-Failing	59-0%

I-Incomplete
S-Satisfactory
U-Unsatisfactory
P-Working to capacity, but not fulfilling course requirements

Information regarding student grades and other information will be available to parents via the online Student Information System. For more information on accessing your student's grades and other important information, please refer to the website at www.oologah.k12.ok.us or contact the office of the Counselor or Principal.

CHEATING

Cheating is the act or intent of gaining or giving knowledge for an assignment or test by fraudulent means. A disciplinary consequence will be imposed as outlined in the Oologah-Talala Discipline Matrix.

HOMEWORK

The purpose of homework is to supplement instruction that has taken place in the classroom. Working on homework outside normal school hours builds a sense of working independently to solve problems. With this philosophy in mind, the following is recommended:

- Assigned homework should always be completed within the allotted time period.
- Parents of elementary students should offer support and help as their student completes the required homework. Parents should emphasize the importance of completing school work as required by the teacher.
- If there are questions you don't understand, see your teacher as soon as you can the next day.
- Always turn in your homework; the single biggest reason for poor grades is zeros.

MAKE-UP WORK

Please contact your child's teacher for classroom make-up guidelines.

LIBRARY

Second through fifth-grade students may check out books for a two-week period. Students may only check out two books at a time. If books are damaged or not returned, students will be required to pay a fine or pay the replacement cost. Please contact the library for more information.

TEXTBOOKS

The state and local districts furnish the textbooks used in Oologah-Talala Public Schools. Students are responsible for proper care of all textbooks issued to them. Students are responsible for the care of the textbooks issued to them and will be responsible for paying for unnecessary damage or loss of books.

ELIGIBILITY FOR GIFTED AND TALENTED ACTIVITIES

All students participating in GT activities will do so at the discretion of the teacher, site gifted coordinator, and building administration. For additional guidelines, refer to the Oologah-Talala Public Schools Gifted Student Program policy 4.08 located on the district website.

PROMOTION AND RETENTION

The Oologah-Talala Board of Education believes the primary goal of the educational process is to educate. The Board also believes that since each child develops physically, mentally, emotionally, and socially at an individual rate, not all children will complete thirteen grade levels of work at the same rate. Therefore, for some children, more than thirteen years of public education are necessary to achieve the minimal standards of appropriate education.

Grade-level placement in the elementary school will be based on the child's maturity (emotional, social, mental, and physical), chronological age, school attendance, effort, and marks achieved. Standardized test results can be used as one means of judging progress. The grade marks earned by the child throughout the year shall reflect the probable assignment for the coming year.

A grade mark on a report card at the end of the grading period shall not fulfill the teacher's responsibility in reporting a child's progress to the child's parent(s) or guardian. Informal notes and personal conferences are necessary to help the teacher and the parent(s) or guardian understand the child's development and progress. The parent(s) or guardian shall be informed, and a conference scheduled if the parent(s) or guardian desires when it becomes apparent that a child may need to remain at a grade level.

Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not receive a passing grade in a course; the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the Board of Education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the Board.

Students in special education are excluded from this policy and will be advanced or retained in accordance with their Individual Educational Program as created by their IEP team.

All promotion and retention considerations related to the Reading Sufficiency Act will be implemented as required by law.

The full Oologah-Talala Public School Student Promotion and Retention Policy 4.24 is located on the district website.

READING SUFFICIENCY ACT

On May 4, 2011, Governor Mary Fallin signed Senate Bill 346 (SB346), or the READ Initiative into law. This law changes the Reading Sufficiency Act which is intended to provide additional support for students not reading at the same level as their peers in kindergarten through third grade. Beginning with those students who enter first grade in the 2011-2012 school year, SB 346 requires that school districts retain any student not reading on level by third grade. Students' reading ability is demonstrated by scoring advanced or proficient on assessment scores accepted by the Oklahoma State Department of Education and SB 346.

Oologah-Talala Public Schools is dedicated to providing the highest quality of reading instruction. All reading instruction at both the Upper Elementary is targeted toward individual student reading growth. All students receive instruction in Comprehension, Fluency, Vocabulary, Phonics, Phonemic Awareness, Writing, and Spelling. Students participate in the whole group and targeted small group instruction. Students identified at risk in their reading skills will receive additional in-school targeted reading instructional time and tutorial reading instruction. They may also qualify for after-school reading instruction, and summer reading school.

In order to keep every parent/guardian informed, the district will provide notification of the student's reading level and testing results. If a student continues to show a reading deficiency in third grade, we will advise third-grade parents and students of the deficiency, the services, and support provided. In addition, parents will be notified of specific actions they can take at home to provide support to their child in reading achievement. Parents and guardians with questions about their child's reading progress are encouraged to contact their child's teacher or principal.

ARRIVAL AND DEPARTURE FOR STUDENTS

Upper Elementary:

Car Rider Information: The arrival area for all Upper Elementary students who are driven to school will be in the designated area at the front entrance of the building if arriving before 7:45 a.m. Classes begin at 8:00 a.m. Students need to be in their classroom before this time. Upper Elementary students who are tardy must have a parent bring them in. The designated car rider pick-up area is located at the south glass doors in the Upper Elementary parking lot at the front of our campus. Adults should stay in their car during arrival and dismissal, and no walk-ups are allowed.

Bus Rider Information: Those students riding the bus will use the doors closest to the bus loading and unloading zone located at the south end of our building.

ATTENDANCE POLICY

Regular attendance is very important for school success. The attendance policy adopted by the school board states that all students must be in attendance at least 90% of the time to be eligible for promotion.

According to the **STATE LAW ON SCHOOL ATTENDANCE** (70-10-105), it is unlawful for a parent of a child aged 5 to 18 to neglect or refuse to cause or compel such child to attend some school and comply with its rules. Failure to do so can result in court action. It is also unlawful for a child over age 16 and under age 18 to refuse to attend some school and comply with its rules unless he/she has completed 4 years of high school or has signed an attendance waiver. Such waivers are only granted in the most extreme cases.

Good attendance is essential to success in school. Poor attendance habits create problems at school, at home, as well as in future employment opportunities. Therefore, as established by local board policy, students entering the school system during a semester will be required to provide an attendance record from their previous school to be applied to this policy.

STUDENT ABSENCES: School law (70-10-106) also states that (1) a full and complete attendance record is to be kept by the school, (2) parents shall notify the school concerning the causes of a school absence, and (3) unless so notified the school shall "attempt" to notify the parent of the absence.

Oklahoma School Attendance Law-"If a child is absent four or more days or parts of days within a four week period or is absent without valid excuse for ten (10) or more

days or parts of days within a semester, the attendance officer shall notify the parent of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. Furthermore, any person having control of a child between five (5) and eighteen (18) years of age is required to compel that child to attend school. Failure to do so may result in fines up to one hundred dollars ($100) and/or imprisonment."

ABSENCES AND TARDIES

The bell rings at 8:00 a.m. This bell signifies the beginning of school. It is important that your child is here and ready to begin the day. If a student is habitually late or absent to school, a letter will be sent home to the parents and kept on file at the school. If the problem continues, the student's attendance records will be turned over to the Roger's County District Attorney to be addressed in Truancy Court. If it is necessary for your child to be absent, please call the attendance office or write a note to provide notification on the day of absence or the day of return to school. All absences are recorded on the student's attendance record. The upper elementary attendance number is **443-6000, ext. 6041**.

Students must be in attendance for two hours during the morning session to be counted as present. Otherwise, it will be recorded as a one-half-day a.m. absence. Likewise; they must be in attendance two hours of the day for p.m. to be counted as present.

Students will be counted as tardy if they arrive between the hours of 8:00 and 8:50, or if they are checked out early between the hours of 2:00 and 2:50. Five tardies will result in the student being assigned an absence in the attendance system. Students with repeated tardiness and/or absences will be subject to communication, school administration, and local law enforcement.

During a period of distance or virtual learning, a student's attendance will be determined based on their log-ins, assignment completion, and communication with the teacher.

WITHDRAWAL FROM SCHOOL

When a student withdraws from school, he or she must report to the enrollment office with parents/guardians on the morning of their last official day. The student will receive a withdrawal form, which will be taken to each of his or her teachers for "clearance." The student should make certain that all school property has been returned, any fines owed have been paid, and all work completed in order to be cleared. The withdrawal form should then be returned to the office for a parent's signature. The office will not release records to the receiving school until all books and school property have been returned and all fines and/or fees have been paid. Transcripts will not be sent to the

receiving school until the student is “cleared” from Oologah-Talala Public Schools. A student’s records cannot be obtained by anyone other than an educational institution without the parent or guardian signing a release form.

CHECKING OUT OR LEAVING CAMPUS

Students leaving school during the school day for any reason must have their parents or guardian check them out through the elementary office. Checking out by phone is not allowed. Students will not be released from their classroom until notified by the office that their parent/guardian is here to pick them up. Students should check in at the elementary office if they return before school is out. All students checked out for an on-campus activity are considered absent from class. Students who are checked out early may be assigned a tardy or absence, depending on how much class time is missed.

Under no circumstances will any student from the Upper Elementary be allowed to leave campus unattended and walk to another location after being checked out or at the end of the day. Students are also not able to leave the Upper Elementary to walk to another on-campus location without express permission from the building principal.

TRESPASSING OR LOITERING

Trespassers and/or loiterers will not be tolerated. Visitors must report to the front office for approval to be on the campus. The Principal or their designee has the authority to grant approval. If approval is not granted, the person(s) must leave the school building and grounds immediately. Persons refusing to leave will be subject to arrest. Suspended students, dropouts, and non-students are not allowed to be on or return to the campus or attend extra-curricular activities. Any person in violation of this policy is subject to arrest.

CLASSROOM PARTIES

All grades will have three class parties during the year: Fall, Winter and Valentine’s. Individual birthday celebrations will not be allowed for students. The building will celebrate all students’ birthdays each month.

FUNDRAISING

All fundraising activities must be approved by the Principal.

- Only school-sponsored fundraising activities will be approved.

- Sales of items can only take place before school or after school.
- Sponsors are to receive students for money received if the amount is greater than ten dollars; for amounts less than ten dollars a cash roster sheet can be used.

STUDENT RESPONSIBILITIES

TOYS

Students are not allowed to bring toys or any devices to school without permission of the principal. No trading cards of any kind are allowed. The school is not responsible for lost, stolen or damaged items brought to school.

All personal electronics are subject to the same set of rules as electronics issued by the school. If a parent wishes to allow their child to bring them to school they are to remain off and stored away during the school day. They are only allowed before school and after school unless other arrangements have been made with your child's teacher or the building principal. Any conflict regarding these devices may result in loss of privilege to bring them or disciplinary action. The school is not responsible for lost, stolen or damage to these items. School employees have the right to confiscate a students' device at any time and bring it to the principal if the student is not following correct procedures.

TELEPHONE

The office phones are for school business and are to be used by students only with permission from office staff. Please make sure your child knows if he/she is to ride the bus, or be picked up by someone **prior** to arriving at school in the morning. Calling with last-minute instructions causes problems at the close of the day. If you must notify your child of a change in plans, please call the Elementary Office **before 2:00 p.m**. Messages received after 2:00 may not reach your child before school is dismissed.

STUDENT CELL PHONES

Personal cell phones and electronic devices are to be turned off and stored in a backpack or locker during the school day. If a parent wishes to have their child bring a cell phone or device to school, it will remain turned off and stored away during the school day. When a phone or device comes into conflict with the school environment, it is subject to confiscation by members of the faculty and will be turned into the principal. The parents/guardians will be responsible for picking up the item from administration. The school will assume no responsibility for lost or stolen cell phones or personal electronic devices brought to school.

PETS

Students or parents are not allowed to bring pets or live animals to school for safety reasons.

GUM

Gum chewing is not permitted at school due to problems caused by sticking to floors, furniture, clothes, hair, etc.

DRESS CODE

A student's dress should be appropriate and lend itself to the learning environment. Clothing should be reasonable and modest, so as not to be a distraction. While all appropriate dress cannot be listed, some guidelines to use are as follows:

- Short-shorts, bicycle, spandex, and boxer shorts are not permitted.
- Hemlines of skirts must be at least 2" longer than the longest finger of the student's hands when their arms are held to the side in a relaxed position.
- The length of the shorts must be longer than the longest finger of a student's hands when their arms are held to their side in a relaxed position.
- Tube tops, tank tops, bare midriff tops, halters, and see-through clothing are inappropriate for school wear and will not be permitted. Straps on any sleeveless garment for females must be wide enough to reach the shoulder.
- Clothing displaying disruptive or suggestive lettering and/or symbols is considered inappropriate and will not be permitted. Items advertising alcoholic beverages or drug and/or tobacco products should not be worn.
- Hats, hoods (up on a hooded shirt), and sunglasses are not to be worn inside the buildings during the school day.
- Any gang-related behavior or clothing is prohibited; this includes but is not limited to "sagging" and/or bandannas.
- Holes in jeans must not be higher than the longest finger of the student's hands when their arms are held to the side in a relaxed position.
- Clothing that is purposely ripped, torn, and/or cut in a manner that causes a distraction to the operation of the school or safety risk to the student or others is prohibited.
- Pants may not ride low exposing the torso or back or undergarments.

- Form-fitting, stretch material may not be worn as a primary outer garment. Tights and leggings may be worn only under other garments which meet the provisions of the dress code.

Any clothing, style, or accessory which is deemed by the teacher or principal to be inappropriate will be dealt with in an appropriate manner. This may include, but not limited to, covering the article, removing the article (i.e. hat, jacket, etc.) or calling home for a change of clothes.

LOCKERS

Each student will be assigned a locker for storing books, school supplies, and clothing.

- You are expected to keep your locker in good condition.
- School officials may search lockers at any time.
- Locker clean-outs will be held throughout the year.
- It is your responsibility to keep your locker secure.
- Money and/or other valuables should not be kept in lockers.
- The school is not responsible for lost or stolen articles.
- If you have locker security problems, you should inform the teacher/principal.
- Do not use adhesive stickers in or on your locker.
- Switching or sharing of lockers is not permitted.
- Do not rig your locker so that it will open automatically.
- Lockers are the property of the school and may be inspected at any time.

LOST AND FOUND

Students should immediately take items that they have found to the office.

- Clothing will be placed in the “lost and found” area which is the coat rack at the east library entrance. (Smaller items will be kept in the main office.)
- Clothing that is not claimed within a reasonable time will be donated to charity. The school is not responsible for articles placed in the lost and found area.
- We encourage parents to sew or write their children’s names into coats, gym shoes, etc. for easier identification.
- Any student that fails to turn in a “found” property may be charged with theft.

SEXUAL HARASSMENT POLICY

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

1. For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented “kidding”, “teasing”, double meanings and jokes.
2. Report, Investigations, and Sanctions.
   It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance Policy.
3. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student’s immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
4. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension, or other appropriate punishment subject to applicable procedural and due process requirements.

BULLYING

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

CAFETERIA RULES

Students are to observe the following rules and regulations while in the cafeteria

- Students should not take books or other items to the cafeteria.
- Students are to walk when in the cafeteria.
- Students may not cut in line. Saving places/giving “ups” is not permitted.
- Sharing lunches is not permitted.
- Students are encouraged to bring healthy food and drinks.
- Students must remain in the seat that they choose until the lunch period is over.
- Do not throw food.
- When finished, students are to throw away their trash.
- Do not take food or drinks from the cafeteria.
- Parents or guardians may bring lunch for their child and leave it in the office, but only for their child.

- Parents are not permitted to have lunch with their child.

STUDENT SEARCHES

When there is reasonable suspicion to search a student while the student is on school premises, in transit to or from a school event while under school authority, or attending any function sponsored or organized by the school district, then such search can be made by an administrator or their designee. Students have no reasonable expectation of privacy toward the contents of a school locker, desk, or other school property. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time, and no reason shall be needed for such a search.

TRANSPORTATION

Students need to have a consistent method of transportation for arrival and dismissal from school. While emergencies understandably occur, it is important that each child know how he or she is getting home from school each day. If for some reason there is a change in a student's mode of transportation, the parent must contact the office before 2:00 on that day. No changes in transportation will be allowed after this time. This gives office personnel and teachers time to communicate the change and ensure the child understands their transportation for that day.

BUS CONDUCT

Riding the bus is a privilege and an extension of the classroom. (School Law Article IX, Section 9-101.) All students are urged to regard the bus as a classroom as far as conduct is concerned. **Safety is stressed at all times.**

The driver of the bus is a school official and has the same authority as a classroom teacher over the student in his/her care.

For their own safety and protection while riding the bus, students are expected to observe these rules at all times:

- Remain seated at all times while the bus is in transit.
- Be on time at bus stops. Always pass in front of the bus. Never walk behind it.
- Refrain from eating and drinking on the bus.
- Refrain from scuffling and keep all parts of the body inside the bus at all times.

- Remember loud talking and laughing diverts the driver's attention and may result in an accident.
- Stay completely silent at Railroad crossings.
- No profanity, vulgar language, and name calling.
- Keep hands and feet to yourself.
- Riding a school bus is a privilege and the privilege may be temporarily or permanently removed for not abiding by the bus rider rules.
- Maintain possession of lunches, books, and other articles, and keep the aisles clean at all times.
- Never throw objects on the bus.
- Students are not allowed to ride any bus other than the one assigned.
- Balloons and glass objects are not allowed on the bus.

WALKING – BICYCLES

Elementary students in grades Pre K- 5 are not allowed to walk or ride a bicycle to or from school. Children have the privilege of riding the bus.

PLAYGROUND RULES

One or more classroom teachers per grade will supervise the students while they are on the playground. Safety and fun are our priorities.

- Follow the teacher's directions.
- Use equipment properly.
- Stay within the playground area at all times.
- When on recess, students must have permission from the playground teacher before entering the building.
- Stay on asphalt during wet and muddy weather.
- Keep your hands and feet to yourself.
- Play nicely. Please do not:
    - Play chase or contact games.
    - Wrestle, fight, or shove.
    - Be involved in swearing, teasing, name-calling, or rude gestures.
    - Throw objects, rocks, sand, dirt, etc.
    - Bring any objects to the playground not approved by the teacher. This includes footballs, baseballs, soccer balls, toys from home, or school supplies.
- Wipe feet when entering the building.

Any action or activity deemed unsafe by the playground supervisor is grounds for losing all or part of recess privileges.

CONTROL & DISCIPLINE

The teacher of a child attending a public school shall have the same right as a parent to control and discipline such child during the time the child is in attendance or in transit to the school or in a classroom presided over by the teacher. (Article VI, Sec. 95, 1971, Oklahoma School Law)

STUDENT DISCIPLINE POLICY

One of the most important phases of a person's educational development is that of learning proper behavior, cooperation, respect, and self-discipline. Without these characteristics, it is difficult for a person to maintain the proper attitude to develop intellectually. It is the school's responsibility as part of the total educational process to assist the student in the development of self-discipline. In the process, sometimes it is necessary for students to realize that consequences exist for inappropriate or abnormal behavior that interferes with the educational process.

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

- Conference with student
- Conference with parents
- Detention – students may be required to give up time during or after school.
- Referral to a counselor – may involve a teacher, counselor, or administrator.
- Behavioral contract
- Work assignments – teachers may require assignments consistent with goals for improved behavior.
- Changing student's seat assignment or class assignment
- Requiring a student to make financial restitution for damaged property
- Requiring a student to clean or straighten items or facilities damaged by the student's behavior
- Restriction of privileges- includes the loss of lockers, specials, field trips, parties, swimming, or any activity where self-control is necessary for student safety.
- Involvement of local authorities
- Referring a student to the appropriate social agency
- Suspension- The Principal/and or the Assistant Principal shall have the authority to suspend any student who violates any of the school rules, whether in transit to or from school or during the school day or school-related activities. We adhere to the discipline policy of the Oologah-Talala School Board. A complete copy of this policy is found on the district website.

HABITUAL OFFENDER

Habitual offenders are those students who repeatedly violate school rules and policies. They have been subject to multiple disciplinary consequences in an attempt to correct their behavior. Students that habitually violate school rules and policies will be subject to Long Term Out of School Suspension.

WEAPONS-FREE SCHOOLS

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be subject to discipline.

> Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.
>
> Such firearms or weapons will be confiscated and released only to proper legal authorities.

Oklahoma Statutes, Title 21, section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:

> "…Any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, other devices in the handle of the knife, blackjack, loaded cane, billy club, hand chain, metal knuckles, or any other offensive weapon."

Any student who violates this policy will be subject to discipline which may include suspension not less than one full calendar year (for firearms) or for any term less than one calendar year
(For weapons other than firearms) as determined by the superintendent or the superintendent's designee.

SCHOOL DRUG POLICY

The school prohibits students from using, possessing, furnishing, distributing, selling, and conspiring to sell or possess or being in the chain of sale or distribution of controlled dangerous substances.

Students transporting onto campus, buying, or selling controlled dangerous substances:
Any student found to be transporting onto campus, buying or selling a controlled dangerous substance while attending any school-sponsored event or while in transit to or from any school-sponsored event or while on school premises may be subject to the following disciplinary action:

1st Offense: 8 weeks out-of-school suspension
2nd Offense: Suspension from school for up to 18 weeks

The Administration reserves the right to consider early reinstatement for the first-time offenders if a student completes a drug/alcohol counseling program, and provides a negative drug test by a specified date. Counseling programs and drug testing will be at the expense of the Parent/Guardian. The school district will involve the police in every incident in which there has been a violation of the law.

Students in possession of or under the influence of alcoholic beverages, and/or under the influence of controlled dangerous substances and/or inhalants:

Any student found in possession or under the influence of an alcoholic beverage, including low-point beer, or under the influence of inhalants and/or controlled dangerous substances shall be subject to the following disciplinary action:

1st Offense: 10 days of out-of-school suspension
2nd Offense: 10 days of out-of-school suspension
Other offenses may result in suspension for the remainder of the school year.

The school district will involve the police in every incident in which there has been a violation of the law.

TOBACCO/VAPING POLICY

The Board of Education asserts that tobacco/vaping use is harmful to an individual's health and is unlawful for students under the age of 18. Students are not allowed to possess tobacco, imitation tobacco, or vapor products, in school buildings, on school grounds, or on school buses. This rule applies to any school-sponsored activity on or off campus. Any student found to be in possession of tobacco, imitation tobacco, or vapor products while attending any school-sponsored event or while traveling on

district-provided transportation to or from an event or while on school premises shall be subject to the following disciplinary action:

1st Offense: 5 Days In-School Detention and administration fine not to exceed $100

2nd Offense: 5-7 Days In-School Detention along with counseling. Also, an administrative fine not to exceed $200 for a second offense or subsequent offenses within a one-year period following the first offense.

3rd Offense: Out-of-School Suspension for any term up to the remainder of the school year (determined at the discretion of the school administration), along with counseling. Also, an administrative fine not to exceed $200 for a second offense or subsequent offenses within a one-year period following the first offense.

The following link will direct you to the state statute regarding minors and tobacco/vaping products:
https://www.ok.gov/able/documents/Prevention%20of%20Youth%20Access%20to%20Tobacco.pdf

GENERAL

UNEXPECTED CLOSING OF SCHOOL

In case of emergency dismissal during school hours, it is necessary for parents to have a prearranged plan for students.

When it is deemed necessary to close school due to weather or some other emergency, the following is a list of radio, television stations, and social media school sites that will be notified:

KTUL, CHANNEL 8
KJRH, CHANNEL 2
KOTV, CHANNEL 6
KOKI, CHANNEL 23
KRMG, AM 740
FACEBOOK-Oologah Upper Elementary
Parent Square
School Website

In addition, the school's automated messaging system will notify parents by phone of school closings and important notifications.

EMERGENCY DRILLS

Regular tornado, fire, intruder on campus, and bus drills are held during the school year. Lockdown procedures will be enforced in the event of an intruder on campus. Students are instructed in the best procedure to follow as recommended by the fire department and civil defense. Each building has developed an evacuation plan in case of emergencies.

PARENT VOLUNTEERS

There is an active parent volunteer program at our school. If you are interested, there are forms available in the Upper Elementary office. Anyone interested in volunteering at the school will have an official background check through the Oologah-Talala Public Schools' Administration Office completed before they are able to help. This is done at the volunteer's expense.

NOTICE OF COMPLIANCE

This is to inform you that Oologah-Talala Public Schools is in compliance with regulations established by AHERA (Asbestos Hazard Emergency Response Act) calling for schools serving kindergarten through high school students to identify and remove or safely maintain asbestos materials in the facility structure.

Tests conducted in 1988 by a licensed laboratory revealed asbestos materials in several areas of our facility. None pose a hazard to any student or employee and they are being maintained in a manner that will ensure that they do not become a hazard in the future. Staff members have been trained in the appropriate maintenance of the materials in order to assure the safety of all that use this facility.

If you have questions, please contact the Office of the Superintendent. A copy of the management plan is also located in the office.

HEALTH AND PERSONAL INFORMATION

HEALTH ROOM

A school health care assistant will be on duty during regular school hours. Their purpose is to take care of emergencies that happen at school, or children who become ill at school. In case of emergencies, they will try to contact the parents using information from the Student Health Record. A Registered Nurse from Roger's County Health Dept. will be available by phone to school health care assistants during school hours.

MEDICATION AT SCHOOL

By Oklahoma State Law, the school nurse or other designated school employee may administer a prescription and non-prescription medication to a student during the school day. Every effort should be made to give medicines at home; as giving them at school represents a disruption in the student's school day. If, however, your physician does order prescribed medicine ~~to~~ be taken administered during regular school hours, compliance with the following instruction is required:

- A prescription medication must be contained in its current prescription vial.
- The non-prescription medication must be in its original container.
- No medication will be given unless it is in its proper container. Do not send medication in an envelope, wrapped in foil or tissue, in a baggie, miscellaneous bottle, or any other improper container.
- Non-prescription medication will not be given for more than two weeks without written authorization from a physician.

Written or verbal parental/guardian permission must accompany the medication indicating:

1. Student's name
2. Name of medication
3. Amount to be given
4. Time to be given
5. Parent/Guardian signature
6. Physicians name

All medication must be brought to the office or nurse by a parent or guardian. Do not send any medication with students on the bus.

Controlled substances must be brought to the nurse by the student's parent/guardian. Students cannot transport controlled medicine. Parents will be contacted whenever the supply is low.

Unused controlled substance medications and/or over-the-counter medications will not be sent home with a student. A parent or legal guardian must pick it up at the nurse's office. All unclaimed medication will be disposed of at the end of the school year.

Your pharmacist can make up an extra prescription bottle/container to use for school purposes if needed. Ask for one at the time you obtain your prescription.

Send only enough medicine to be given at school. Keep the rest at home. An initial dosage of medication will not be given at school in case of an allergic reaction.

The school does not provide cough drops/cough medicine, or non-aspirin/Tylenol products for students.

Remember: Any medication, prescription, or non-prescription not in its original container will not be given at school.

Thank you for your cooperation in this matter. These procedures regarding medication at school are for the protection of your child and all students at Oologah-Talala Schools.

CONTAGIOUS ILLNESS OR CONDITIONS

State law prohibits students with contagious conditions from attending school until they can present certification from a health professional. Students returning to school after a contagious illness or condition must be approved by the school nurse before attending class.

ILLNESS OR INJURY

If your child is ill, it is best for him/her to remain at home. If your child becomes ill at school you will be notified. Parents are asked to complete all information pertinent to the health of each child on an emergency information form. These forms are kept in the office for immediate use. Please help us keep them accurate and up to date.

IMMUNIZATION REQUIREMENTS

Students will be required to submit updated vaccination records for enrollment at various times throughout their school career. Parents who wish to opt their child out of vaccinations should contact Shonna Kubien, the school nurse, at (918) 443-6000, ext. 6041. The required vaccinations are listed below:

Vaccine	Pre-K	K-6TH
DTaP	4 DTaP	5 DTaP
IPV/OPV	3 IPV/OPV	4 IPV/OPV *
MMR	1 MMR	2 MMR
Hep B	3 Hep B	3 Hep B
Hep A	2 Hep A	2 Hep A
Varicella	1 Varicella	1 Varicella

*If the 3rd dose of IPV/OPV is administered on or after the child's 4th birthday, then the 4th dose of IPV/OPV is not required.

INSURANCE

At the beginning of the school year accident insurance forms will be made available to all of the student body.

GENERAL HEALTH CONSIDERATIONS

1. Any child with a temperature above 100.4 degrees will be excluded from school. Children **MUST** be fever-free for 24 hours without the aid of fever-reducing medications before returning to school. Any child sent home with a fever may not return to school the day they are sent home or the following school day unless special exceptions are made by the nurse.–Any child with an unidentified rash needs to be seen by a physician and will be excluded from school until the rash is cleared or written notification from a physician is obtained.

3. Medications (prescription and non-prescription) to be given three times a day, should be given in the morning, after school, and at bedtime unless advised otherwise by a physician.

4. If your child has special health needs at school, contact the school nurse in advance.

5. Please keep your contact information updated. We need to be able to contact parents for emergencies and urgent health needs.

6. Any child who is sent home vomiting may not return to school the day they are sent home or the following school day unless special exceptions are made by the nurse.

SNACKS

Any food items brought to school to be distributed to students must be store-bought and arrive at school in the original packaging. No 'homemade' food items will be distributed to students. Individual birthday celebrations will not be allowed for students. The building will celebrate all students' birthdays each month.

NONDISCRIMINATION

The Oologah-Talala Public Schools does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability)
Name and/or title: Special Services Director
Address: P O Box 189 Oologah, OK 74053
Telephone number: 918-443-6000, ext. 6057

Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color, and national origin)
Name and/or title: Assistant Superintendent
Address: P O Box 189 Oologah, OK 74053
Telephone number: 918-443-6000, ext. 6080

Title IX Coordinator (for questions or complaints based on sex)
Name and/or title: Assistant Superintendent
Address: P O Box 189 Oologah, OK 74053
Telephone number: 918-443-6000, ext. 6080

Age Act Coordinator (for questions or complaints based on age)
Name and/or title: Assistant Superintendent
Address: P O Box 189 Oologah, OK 74053
Telephone number: 918-443-6000, ext. 6080

Boy Scouts Act (for questions or concerns based on access for youth groups)
Name and/or title: Assistant Superintendent
Address: P O Box 189 Oologah, OK 74053
Telephone number: 918-443-6000, ext. 6080

NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING AND EVALUATION

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

REFERRAL

Preschool children ages 3-5 and students enrolled in K-12 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through the local schools. Local school districts and the Regional Education Service Centers coordinate with the Sooner Start Early Intervention Program in referrals for the identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Areawide Service Information System (OASIS), through a toll-free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

SCREENING

Screening activities may include vision, hearing, and health. Other screening activities may include a review of records and educational history; interviews; observations; and specially developed readiness or education screening instruments. The Regional Education Service Centers provide assistance and consultation to local schools in these efforts.

EDUCATIONAL SCREENING

Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the State provides educational screening. No child shall be educationally screened whose parent or legal guardian has filed a written objection with the local school district. Students shall be screened as needed or upon request of the parent, legal guardian, or teacher.

EVALUATION

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used

selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

CHILD FIND NOTICE

Child Find is a component of the Individuals with Disabilities Act (IDEA) and is an ongoing process of locating, identifying, and evaluating children who may need special education and related services. "All children with disabilities residing in Oologah-Talala Public School District, whether attending public or private schools, should be identified, located, and evaluated. This service is provided to children with suspected disabilities, free of charge. If you would like more information on Child Find, contact Oologah-Talala Public Schools, Department of Special Education, 443-6047.

COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the 5 School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the local school district's administrator.

These are the rights of parents and children regarding personally identifiable information in accordance with FERPA.

- To inspect the student's education records;
- To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the student's privacy or other rights;
- To consent to disclose education records, except where consent is not required to authorize disclosure;
- To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington, D.C. 20202, concerning the alleged violations of the requirements of FERPA (34CFR&99.1-99.67); and
- To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator.

Before any major identification, location, or evaluation schools shall provide notice to parents. Accommodations for other languages or means of communication may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA.

For further information, contact the elementary school counselor at 443-6042(UE) or 443-6141(LE).

PUBLIC COMPLAINTS

The Oologah-Talala Board of Education has established the following policy to provide a way for school employees, students, or school patrons to be heard when they have a complaint or a concern about any aspect of the educational program. The intent of the policy is to provide a simple, straightforward, and easily understood procedure for the resolution of school-related problems at the lowest possible level, as fairly and as expeditiously as possible.

Types of Complaints

The complainant may submit a formal or informal complaint.

1. Informal complaints are less serious in nature and usually result from a misunderstanding or lack of communication. Quite frequently they can be resolved simply by getting the involved parties together and discussing the matter. Informal complaints may be made orally or in writing. If the informal complaint is about the action of a school employee, the complaint should be directed to that school employee first. If the complaint is not satisfied with the employee's resolution of the complaint, he/she may submit a formal or informal complaint, as set out below. If the complaint is about something other than the action of an employee, the complaint will be directed to the appropriate building-level principal. Decisions regarding informal complaints are given orally.
2. Formal complaints are often more serious in nature and, quite often, the complainant lodges the complaint with the intention of exhausting all his/her options to obtain a favorable resolution to the problem. If the formal complaint is about the action of a school employee, the employee will be notified as soon as possible by the appropriate building-level principal and given a copy of the formal complaint. All formal complaints must be made in writing and follow the procedures outlined in this policy. Decisions regarding formal complaints will be made in writing and copies of the decision will be given to all parties involved.

Procedures

No reprisals of any kind will be taken by the board of education or by any member of the school staff against any complaint or person accompanying or representing a complainant. All meetings and hearings at Levels One and Two under these procedures will be conducted in private and will include parties in interest and their designated or selected representatives.

All formal complaints must be initiated at Level One. All federal and state privacy laws will be followed.

Level One (Principal)

1. A formal or informal complaint may be lodged with the appropriate building principal with the objective of discussing and resolving the matter. The complaint must be submitted within ten working days after the incident that sparked the complaint.
2. At Level One, the complainant will present the complaint on his/her own behalf in a meeting with the principal. The complainant may submit any documents that he/she

believes support the complaint. The principal may ask other persons to attend the meeting to discuss the issues raised in the complaint. The principal will conduct any further investigation he/she believes appropriate.

3. Within two school days after the meeting with the complainant, the principal will make his/her decision. Written decisions concerning formal complaints will include the reason supporting the decision.
4. If the Level One meeting involved an informal complaint, the decision of the building principal will be final.

If the Level One meeting involved a formal complaint, the building will, within two school days following the decision, forward to the superintendent copies of all documentation concerning the complaint and who registered the complaint, including his/her decision

Level Two (Superintendent)

1. If the complainant is not satisfied with the principal's decision concerning a formal complaint, he/she may, within five school days of receipt of the principal's decision, request a review of that decision by the superintendent (Level Two). A request for review, with the reason(s) for the request, must be made in writing.
2. The superintendent will schedule a meeting to hear the complainant's appeal within three school days after receiving the request.
3. At the Level Two meeting, the complainant will present the complaint on her/his own behalf. The purpose of the meeting is to allow the complainant an opportunity to explain why he/she believes the principal erred in his/her initial decision. The principal will also have the opportunity to explain his/her decision. The superintendent may ask other persons to attend the meeting to discuss the issues raised in the request for review. The superintendent will review the documentation submitted from the Level One Meeting and the complainant's request for review by the superintendent.
4. Within three school days of the meeting, the superintendent will make a written decision, which will include the reason(s) supporting the decision.

Level Three (Board of Education)

1. If the complainant is not satisfied with the superintendent's Level Two decision, she/he may, within five school days of receipt of the superintendent's decision, request a review of that decision by the Board of Education. A request for board review must be made in writing to the superintendent or the clerk of the board of education. The review process will be included as an agenda item at the next regular school board meeting. The superintendent will provide the board with copies of all documentation concerning the complaint, including the decisions, at the board meeting.
2. The superintendent will notify everyone who participated in the Level One and Two meetings of the date, time, and place of the board hearing. The complainant may be represented at the Level Three meeting by anyone of his/her choosing, but the complainant must be present at the meeting.
3. The purpose of the review process before the board is to allow the complainant an opportunity to explain why he/she believes the principal and superintendent erred in

their decisions. The principal and superintendent will also have the opportunity to explain their decisions. The superintendent may ask other persons to attend the meeting to discuss the issues raised in the request for review. The board will review the documentation submitted from the Level One and Two meetings.

After reviewing the documentation, the board will issue a decision to be recorded in the official minutes of the regular school board meeting. The decision by the board will be final and not subject to appeal.

ASBESTOS POLICY

In order to comply with the requirements of the Asbestos Hazard Emergency Response Act (AHERA) of 1987,40 CFR Part 763-Asbestos Containing Materials in Schools, Oologah-Talala Public Schools has been inspected and an Asbestos Management Plan was developed outlining sampling analyses and response actions if necessary. The Management Plan is available for viewing in the Administration Building from 8:00 am-3:00 pm during school days.

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS

The Board of Education hereby directs that neither the district nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

(1) One race or sex is inherently superior to another race or sex,
(2) An individual, by virtue of his or her race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously,
(3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
(4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
(5) An individual's moral character is necessarily determined by his or her race or sex,
(6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
(7) Any individual should feel discomfort, guilt, anguish, or any other form of psychological distress on account of his or her race or sex, or
(8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any forum where instruction or activities tied to the instruction are provided, including training, seminars, professional development, lectures, sessions, coaching, tutoring, or any other class.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

(A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
(B) Identify the dates the alleged discriminatory act occurred;
(C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
(D) Include relevant information that would enable a public school to investigate the alleged violation; and
(E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates Scott Doss as the employee responsible for receiving complaints. Complaints may be provided via telephone at 918-443-6000 and via email to scott.doss@oologah.k12.ok.us. This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide whether a violation occurred. The school district shall receive, process, and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within ninety (90) days of receipt of a claim. Within thirty (30) days of the resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint, or (2) the purpose of interfering with any right or privilege secured by federal civil rights laws and regulations. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS COMPLAINT FORM

TO: _____,
This must be submitted in writing either in person or via email.

On the ____ day of _____, 20____, _____(Name of Employee) violated 70 O.S. § 24-157(B) by requiring or making a part of a course taught by the school district the following discriminatory principle:

(1) One race or sex is inherently superior to another race or sex,

(2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,

(3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,

(4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,

(5) An individual's moral character is necessarily determined by his or her race or sex,

(6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,

(7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or

(8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

Please circle the item above that was violated. An explanation of the alleged violation, how the above item was violated, and relevant information to enable the district to investigate the alleged discriminatory conduct includes, but is not limited to:

_____
_____
_____
_____
_____
_____
_____

The district may interview the following individuals:

_____
_____
_____
_____
_____

I, _____, attest that the information that I have provided above is correct and accurate.

_____

Complainant

Stephen H. McDonald & Associates, Inc.

Financial Advisors Serving Oklahoma School Districts and Municipal Entities

405.329.0123 ◇ Fax 405.928.2040

VIA FAX: 918.443.9088

To: Oologah-Talala Public Schools

Subject: Agenda Item for Renewal of the Sublease Agreement dated January 1, 2020 in the amount of $7,335,000.

Below is an agenda item, which needs to be placed on the agenda of the Board of Education for the first meeting of the 2025-26 fiscal year or earlier in order to renew the sublease set out above. Oklahoma law requires that a school district take affirmative action each year for a lease agreement to be renewed.

"Board to consider and take action on a motion approving the renewal of the Sublease Agreement dated January 1, 2020 between the District and **Rogers County Educational Facilities Authority** for the fiscal year ending June 30, 2026 as required under the provisions of the agreement."

Oologah-Talala Public Schools may have other leases of which we are not aware or that we may have overlooked in our database. Please check your records and renew all appropriate leases in July. We do not require any correspondence confirming that the lease was renewed.

If you should have any questions, please feel free to give us a call.

Sincerely,

Ryan McDonald
Executive Vice President

OOLOGAH-TALALA PUBLIC SCHOOLS

Established 1896

School Board Memorandum

To: Dr. David Wilkins, Superintendent

From: Sherry Hutchinson, Special Services Director

Date: July 1, 2025

Re: Recommendation for Integrative Physical Therapy, P.C. Contract for the 2025-2026 School Year.

Recommendation: I recommend the board approve the Contract for Integrative Physical ~~Therapy~~, P.C. for Physical Therapy Services 2025-2026 school year. Therapy

Additional Notes: Educationally Relevant Physical Therapy Services for Special Education Students.

(918) 443-6080 FAX (918) 443-9088 P.O. Box 189, Oologah, OK 74053

CONTRACT FOR PHYSICAL THERAPY SERVICES

This contract, entered into this 15th day of July, 2025 by and between Oologah-Talala Public Schools (the **AGENCY**) and Integrative Physical Therapy, P.C. (The **THERAPY PROVIDER/S**) affirms that:

WHEREAS the **AGENCY** has determined that it is necessary to retain the services of a qualified Physical Therapist (PT)/Physical Therapy Assistant (PTA) licensed by the Oklahoma Board of Medical Licensure and Supervision for evaluation, consultation and/or treatment of students in the **AGENCY's** school district;

Whereas, the above named individual/s are duly qualified to perform these services;

Now, therefore, the parties agree as follows:

1. The **THERAPY PROVIDER/S** shall perform any or all of the following services, as requested by the **AGENCY**;
    a. Evaluate each referred student, formally or informally;
    b. Provide recommendations for IEP goals, individual or group therapy, teletherapy, as deemed necessary;
    c. Determine specific therapeutic needs, plan and provide appropriate physical therapy utilizing sensorimotor activities, therapeutic exercises, mobility training, self-help skills, and use of special adaptive equipment;
    d. Participate in **AGENCY** planning meetings, such as Educational Team Conferences, Individualized Education Plan Meetings, staffings, or other meetings as mutually agreed upon by both parties of the contract;
    e. Orient, train, and supervise professional and nonprofessional staff in treatment methods as they relate to the educational setting;
    f. Assess, modify, and improve each individualized physical therapy program as the student changes and his/her needs change;
    g. Provide periodic verbal and written reports to the **AGENCY** as agreed upon by both parties of this contract and in compliance with OSDE policies and procedures;
    h. Provide in-service training for staff and families upon request of the **AGENCY**;
    i. Provide other services as may be mutually agreed upon by both parties of this contract.
2. As mandated by state and federal law, the **THERAPY PROVIDER/S** will contribute to IEP goals for each student receiving services. Furthermore, the **THERAPY PROVIDER/S** will maintain treatment records. Informal assessment of progress on IEP goals will be ongoing with IEP goals revised annually or more often if deemed necessary. Participation in IEP meetings and parent conferences is considered essential for appropriate provision of services, when possible.
3. The **THERAPY PROVIDER/S** shall perform these services for students referred by the **AGENCY**. The need for ongoing physical therapy services for the referred student shall be determined jointly by the **THERAPY PROVIDER/S** and the **AGENCY**'s school team.
4. The **AGENCY** shall obtain appropriate educational and medical information on referred students.
5. The specific recommendations given by the **THERAPY PROVIDER/S** for any student shall not be used in the school or home program of any other student unless advice concerning such action is first obtained from the **THERAPY PROVIDER/S**.

6. In the event that the **AGENCY**'S need for Physical Therapy services increases during the contract period and the **THERAPY PROVIDER/S** are unable to provide the additional service/s, the **AGENCY** is free to contract or employ a Physical Therapist for the additional hours needed.
7. The **AGENCY** shall monitor the services of the **THERAPY PROVIDER/S** through regular meetings or telephone conferences with the **THERAPY PROVIDER/S** and/or with **AGENCY** personnel.
8. The **AGENCY** agrees to pay the **THERAPY PROVIDER/S** at a rate of $65.00 per hour for all services delivered under the terms of this contract during the period of July 15, 2025 thru July 15, 2026. No charges will be made for mileage reimbursement. The parties agree that inclusive within this contract fee are:
    a. All therapy services previously outlined, travel time between schools in the **AGENCY**'S district, related administrative and record-keeping duties deemed necessary by the THERAPY PROVIDERS for adequate delivery of service to the **AGENCY**.
        i. The THERAPY PROVIDERS will maintain records of all time spent providing Physical Therapy Services.
        ii. The THERAPY PROVIDERS will furnish proof of Professional Liability Insurance coverage which will be kept enforced during the terms of this contract.
    b. Physical Therapy services will be provided at the **AGENCY**'S schools, and the **AGENCY** will provide adequate space for the implementation of physical therapy services.
9. The **AGENCY** represents that it has the funds for fulfillment of this contract will pay all fees based on monthly invoices submitted by the THERAPY PROVIDERS.
10. The date of execution of this contract need not correspond to the effective dates, but the effective dates shall be controlling and shall be the commencement and termination dates.
11. This contract shall become effective on July 15, 2025 and shall terminate on July 15, 2026.
    a. This contract can be terminated at any time by either party with 30 days written notice.
    b. The Contract for Physical Therapy Services is acceptable.

_____ _____

AGENCY REPRESENTATIVE **DATE**

_____ _____

PHYSICAL THERAPIST **DATE**

OOLOGAH-TALALA PUBLIC SCHOOLS

Established 1896

School Board Memorandum

To: Dr. David Wilkins, Superintendent

From: Sherry Hutchinson, Special Services Director

Date: July 1, 2025

Re: Recommendation for Occupational Therapy Contract for the 2025-2026 School Year.

Recommendation: I recommend the board approve the Contract for Beth Anne Manipella, PLLC Occupational Therapy Services Contract 2025-2026 school year.

Additional Notes: Educationally Relevant Occupational Therapy Services for Special Education Students.

(918) 443-6080 FAX (918) 443-9088 P.O. Box 189, Oologah, OK 74053

CONTRACT FOR OCCUPATIONAL and /or THERAPY SERVICES

This contract, entered into this 2nd day of July, 2024 by and between Oologah-Talala Public Schools (the **AGENCY**) and Beth Anne Manipella, PLLC. (The **THERAPY PROVIDER/S**) affirms that:

WHEREAS the **AGENCY** has determined that it is necessary to retain the services of a qualified Occupational Therapist (OT/L)/Occupational Therapy Assistant (OTA/L) and/or a qualified Physical Therapist (PT)/Physical Therapy Assistant (PTA) licensed by the Oklahoma Board of Medical Licensure and Supervision for evaluation, consultation and/or treatment of students in the **AGENCY's** school district;

Whereas, the above named individual/s are duly qualified to perform these services;

Now, therefore, the parties agree as follows:

1. The **THERAPY PROVIDER/S** shall perform any or all of the following services, as requested by the **AGENCY**;

    a. Evaluate each referred student, formally or informally;

    b. Provide recommendations for IEP goals, individual or group therapy, teletherapy as deemed necessary;

    c. Determine specific therapeutic needs, plan and provide appropriate occupational and/or physical therapy utilizing sensorimotor activities, therapeutic exercises, mobility training, self-help skills, and use of special adaptive equipment;

    d. Participate in **AGENCY** planning meetings, such as Educational Team Conferences, Individualized Education Plan Meetings, staffings, or other meetings as mutually agreed upon by both parties of the contract;

    e. Orient, train, and supervise professional and nonprofessional staff in treatment methods as they relate to the educational setting;

    f. Assess, modify, and improve each individualized occupational therapy program as the student changes and his/her needs change;

    g. Provide periodic verbal and written reports to the **AGENCY** as agreed upon by both parties of this contract and in compliance with OSDE policies and procedures;

    h. Provide in-service training for staff and families upon request of the **AGENCY**;

    i. Provide other services as may be mutually agreed upon by both parties of this contract.

2. As mandated by state and federal law, the **THERAPY PROVIDER/S** will contribute to IEP goals for each student receiving services. Furthermore, the **THERAPY PROVIDER/S** will maintain treatment records. Informal assessment of progress on IEP goals will be ongoing with IEP goals

revised annually or more often if deemed necessary. Participation in IEP meetings and parent conferences is considered essential for appropriate provision of services, when possible.

3. The **THERAPY PROVIDER/S** shall perform these services for students referred by the **AGENCY**. The need for ongoing occupational and/or physical therapy services for the referred student shall be determined jointly by the **THERAPY PROVIDER/S** and the **AGENCY**'s school team.

4. The **AGENCY** shall obtain appropriate educational and medical information on referred students.

5. The specific recommendations given by the **THERAPY PROVIDER/S** for any student shall not be used in the school or home program of any other student unless advice concerning such action is first obtained from the **THERAPY PROVIDER/S**.

6. In the event that the **AGENCY**'S need for Occupational and/or Physical Therapy services increases during the contract period and the **THERAPY PROVIDER/S** are unable to provide the additional service/s, the **AGENCY** is free to contract or employ an Occupational and/or Physical Therapist for the additional hours needed.

7. The **AGENCY** shall monitor the services of the **THERAPY PROVIDER/S** through regular meetings or telephone conferences with the **THERAPY PROVIDER/S** and/or with **AGENCY** personnel.

8. The **AGENCY** agrees to pay the **THERAPY PROVIDER/S** at a rate of $65.00 per hour for all services delivered under the terms of this contract during the period of August 1, 2025 thru June 30, 2026. No charges will be made for mileage reimbursement. The parties agree that inclusive within this contract fee are:

    a. All therapy services previously outlined, travel time between schools in the **AGENCY**'S district, related administrative and record-keeping duties deemed necessary by the THERAPY PROVIDERS for adequate delivery of service to the **AGENCY**.

        i. The THERAPY PROVIDERS will maintain records of all time spent providing Occupational and/or Physical Therapy Services.

        ii. The THERAPY PROVIDERS will furnish proof of Professional Liability Insurance coverage which will be kept enforced during the terms of this contract.

    b. Occupational and/or Physical Therapy services will be provided at the **AGENCY**'S schools, and the **AGENCY** will provide adequate space for the implementation of occupational and/or physical therapy services.

9. The **AGENCY** represents that it has the funds for fulfillment of this contract will pay all fees based on monthly invoices submitted by the THERAPY PROVIDERS.

10. The date of execution of this contract need not correspond to the effective dates, but the effective dates shall be controlling and shall be the commencement and termination dates.

11. This contract shall become effective on August 1, 2025 and shall terminate on June 30, 2026

    a. This contract can be terminated at any time by either party with 30 days written notice.

b. The Contract for Occupational and/or Physical Therapy Services is acceptable.

_____	_____
AGENCY REPRESENTATIVE	**DATE**
_____	_____
OCCUPATIONAL THERAPIST	**DATE**

OOLOGAH-TALALA PUBLIC SCHOOLS

Established 1896

School Board Memorandum

To: Dr. David Wilkins, Superintendent

From: Sherry Hutchinson, Special Services Director

Date: July 1, 2025

Re: Recommendation for Pediatric Assessment & Counseling Services, LLC Contract for the 2025-2026 School Year.

Recommendation: I recommend the board approve the Contract for Pediatric Assessment & Counseling Services, LLC for School Psychological Services 2025-2026 school year.

Additional Notes: Educationally Relevant Psychological Services Special Education Students.

(918) 443-6080 FAX (918) 443-9088 P.O. Box 189, Oologah, OK 74053

Pediatric Assessment & Counseling Services, LLC

414 SE Washington Blvd. #117
Bartlesville, OK 74006
918-335-7093

Contract for School Psychological services with Oologah-Talala Public School
SY 2025-2026

Pediatric Assessment and Counseling Services, LLC (PACS) agrees to provide Oologah-Talala Schools with the following services and rates for the 2025-26 school year:

Assessment services by a Certified **Psychometrist** or **Psychologist:**

IDEA Category	Fee per assessment
Specific Learning Disability (SLD)	$550.00
SLD with extensive dyslexia testing	800.00
Intellectually Delayed – Full eval	550.00
Developmental Delay (DD) – Full eval	450.00
IQ or Achievement only	325.00
Meetings/observation/consultation	95.00 per hour

Services by a Certified School **Psychologist:**

IDEA Category	Fee per assessment
Brief ED (w/o psychoed testing)	500.00
Brief Autism (w/o psychoed testing)	600.00
Brief ADHD (w/o psychoed testing)	500.00
Combination of brief ED/Autism/ADHD	750.00
Risk/threat Assm't (w/o psychoed testing)	800.00

Other	Fee
Professional Development	$175.00 per hour $500/ 3 hrs
FBA/BIP	95.00 per hour
Replacement of test protocols	25.00 per set
EdPlan meegs data entry in addition to test report	95.00 per student

Mileage will be paid by the school at the current IRS business rate for the round trip between the PACS office located in Bartlesville and the school site, or from the provider's point of residence, whichever is closest to the school site.

The school district assumes the responsibility for obtaining the legal documents necessary for successful delivery of services, including but not limited to the Review of Existing Data, Consent for Evaluation, and MEEGS. Unless otherwise agreed, PACS is not responsible for completion of the required legal paperwork in either handwritten or computer form.

The school agrees to provide a suitably private location for testing and other services on the school property.

Test materials will be provided by PACS unless the school owns and provides tests of preference which are suitable for the intended purpose.

Referrals to PACS will be made by telephone, text or email contact. PACS will schedule an evaluation of the student within 15 school days (not including virtual school days) from receiving the referral. A completed report will be submitted to the school within 10 school days from completion of the evaluation which includes the return to PACS of all school or parent questionnaires necessary for a comprehensive evaluation. If districts prefer, test data can be entered into EdPlan in lieu of a report at no extra cost. If districts want both a report and data entered into EdPlan, the extra charge of $95 applies for each student.

PACS will submit an itemized invoice for services to the school at least monthly. The invoice will include fees for the service and a separate fee for travel reimbursement. The school agrees to pay PACS on a monthly basis in accordance with school board policy. PACS does not assume responsibility for filing for reimbursement from any 3rd party payors for any services rendered to students or schools.

This contract can be terminated by either party with 30 day written notice.

PACS	Date	Oologah-Talala Public Schools	Date

OOLOGAH-TALALA PUBLIC SCHOOLS

Established 1896

School Board Memorandum

To: Dr. David Wilkins, Superintendent

From: Sherry Hutchinson, Special Services Director

Date: July 1, 2025

Re: Recommendation for School Work Study Contract for the 2025-2026 School Year.

Recommendation: I recommend the board approve the Contract for School Work Student with the Department of Rehabilitation Services (DRS) 2025-2026 school year.

Additional Notes: Work Study Employment Position for Special Education Students.

(918) 443-6080 FAX (918) 443-9088 P.O. Box 189, Oologah, OK 74053

State of Oklahoma
Department Of Rehabilitation Services
Transition School-to-work: Work Study

This agreement, consisting of sixteen (16) pages (the "Contract"), is hereby made between the Oklahoma Department of Rehabilitation Services ("DRS") and

Oologah-Talala Public Schools

P.O. Box 189

Oologah, OK 74053-0189

("Contractor" or "School") and constitutes the entire agreement between the DRS and the Contractor, and no other representations are given or should be implied from written or oral agreements or negotiations that preceded the Contract.

RECITALS

WHEREAS, the Oklahoma Department of Rehabilitation Services is authorized to make and enter into all contracts necessary or incidental to the performance of its duties, and may purchase or lease equipment, furniture, materials and supplies, and incur such other expenses as may be necessary to maintain and operate the Department, 74 O.S. § 166.1.C; and

WHEREAS, the Individuals with Disabilities Education Act (IDEA) and the Rehabilitation Act both provide for transition services for children with disabilities to facilitate the child's movement from school to post-school activities including employment, 20 U.S.C. § 1401(34) and 29 U.S.C. § 721(a)(11)(D); and

WHEREAS, the Oklahoma Department of Rehabilitation Services is authorized by rules promulgated by the Oklahoma Commission for Rehabilitation Services at Subchapter 7 of Chapter 10 of Title 612 of the Oklahoma Administrative Code to implement the Transition from School-to- Work Program; and

WHEREAS, in the School-to-Work program, there are many services needed. Some of these services are provided by the school under the individualized education plan (IEP) and some are provided by the Oklahoma Department of Rehabilitation Services under the individualized plan for employment (IPE). Other services may be provided by the parents, Career Tech, and others. A major component of the Transition School-to-Work program is work-readiness training and work experience. The work experience can be provided through Work Adjustment Training or the three types of Work Study Programs.

NOW THEREFORE, the parties agree as follows:

I. Contract Period

The Contract is effective from the latest date of signature of both parties or October 1, 2025, whichever is the latter, through September 30, 2026. The Contract may be renewed for two additional one-year periods upon written agreement of the DRS and the Contractor.

II. Contract Services

Students eligible to participate in Work Study (School Work Study, Worksite Learning, Employer Work Study) include those:

- with documented disabilities (includes IEP, 504 Plan, or other documents), who have been determined eligible for DRS services or are on a trial work plan as determined by the DRS counselor;
- with an approved DRS case;
- with an individualized plan for employment (IPE) in place;
- with School Work Study (SWS) as a line of service on the IPE;
- who are at least sixteen (16) years of age; and
- who are attending high school.

All students participating in Work Study shall be DRS clients.

Students participating in Work Study may do so for **no more than 24 cumulative months**, as authorized in the form of Authorization(s) for Purchase(s) provided by the DRS counselors prior to the students starting work. In order for the School to be reimbursed for wages paid to a student participating in School Work Study and/or Worksite Learning, the School must have received authorization in the form of an Authorization for Purchase from the DRS counselor prior to the student starting work.

The months do not need to be consecutive. Based on individual needs and barriers due to disability, there may be exceptions where the student requires more time to make additional progress. In that instance, the DRS counselor may authorize additional time. Summer months spent in Work Study count in the 24 cumulative months. Transportation, scheduling, administrative or family convenience, or family/individual income needs are not acceptable reasons to extend Work Study beyond 24 cumulative months.

Participating students may work **no more than 15 cumulative hours per week during the school year** (i.e., during the day, evenings, weekends, or holidays). In each of the cases described above, the students **must** be given school credit for their participation during the school day, and the School staff and the DRS counselor will provide important guidance and instructional help around the work experience. If the student works after school hours, in the evening or on weekends, the School may also choose to give the student school credit and is encouraged to do so to support earning elective credits. The School will provide staff to work with the DRS counselor in the area of transition. The School will have at least one (1) person designated to serve as the "teacher/transition coordinator". Paraprofessionals could serve as transition coordinator or could also be assigned to help with the process and documentation. The School agrees to provide designated staff time for performing the needed duties related to transition. The School agrees to fully inform the staff responsible for carrying out the duties set forth in the Contract. This includes providing all necessary staff with a copy of the Contract.

Students wishing to continue working through the summer as part of Transition School-To-Work: Work Study may do so if the School has a current contract in place.

During the school year - The maximum number of hours worked per student that is reimbursable by the DRS **cannot** exceed 15 cumulative hours per week during the school year. The DRS will reimburse 100% of the wages paid by the School for a maximum 15 cumulative hours per week

During the summer months - The maximum number of hours worked may exceed 15 cumulative hours and no more than 20 per week for summer work only when pre-approved by the DRS counselor. The DRS will reimburse 100% of the wages paid by the School for a maximum 20 cumulative hours per week. Students may work a maximum 20 cumulative hours per week beginning with the first day of summer break. However, upon the first day back to school, the students must go back to working no more than a maximum 15 cumulative hours per week. All Child Labor Laws apply and must be adhered to.

https://www.dol.gov/general/topic/youthlabor

The School is required to continue supervising, monitoring, and reporting on students working in the School or in the community during the summer.

Paid work positions must reflect **real work/jobs** and include tasks that would normally be a function of that position. The students must be learning skills that will transfer to competitive, integrated employment in the community. Classroom instructional time does not count as work. The School must ensure that students have access to a wide variety of work/job types and must also ensure the School has enough work to cover the number of students intended to participate in the program. Examples of work/jobs within the School include, but are not limited to, the following:

- office assistant/mail clerk - deliver mail/messages, stamping, sealing, organizing, cleaning, stocking, inventory, ordering, shredding, answering phones, making ID badges, laminating, taking messages, greeting visitors;
- transportation assistant - cleaning buses inside and out, light vehicle maintenance, checking fluids, tire pressure, assisting with trip tickets, cleaning bus barn;
- teacher's aide - reading to groups/individuals, cleaning, organizing, light grading, bulletin boards, listening to students read, engage students in activities, shredding, making copies;
- custodial -operating electric floor cleaning machines, simple maintenance, taking out trash, cleaning classrooms, sanitizing, dusting lockers and trophy cases, cleaning windows, restocking bathrooms, vacuuming rugs;
- manager of sports team - scorekeeping, ordering, inventory, hauling/moving equipment, washing towels, preparing water jugs and equipment for practices and games;
- information technology assistant - using compressed air to clean computers and keyboards; replacing batteries, mice and keyboards; cleaning monitors; deliveries to students and/or teachers; organizing order tickets;
- clerk in school store or coffee/snack cart - greeting, stocking, inventory, organizing, ordering, taking orders, filling orders, taking money and making change, cleaning, making displays;

- cafeteria assistant - wiping down tables, taking out trash, loading dishes, preparing food and utensils, stocking, serving, organizing;
- library aide - greeting, accepting books, checking books out, shelving books, research, cleaning, organizing, doing displays, answering phones; and
- landscaping/maintenance - mowing, weed eating, edging, pulling weeds, cleaning up flower beds, planting flower beds, selecting flowers/plants, planting in flower beds, trimming trees/shrubs, raking and bagging leaves, picking up trash from parking lot or around school grounds, light repairs on school properties, such as replacing light bulbs, painting, exterminating pests, etc.

The same guidelines should be adhered to when selecting community placements for paid work experiences.

In the final nine (9) months of the student's Work Study (School Work Study, Worksite Learning, Employer Work Study), the student must work for an employer outside of the school or school district, unless otherwise approved by the DRS counselor.
Students may not work in their family-owned business unless approved by the DRS counselor. This includes farms and other businesses.

Upon graduation with a standard diploma and high school exit, students receiving services through the Contract must cease work on the last day of school. They may not continue participation in School Work Study and/or Worksite Learning beyond their high school departure.

A. Work Study Program

There are two types of Work Study through DRS:

1. School Work Study (SWS) allows students with disabilities to **work on the School campus**. The students are supervised or closely monitored by School personnel, and the School pays the students a wage, with the **DRS making reimbursement to the School** for that payment. The **School maintains liability** for the students while working on campus.

2. Worksite Learning allows students with disabilities to **work in the community**. The students are supervised or closely monitored by School personnel, and the School pays the students a wage, with the **DRS making reimbursement to the School** for that payment. The **School maintains liability** for the students while working off campus.

B. Other Work Opportunities

This is not a Work Study through DRS:

1. Employer Work Study allows students with disabilities employment experience in **part-time jobs in the community,** with the employers paying the wages/salary(ies). In this instance, the students are employees of the community employers, **employers maintain liability**, and **the DRS does not reimburse the employers for the wages/salary(ies)**.

C. Contractor's/School's Obligations

The Contractor's/School's designated teacher/transition coordinator shall:

1. be knowledgeable about the contents and requirements of the Contract;
2. have received written authorizations from the DRS counselors prior to initiating work study services for eligible students or paying for work study services rendered by eligible students (i.e., not starting a student to work before the DRS has approved in writing);
3. serve as a member of the IEP team and make decisions for job placement as a team;
4. provide information regarding the program to School personnel, students, and parents;
5. provide job readiness instruction and assistance to the students in the program prior to starting their jobs (e.g., helping them prepare for interviewing for the potential position) through transition services or five core pre-employment transition services:
    a. job exploration counseling;
    b. work-based learning experiences;
    c. counseling on opportunities for enrollment in postsecondary education (college, CareerTech, trade education, professional certification, etc.);
    d. workplace readiness, including social and independent living skills; and
    e. self-advocacy, including peer mentoring.
6. support students' job placement efforts, including tracking and regular follow up with students on their progress;
7. collaborate with the DRS counselor to keep track of all students who are taking part in the program, their place of employment, job title, and the skills they are learning or practicing, at least once per semester or whenever new students join or job duties change;
8. assist with the coordination of the individualized education program (IEP) and the individualized plan for employment (IPE) to reflect the SWS services provided by DRS, including, but not limited to, present levels of performance, services, and annual education/training or employment goals on the IEP;
9. document such transition services or pre-employment transition services provided and completed by participating students;
10. provide such documentation to the DRS counselor at the end of each semester;
11. submit (at the same time and by the 15th of the following month or whenever payroll is run by the School for their payment cycle) monthly invoices/pay stubs, time sheets, progress reports, and proof of payment to students for reimbursement of the wages paid to students participating in School Work Study and/or Worksite Learning; and
12. ensure the electronic copy of the contract is routed to the appropriate person for signature and returned electronically to the DRS.

If claiming mileage reimbursement for the School's teacher/transition coordinator's travel to and from the job sites of participating Work Study students, the School shall submit monthly itineraries and travel claims that have been signed and verified by the School's designated signer.

D. DRS's Obligations

The DRS counselor shall:

1. provide authorization in the form of an Authorization for Purchase to the School's teacher/transition coordinator prior to the School initiating services for each eligible student participating in School Work Study and/or Worksite Learning;
2. provide a written/emailed approval to the School's teacher/transition coordinator prior to the initiation of a student's participation in Employer Work Study;
3. accept referrals, process applications, and help to organize the IEP and the IPE;
4. provide input on the IEP's employment goals, serve as a member of the IEP team, and make decisions for job placement as a team;
5. arrange work schedules to allow for meetings with School staff, the student in the program, parents, employers, and other people involved in the process;
6. organize and provide necessary services, such as, but not limited to vocational assessment & counseling and guidance;
7. provide the School's teacher/transition coordinator with updated information as it becomes available, upon request;
8. support students' job placement efforts, including tracking and regular follow up with students on their progress;
9. collaborate with the School's teacher/transition coordinator to keep track of all students who are taking part in the program, their place of employment, job title, and the skills they are learning or practicing, at least once per semester or whenever new students join, or job duties change;
10. monitor students' progress at job sites;
11. ensure that the School is submitting monthly timesheets, progress reports, proof of payments to students, and documentation of transition services or pre-employment transition services (as completed) on a regular basis;
12. provide reimbursement to the School for wages paid to students participating in School Work Study and/or Work Site Learning;
13. provide mileage reimbursement at the state rate for the School's teacher/transition coordinator's travel to and from job sites of students participating in School Work Study and/or Worksite Learning; and
14. provide support in assisting students graduating into Employer Work Study.

E. Student Wage

1. The DRS and the School agree that students who are employed by the School as part of a training program are not independent contractors, but employees of the School. **The** School **agrees to deduct state and federal income tax from wages paid to the student**. The School is responsible for costs incurred for workers' compensation or other expenses not included in the minimum wage reimbursed by the DRS, as part of its contribution toward providing coordinated transition services outlined in the Individuals with Disabilities Education Act (IDEA) and the Workforce Innovation and Opportunity Act (WIOA).