

OTPS Board of Education Special Meeting

Monday, August 11, 2025 6:00 PM

Board of Education Independent School
District No. 4 Board Room, Board/Adm.
Bldg, Oologah-Talala Public Schools
10700 South 169 Highway Oologah,
Oklahoma 74053

Agenda

- I. ORDER OF BUSINESS
 - A. Call meeting to order
 - B. Roll call and record names of members present
 - C. Pledge of Allegiance
- II. PRESENTATIONS
 - A. This month at OTPS:
 - B. Recognize and hear from visitors (public participation)
 - C. Principal's Report
 - Mrs. Dixon presenting MS test data
 - D. Assistant Superintendent's Report
 - Professional Development
 - Federal Programs
 - Teaching and Learning
 - Communication Plan
 - E. -Title IX Compliance Report
 - F. Superintendent's Report
 - Transportation Rule Change
 - Bond Issue Update
 - ODOT and speed limit
 - OKCTE Award
- 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).
 - A. Discussion and Consideration for approval of the minutes of the OTPS Board of Education meetings on:
 - July 14, 2025
 - July 25, 2025
 - 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.).
 - C. Discussion and Consideration for approval of the following warrants and encumbrances:
 - General Fund Encumbrances: 157-188
 - General Fund Warrants: 1-81
 - Building Fund Encumbrances: 23-27
 - Building Fund Warrants: 1-22
 - Building Bond Funds Encumbrance: 1
 - Sinking Fund Encumbrance: 1

- D. Discussion and Consideration for approval of the following activity fund transfers:
- 1-13
- E. Discussion and Consideration for the approval of the following Out-of-State or Overnight Field trip requests:
-OHS Volleyball to Tuttle Volleyball Tournament September 18-20, 2025
- F. Discussion and Consideration for approval of the following activity fund subaccount:
-Game Operation: Project 819/ Program 820

IV. ADMINISTRATIVE

- A. 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.
- B. Recommendation, Consideration, and Action on approving a contract with Motor Mouth Therapy, LLC for speech services for the 2025-2026 school year
- C. Recommendation, Consideration, and Action on approving a contract with OKDCTE for career and technology education programs for school year 2025-2026
- D. Recommendation, Consideration, and Action on approving a contract with Rogers County Drug Abuse Program, Inc. for drug testing for the 2025-2026 school year
- E. Recommendation, Consideration, and Action on approving the FY26 Function/Object Budget for OTPS
- F. Recommendation, Consideration, and Action on approving a Collaborative Agreement with OK-DRS for Pre-employment transition services for the 2025-2026 school year
- G. Recommendation, Consideration, and Action on approving a contract with Meal Manage for child nutrition software for the 2025-2026 school year
- H. Recommendation, Consideration, and Action on approving general fund paying all outstanding student child nutrition balances from FY 2024-2025 and before
- I. Recommendation, Consideration, and Action on approving a contract with Johnna Stanton for SLP services for the 2025-2026 school year
- J. Recommendation, Consideration, and Action on approving rescinding the contract with Chatterbox that was approved April 14, 2025
- K. Recommendation, Consideration, and Action on approving Athletic/Activities Handbook for 2025-2026
- L. Recommendation, Consideration, and Action on approving Student Mental Health Protocol for the 2025-2026 school year
- M. Recommendation, Consideration, and Action on approving OTPS Title IX Strategic Plan for the 2025-2026 school year
- N. Recommendation, Consideration, and Action on approving the following Athletic Gate Admission prices for the 2025-2026 school year:
-High School Events: Adults-\$7.00; Students-\$5.00
-Middle School Events: Adults-\$5.00; Students-\$5.00

- O. Recommendation, Consideration, and Action on approving updates to OTPS Wellness Policy 2025-2026
- P. Recommendation, Consideration, and Action on approving OTPS Board of Education Policy DBCA- Standards of Performance and Conduct for Teachers
- Q. Recommendation, Consideration, and Action on approving a contract with the Board of County Commissioners of Rogers county on behalf of Rogers County Sheriff's Office for School Resource Officer services for the 2025-2026 school year
- V. PERSONNEL
 - A. Proposed executive session to discuss Resignations, Hiring of Personnel and/or Extra Duty Assignments. Pursuant to 25 O.S. Sect. 307(B)(1)(2) and (7) of the Open Meeting Law. Items to be discussed are:
 - Teacher Negotiations and Teacher Contracts
 - Resignations: Rebeca Haney, Monica Franklin, Katie Underwood
 - Hiring: Athletic Department Secretary, 1st Grade Teacher on a temporary contract, Resource Room Paraprofessional, HS History Teacher on a temporary contract, In school suspension monitor, HS Science Teacher, MS Librarian
 - Extra Duty Contracts:
 - B. Vote to convene or not to convene into executive session
 - C. Acknowledge Board has returned to open session.
 - D. Statement of Board President of executive session minutes compliance
 - E. Vote to accept or not accept submitted resignation(s) as listed below:
 - Rebecca Hany, Athletic Secretary, effective June 30, 2025
 - Monica Franklin, Teacher Assistant, effective July 11, 2025
 - Katie Underwood, Paraprofessional, effective July 24, 2025
 - F. Motion and vote to employ or not employ a recommended applicant for the position/s listed below for the 2025-2026 school year:
 - Athletic Department Secretary
 - First grade teacher on a temporary contract
 - Resource Room Paraprofessional
 - HS History Teacher on a temporary contract
 - In school suspension monitor
 - HS Science Teacher on a temporary contract
 - MS Library Media Specialist
- VI. MOTION AND VOTE TO ADJOURN

School Board Memorandum

To: Dr. David Wilkins, Superintendent

From: Sherry Hutchinson, Special Services Director

Date: July 29, 2025

Re: Recommendation for Contract with Motor Mouth Therapy, LLC for the 2025-2026 School Year.

Recommendation: I recommend the board approve the Contract for Speech Language Pathology Services with Motor Mouth Therapy, LLC for the 2025-2026 school year.

Additional Notes: They will provide Speech Language Services for the Upper Elementary, Middle School and High School Students in the district that qualify for Speech/Language Therapy.

CONTRACT FOR SPEECH THERAPY SERVICES

This agreement ("Agreement") is entered into as of the ___ day of _____, * 2025 ("Effective Date"), by and between Motor Mouth Therapy, LLC and Oologah Schools.

WHEREAS School has students requiring SPEECH SERVICES part of its overall special education programs; and

WHEREAS Provider desires to contract with the School to offer such services to the School

NOW, THEREFORE, in consideration of the above premises, which are hereby incorporated, and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

1. Term and Termination. This agreement is in effect for the regular and extended (2025-2026) school year and may be terminated by either party, without cause with 30 day notice.

2. Obligations of Provider. Professional services rendered by the Provider include the following:

A. Develop and implement Individual Education Programs for students who qualify for speech or occupational therapy services, according to the Oklahoma State Department of Education which may include direct individual or group therapy, consulting, and/or monitoring of progress.

B. Confer with appropriate personnel about student services/needs.

C. Make recommendations regarding service delivery and the student's needs to the IEP team for team consensus.

D. Provider will attend meetings, such as IEP meetings and conferences, given adequate notice, as they are able and of which we are notified that our attendance is required.

E. Prepare and maintain appropriate professional records and reports for all students under provider's care, which may include developing IEPs, progress reports, notes and data on students, and Medicaid billing requirements.

F. Provide consultation to classroom staff regarding needs and programs of

the students and supervise speech paraprofessionals, e.g. SLPAs, if applicable.

3. Obligations of School.

A. School will provide an adequate space/room for both individual and group therapy sessions.

B. School will inform therapists of expectations to fulfill duties.

C. School shall pay the pricing as listed in Section 4 below.

4.Pricing.

A. School shall pay Provider \$75 per hour for services provided on-site, billed in 1 hour increments, for professional services listed above provided by a Speech Therapist.

5. **Billing.** Provider shall bill the School during the first week of each month for services provided during the previous month. School shall pay such invoice within 30 days of receiving the invoice or 10% invoice increase will be applied for late payment.

6. **Subcontractors/Employees.** To enforce agreement, Provider may utilize subcontracts and/or employees to implement services. All subcontractors and employees will provide ONLY services listed above. Rates will be implemented as outlined in Agreement. School is not to directly employ and/or contract with Provider's subcontractors/employees within two years of contract start date.

7. **Insurance.** Provider shall ensure all providers maintain professional liability insurance and, dependent on employee status, is responsible for any Social Security and Income Tax withholdings. Proof of liability insurance with a minimum 1,000,000/3,000,000 aggregate will be provided to the district. School is not responsible for workers compensation insurance or teacher's retirement system.

8. **Regulatory Compliance.** Provider will comply with all Federal, State and Local regulations concerning IDEA and maintenance of confidentiality. Provider will submit a W-9 form to be kept on file at the school district office.

9. **Modification and Waiver.** No modification, amendment or waiver of any of the provisions of this Agreement shall be effective unless contained in writing specifically referring to this Agreement and signed by the parties hereto. The failure by a party at any time to enforce any of the provisions of this Agreement, or to require performance of any of the provisions hereof, shall in no way be construed to be a waiver of such provisions or to affect either the validity of this Agreement or any part hereof, or the right of such party thereafter to enforce each and every provision in accordance with

the terms of this Agreement.

10. Entire Agreement. This Agreement constitutes the entire Agreement between the parties concerning the subject matter hereof, and supersedes any and all other written or oral communications, agreements, or contracts between the parties with respect to such subject matter.

11. Construction. Section headings are included herein solely for convenience of reference and shall not be construed as part of any section or to modify the contents thereof.

12. Governing Law. This Agreement shall be governed by and construed under the internal laws of the State of Oklahoma without reference to conflicts of law principles.

13. Interpretation. Neither this Agreement nor any uncertainty or ambiguity herein shall be construed or resolved against one party whether under any rules of construction or otherwise. On the contrary, this Agreement has been negotiated by and between the parties and shall be construed and interpreted according to the ordinary meaning of the words used so as to fairly accomplish the purposes and intentions of all parties hereto.

[The remainder of this page was intentionally left blank. Signature page follows.]

IN WITNESS HEREOF, (Oologah Schools) ACCEPTS THE TERMS SET FORTH IN THIS AGREEMENT DATED, THIS ____ DAY OF _____ 2025, AND EFFECTIVE IMMEDIATELY UPON EXECUTION OF THIS AGREEMENT.

BY: _____, School District Representative

DATE: _____

BY: _____, Provider Representative

DATE: _____

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
 NOTICE OF ALLOCATION
 OF STATE PROGRAM ASSISTANCE & SALARY SUPPLEMENTS FOR FY 26

SUPERINTENDENT
 OOLOGAH-TALALA SCHOOL SYSTEM
 PO BOX 189
 OOLOGAH, OK, 740530189

TYPE OF AID	Project Code	Revenue Code	Amount
Program Assistance	412	3812	
3.00 AG EDUCATION			\$39,000.00
2.00 BUS & INFO TECH ED			\$26,000.00
1.00 FAM AND CONSUMER SCIENCES			\$8,000.00
1.00 SCIENCE TECHNOLOGY ENGINEERING AND MATH			\$9,500.00
Summer Salary	411	3811	
3.00 AG EDUCATION			\$23,760.00
State Teacher Supplement	411	3811	
3.00 AG EDUCATION			\$7,800.00
2.00 BUS & INFO TECH ED			\$4,400.00
1.00 FAM AND CONSUMER SCIENCES			\$2,200.00
1.00 SCIENCE TECHNOLOGY ENGINEERING AND MATH			\$2,200.00
Total:			\$122,860.00

NOTE: Please provide a copy of this report to your business manager, local director, person responsible for OCAS coding and school principal where these programs are located

Questions regarding this Notice of Allocation should be directed to Valerie McBane at 405-743-5458

I hereby certify that the above allocations are made in accordance with the Oklahoma School Code.

Danielle Kipp,
 Finance Manager

7/22/2025 3:56 PM

Date

Oklahoma Department of Career and Technology Education

ROGERS COUNTY DRUG ABUSE PROGRAM, INC.

1010 E. Will Rogers Blvd.

Claremore, OK 74017

Phone (918) 342-3334 Fax (918) 342-3367

OOLOGAH-TALALA PUBLIC SCHOOLS DRUG TESTING AGREEMENT

This service agreement is made and entered into this _____ day of _____, 2025, between Rogers County Drug Abuse Program, Inc. located at 1010 E. Will Rogers Blvd. in Claremore, Oklahoma 74017 and Oologah-Talala Public Schools.

Rogers County Drug Abuse Program will provide onsite drug testing to Oologah-Talala Public Schools. All OSSAA sanctioned students will be tested. RCDAP will send trained technicians to collect and interpret drug test results. RCDAP will utilize a six (6) panel drug screening device. (Methamphetamine, Amphetamine, Benzodiazepine, Cocaine, Opiates and THC.) The urine specimen will also be screened for adulterants to ensure the integrity of the sample. Test results will be provided to the school staff at the time of testing.

RCDAP will provide a randomized testing schedule or will utilize a schedule provided by Oologah-Talala Public School. Random testing will be at the discretion of the school system. RCDAP will provide flexibility in testing dates and times.

Any OSSAA sanctioned student unable to present on the date of collection may come to Rogers County Drug Abuse Program to complete the 6-panel drug test. The cost of each student drug test will be \$15.00. GC/MS confirmation may be requested on a positive sample. Laboratory confirmations are reported within 5-7 days. Final reports will be emailed to the designated individual within the school system. The lab confirmation fee is an additional \$35.00.

All information related to student's participation in drug testing, including the results of such tests, is considered Protected Health Information (PHI) under the Health Insurance Portability and Accountability Act (HIPAA) and is subject to the confidentiality protections established under 42 CFR Part 2, which governs the confidentiality of

Oologah- Talala Public Schools
 FY26 Budget

Fund	Function/Object	Function Totals		Object Budget 8/1/2025	Change	Revised Budget
General Fund		\$	15,585,562.71			\$ 15,585,562.71
1000 - Instruction		\$	8,916,962.71			\$ 8,916,962.71
	100 - Salaries	\$	6,376,316.19	\$	-	\$ 6,376,316.19
	200 - Benefits	\$	2,308,049.41	\$	-	\$ 2,308,049.41
	300 - Contracted Services	\$	1,510.00	\$	-	\$ 1,510.00
	400 - Purchased Property Services	\$	4,089.00	\$	-	\$ 4,089.00
	500 - Other Purchased Services	\$	1,425.00	\$	-	\$ 1,425.00
	600 - Supplies	\$	179,262.76	\$	-	\$ 179,262.76
	700 - Property	\$	39,991.28	\$	-	\$ 39,991.28
	800 - Other Objects	\$	6,319.07	\$	-	\$ 6,319.07
2100 - Support Services - Student		\$	1,023,277.52			\$ 1,023,277.52
	100 - Salaries	\$	613,950.19	\$	-	\$ 613,950.19
	200 - Benefits	\$	187,898.60	\$	-	\$ 187,898.60
	300 - Contracted Services	\$	183,927.97	\$	-	\$ 183,927.97
	400 - Purchased Property Services	\$	200.00	\$	-	\$ 200.00
	500 - Other Purchased Services	\$	11,100.00	\$	-	\$ 11,100.00
	600 - Supplies	\$	20,627.76	\$	-	\$ 20,627.76
	700 - Property	\$	-	\$	-	\$ -
	800 - Other Objects	\$	5,573.00	\$	-	\$ 5,573.00
2200 - Support Services - Instruction		\$	506,621.45			\$ 506,621.45
	100 - Salaries	\$	259,959.46	\$	-	\$ 259,959.46
	200 - Benefits	\$	78,410.10	\$	-	\$ 78,410.10
	300 - Contracted Services	\$	3,925.00	\$	-	\$ 3,925.00
	400 - Purchased Property Services	\$	-	\$	-	\$ -
	500 - Other Purchased Services	\$	9,522.22	\$	-	\$ 9,522.22
	600 - Supplies	\$	151,554.61	\$	-	\$ 151,554.61
	700 - Property	\$	-	\$	-	\$ -
	800 - Other Objects	\$	3,250.06	\$	-	\$ 3,250.06
2300 - Support Services - General Administration		\$	602,369.73			\$ 602,369.73
	100 - Salaries	\$	409,142.87	\$	-	\$ 409,142.87
	200 - Benefits	\$	123,968.06	\$	-	\$ 123,968.06
	300 - Contracted Services	\$	47,283.37	\$	-	\$ 47,283.37
	400 - Purchased Property Services	\$	-	\$	-	\$ -
	500 - Other Purchased Services	\$	8,028.30	\$	-	\$ 8,028.30
	600 - Supplies	\$	3,019.13	\$	-	\$ 3,019.13
	700 - Property	\$	-	\$	-	\$ -
	800 - Other Objects	\$	10,928.00	\$	-	\$ 10,928.00

Oologah- Talala Public Schools
FY26 Budget

900 - Other Uses of Funds	\$	-	\$	-	\$	-	\$	-
2400 - Support Services - School Administration	\$	1,318,423.72			\$	1,318,423.72		
100 - Salaries	\$	991,792.29	\$	-	\$	991,792.29	\$	1,318,423.72
200 - Benefits	\$	321,315.94	\$	-	\$	321,315.94	\$	991,792.29
300 - Contracted Services	\$	-	\$	-	\$	-	\$	321,315.94
400 - Purchased Property Services	\$	-	\$	-	\$	-	\$	-
500 - Other Purchased Services	\$	3,737.70	\$	-	\$	3,737.70	\$	3,737.70
600 - Supplies	\$	246.79	\$	-	\$	246.79	\$	246.79
700 - Property	\$	-	\$	-	\$	-	\$	-
800 - Other Objects	\$	1,331.00	\$	-	\$	1,331.00	\$	1,331.00
2500 - Central Services	\$	636,639.45			\$	636,639.45		
100 - Salaries	\$	329,123.90	\$	-	\$	329,123.90	\$	329,123.90
200 - Benefits	\$	81,652.96	\$	-	\$	81,652.96	\$	81,652.96
300 - Contracted Services	\$	72,410.84	\$	-	\$	72,410.84	\$	72,410.84
400 - Purchased Property Services	\$	120.00	\$	-	\$	120.00	\$	120.00
500 - Other Purchased Services	\$	28,869.87	\$	-	\$	28,869.87	\$	28,869.87
600 - Supplies	\$	27,179.56	\$	-	\$	27,179.56	\$	27,179.56
700 - Property	\$	23,440.14	\$	-	\$	23,440.14	\$	23,440.14
800 - Other Objects	\$	73,842.18	\$	-	\$	73,842.18	\$	73,842.18
2600 - Operation and Maintenance of Plant Services	\$	1,164,167.40			\$	1,164,167.40		
100 - Salaries	\$	-	\$	-	\$	-	\$	-
200 - Benefits	\$	-	\$	-	\$	-	\$	-
300 - Contracted Services	\$	28,032.00	\$	-	\$	28,032.00	\$	28,032.00
400 - Purchased Property Services	\$	143,338.67	\$	-	\$	143,338.67	\$	143,338.67
500 - Other Purchased Services	\$	605,605.87	\$	-	\$	605,605.87	\$	605,605.87
600 - Supplies	\$	379,169.86	\$	-	\$	379,169.86	\$	379,169.86
700 - Property	\$	8,021.00	\$	-	\$	8,021.00	\$	8,021.00
800 - Other Objects	\$	-	\$	-	\$	-	\$	-
2700 - Student Transportation	\$	608,034.99			\$	608,034.99		
100 - Salaries	\$	304,228.03	\$	-	\$	304,228.03	\$	608,034.99
200 - Benefits	\$	91,753.76	\$	-	\$	91,753.76	\$	304,228.03
300 - Contracted Services	\$	-	\$	-	\$	-	\$	91,753.76
400 - Purchased Property Services	\$	1,883.00	\$	-	\$	1,883.00	\$	-
500 - Other Purchased Services	\$	6,862.07	\$	-	\$	6,862.07	\$	1,883.00
600 - Supplies	\$	191,811.84	\$	-	\$	191,811.84	\$	6,862.07
700 - Property	\$	8,376.20	\$	-	\$	8,376.20	\$	191,811.84
800 - Other Objects	\$	3,120.09	\$	-	\$	3,120.09	\$	8,376.20
3100 - Child Nutrition	\$	760,478.93			\$	760,478.93		
100 - Salaries	\$	119,973.53	\$	-	\$	119,973.53	\$	760,478.93
	\$	-	\$	-	\$	-	\$	119,973.53

OOLOGAH-TALALA PUBLIC SCHOOLS

Established 1896

School Board Memorandum

To: Dr. David Wilkins, Superintendent

From: Sherry Hutchinson, Special Services Director

Date: July 10, 2025

Re: Recommendation for Pre-Employment Contract for the 2025-2026 School Year.

Recommendation: I recommend the board approve the Contract for Pre-Employment Transition Services with the Board of Regents of the University of Oklahoma for the 2025-2026 school year.

Additional Notes: Professional Learning Opportunities, Job Training and Education for individuals that could face barriers to finding a job after high school graduation.

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

**Pre-Employment Transition Services Coordination
Pre-ETS COLLABORATIVE AGREEMENT
FY2026**

SECTION I - PURPOSE

This Collaborative Agreement (“Agreement”), effective as of the latest date of signature of all Parties or the 1st day of July, 2025 whichever is later, is entered into by and between the following Parties, also referred to herein as “Team Members” to promote collaboration in the delivery of Pre-Employment Transition Services (also referred to herein as Pre-ETS) for participants with a documented disability transitioning from secondary school to post-secondary education programs and/or competitive employment; for individuals with disabilities who are enrolled in secondary education and are eligible, or potentially eligible, to receive vocational rehabilitation services (VR) provided by Oklahoma Department of Rehabilitation Services (DRS).

- (also referred to herein as “Host School”);
- The Board of Regents of the University of Oklahoma, by and through University Outreach/College of Continuing Education’s National Center for Disability Education and Training (also referred to herein as “NCDET” or “University”).

The Rehabilitation Act of 1973 (Rehabilitation Act), as amended by the Workforce Innovation and Opportunity Act (WIOA), and the Individuals with Disabilities Education Act (IDEA), as amended, all require a formal mechanism in place to ensure coordination of transition services that are needed to provide a free appropriate public education to participants with a documented and to ultimately transition participants with documented disability to competitive integrated employment or post-secondary education.

The OBJECTIVE of this Agreement seeks to:

- Increase coordination between the Parties to identify and prepare participants with a documented way to move to post-secondary education and/or competitive integrated employment; based on participant need, considering strength, preferences, and interests.
- Improve transition planning by DRS and local education agencies (LEAs) for participants with disabilities to facilitate the development and implementation of that individual’s education program.
- Strengthen relationship between the Oklahoma State Department of Education (OSDE), Oklahoma Office of Workforce Development (OOWD), LEAs, higher education entities, and businesses to facilitate successful outcomes for participants a documented disability.
- Engage, involve and educate families to increase participant success in post-school activities.
- Increase the number of participants reaching their individual education plan (IEP) and the DRS individual plan for employment (IPE) goals.
- Increase professional learning opportunities and share resources.
- Increase job training and education opportunities for people who have traditionally faced barriers.

TERM

The Parties agree that the effective period of this Agreement shall be the latest date of signature of all Parties, or **July 1, 2025, whichever is the latter, through June 30, 2026.**

This Agreement may be renewed for two (2) additional twelve-month periods. Any renewals are contingent upon the Department of Rehabilitation Services renewing the Pre-Employment Transition Services Agreement with the University.

SECTION 2 – DEFINITIONS (for the purpose of this agreement):

2.1 Workforce Innovation and Opportunity Act (WIOA): Reauthorizes the Rehabilitation Act of 1973 as amended, that established VR (29 U.S.C. § 701 et seq.) and creates the Pre-ETS set-aside (29 U.S.C. § 730 (d)).

2.2 Vocational Rehabilitation (VR): a federal program which promotes, assesses, plans, develops and provides services for individuals with disabilities, consistent with their strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice, so they may prepare for and engage in gainful employment, as required by the Rehabilitation Act.

2.3 Oklahoma Office of Workforce Development (OOWD): carries out the vision of the Governor's Council for Workforce and Economic Development, provides technical assistance and coordinates strategic priorities and plans across education, training and economic agencies. Works to align and connect education and workforce resources, remove workforce barriers and better support Oklahoma employers and jobseeker.

2.4 Individual Education Plan (IEP): a written statement of the educational program required by IDEA for a participant with a disability designed to meet the participant's individual needs. The IEP has two general purposes: to set appropriate, measurable goals for the participant and to describe the specialized instruction and services the school district will provide for the participant.

2.5 Individual Plan for Employment (IPE): is required by the Rehabilitation Act, and is the roadmap developed jointly by the participant and the Vocational Rehabilitation counselor to help the participant with a disability reach a specific competitive, integrated employment goal.

2.6 Individuals with Disabilities Education Act (IDEA): is designed to ensure that all participants with a documented disability have available to them a Free and Appropriate Public Education (FAPE) that provides special education and related services designed to meet their unique needs and to prepare them for further education, employment and independent living; federal act codified at 20 U.S.C. § 1400 et seq.

2.7 Local Education Agency (LEA): a public board of education or other public authority legally constituted within a state for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district or counties recognized in a state as an administrative agency for its public elementary schools or secondary schools; codified at 20 U.S.C. §1401 (19).

2.8 A participant with a disability: is an individual who is in an educational program; and

meets certain age requirements; and is eligible for and receiving special education or related services under IDEA; or is an individual with a disability for purposes of section 504 of the Rehabilitation Act.

2.9 Potentially Eligible: participants with a documented disability, including individuals ages 14-21 who have not applied or been determined eligible for VR services.

2.10 Competitive Integrated Employment: employment for an individual with a disability that is, among other things, compensated at a rate not lower than the minimum wage and is customary for the occupation and where the individual interacts with other persons without disabilities.

2.11 Pre-Employment Transition Services (Pre-ETS): activities provided through a subset of transition services, in partnership with LEAs, to help participants, and potentially eligible participants, with disabilities develop skills leading to success in employment and independent living after high school. These learning experiences are designed within an outcome-oriented process that promotes movement from school to post-school activities, including postsecondary education, vocational training, competitive integrated employment, financial literacy, and self-advocacy education to improve social and independent living skills. Pre-ETS are defined and authorized in accordance with 29 U.S.C. § 733.

The following are examples of activities that fall into the five required Pre-ETS categories:

- **Job Exploration Counseling:** discussion, activities, vocational evaluations or assessments on in-demand job opportunities intended to foster motivation and informed decision-making.
- **Work-Based Learning** – research and knowledge of work site tours, job shadowing, mentoring, internships, apprenticeships, short-term employment, volunteering, and on-the-job trainings;
- **Counseling on Post-Secondary Opportunities**—discussion and activities regarding college and other -post-secondary opportunities, academic and occupational training needed to succeed in the workplace, and providing resources that may be used to support individual participant success in education and training, such as disability support services and financial aid;
- **Workplace Readiness Training** (can be in a simulated or "real" work setting) - teaching social skills and independent living skills necessary to prepare for eventual employment, such as communication and interpersonal skills, financial literacy, transportation options, job-seeking skills, understanding employer expectations, and other "soft" skills necessary for employment; and
- **Self-advocacy**—training on rights and responsibilities; how to request accommodations or services and supports; communicating thoughts, concerns, and needs; peer-mentoring opportunities; and participating in leadership activities offered in educational or community settings.

SECTION 3 – RESPONSIBILITIES:

The Host School:

The school plays a significant role in the success of providing and coordinating transition services, specifically employment readiness instruction for participants with a documented disability. Schools are bound by the specific content in the Individuals with Disabilities Education Act (IDEA) for the provision of secondary transition services and by coordinating services with other agencies who will pay for or provide transition services. Pre-Employment Transition Services are not meant to reduce the responsibility of schools to provide transition services. The intent is to enhance the resources available to participants with a documented disability through collaboration. Host School understands and agrees that they will not be reimbursed by the University for any costs incurred as part of the Pre- ETS program.

The Host School will:

- Upon receipt of proof from NCDDET that all NCDDET personnel participant under this Agreement have passed the criminal background record check, allow the NCDDET Pre-ETS staff access to DRS potentially eligible participants with a documented disability and/or DRS clients (in a group setting or one-on-one) to whom they can provide Pre-ETS instructional activities;
- work with the local DRS counselors to identify, recruit, and refer participants for vocational rehabilitation services;
- be responsible for collecting written parent authorization to allow their participant to participate in Pre-ETS activities;
- ensure school staff and/or a classroom teacher is present and assisting to ensure the highest engagement of the participants;
- communicate to the NCDDET Pre-ETS staff and DRS (if applicable) any concerns brought forth by a participant;
- provide information to assist staff providing Pre-ETS activities that will support the learning needs, adaptations, and/or modifications of program participants;
- assist with outreach to identify participants with a documented disability and assessment of their potential need for transition services and pre-employment transition services;
- promote networking and collaboration among families, schools, community agencies and employers;
- share career assessment and planning information with DRS and Pre-ETS staff;
- work collaboratively to increased number of participants obtaining their IEP and IPE goals;
- assist with the development of additional school sites by speaking with potential school leadership; and
- maintain confidentiality regarding program participants.

NCDDET:

The University of Oklahoma Outreach is a lifelong learning organization dedicated to helping individuals, businesses, groups, and communities transform themselves through knowledge. Established in 1965, the National Center for Disability Education and Training seeks to advance independent living, employment, and career opportunities for people with disabilities through innovative training and direct service.

NCDDET will:

- work in collaboration with DRS counselors, school transition personnel, and other persons supporting DRS potentially eligible participants with a documented disability and/or DRS clients to provide Pre-ETS instructional activities in groups and/or individually;
- ensure its staff are trained and experienced in working with participants with a documented disability as well as developing business relationships;
- ensure its staff have successfully passed a criminal background check; and will provide the Host School proof prior to providing Pre-ETS activities,
- support the host school staff in planning for the transition of participants with a documented disability from school to post-school activities;
- work in collaboration with the teacher and current transition curriculum;
- work to increase employment and/or post-secondary participant success;
- work with local school districts to create greater access for participants with a documented disability and remove barriers into transition programs and activities;
- assist with outreach to identify participants with a documented disability and assessment of their potential need for transition services and pre-employment transition services;
- encourage community work experiences that provide the opportunity for participants with a documented disability to participate in skill development in community settings;
- promote networking and collaboration among families, schools, community agencies and employers;
- share career assessment and planning information with DRS and school staff;
- work with the local DRS counselors to identify, recruit, and refer participants for vocational rehabilitation services;
- communicate to Host School staff and DRS (if applicable) any concerns brought forth by a participant;
- assist with the development of additional school sites by speaking with potential school leadership; and
- maintain confidentiality regarding program participants.

Section 4 Special Terms and Assurances

A. Insurance

Each Party is hereby required to carry liability insurance or State of Oklahoma self-insurance adequate to compensate, in accordance with the limits of the Oklahoma Governmental Tort Claims Act, 51 O.S. 1991, sec 151, et seq., as amended, persons for injury to their person or property occasioned by an act of negligence by the party to be bound, its agents or employees. The Parties shall timely renew the policies to be carried pursuant to this section throughout the term of the Agreement, and provide evidence of such insurance and renewals upon request.

B. Equal Opportunity/Non-Discrimination

As applicable, the provisions of Exec. Order No. 13279 and Exec. Order No. 11141 are incorporated into each Order and must be included in any subcontracts awarded involving any Order. The parties

represent that they are in compliance with all applicable federal and state laws and regulations and do not consider race, color, sex, sexual preference, religion, national origin, or age (40 or older) in ways that violate the United States' civil rights laws. In addition, the parties agree to comply with the applicable provisions of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 701, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212. Supplier acknowledges and agrees that it will take no action, make no decision, and grant no preference or disadvantage, directly or indirectly, based on a person's race, color, marital status, national origin, ethnicity, or sex.

C. Drug-Free Workplace

Each Party represents compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part § 85.600 et seq.

D. Modification

The Agreement may only be modified by mutual consent of the Parties in writing.

E. Cancellation

1. With Cause: In the event the Host School fails to meet the terms and conditions of the Agreement, or fails to provide services in accordance with the provisions of the Agreement, the University may, upon written notice of default transmitted via Certified Mail to the Host School, cancel the Agreement effective upon receipt of notice or at 5:00 PM on the fifth calendar day from the date the University mailed the notice, whichever occurs first. Such cancellation shall not be an exclusive remedy, but shall be in addition to any other rights and remedies provided for by law.

1. Without Cause: It is further agreed that the Agreement may be canceled by either Party by providing thirty (30) days prior written notice.

F. Access to and Retention of Records

The Host School shall maintain adequate records regarding the Pre-ETS program and participant participation. Authorized personnel of the University, U.S. Department of Education or other pertinent federal agencies, and authorized personnel of the Oklahoma Department of Rehabilitation Services, and other appropriate state entities shall have the right of access to records of Host School which are pertinent to the performance of the Agreement, in order to audit, examine, make excerpts and/or transcripts. The Host School shall be required to maintain all records for three (3) years after all pending matters are closed.

G. Compliance with State and Federal Laws

Each Party to this Agreement shall comply with all applicable state and federal laws, rules and regulations relevant to the performance of the Contract. Compliance shall be the responsibility of the each Party, without reliance on or direction by the other.

Each Party hereto agrees to be responsible for its own negligent acts and omissions and those of its employees and agents as provided by the Oklahoma Governmental Tort Claims Act, 51 O.S. 1991, sec 151, et seq., as amended.

If the University notifies the Host School of a possible compliance issue, the Host School must submit an explanation to the University within forty-five (45) days of the notification. If upon receipt of the explanation the University determines the Host School is out of compliance, the Host School will have 30 days to remedy the non-compliance. If after that time the University determines the Host School has not resolved the compliance issue, the University may take any or all, but not limited to, the following options:

1. suspension of the Contract;
2. withholding of additional Contracts;
3. requiring an immediate audit of all records pertaining to the Contract;
4. the University, within 21 days of receipt of reports, shall complete review;
5. the University may choose to make an allowance on any compliance issue if appropriate documentation for the non-compliance action can be furnished.

Neither Party shall be liable for any damages resulting from any delay in delivery or failure to give notice of delay that directly or indirectly results from the elements, acts of God, delays in transportation, or delays in delivery by any cause beyond the reasonable control of the Parties.

H. FERPA

Each Party to this Agreement agrees to abide by the limitations on redisclosure of personally identifiable information from education records as set forth in the Family Educational Rights and Privacy Act (34 CFR 99.33(a)(2))

I. Clean Air Act

Each Party agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq. The Host School agrees to report each violation to the University, and understands and agrees that the University will, in turn, report each violation as required to assure notification to the appropriate Environmental Protection Agency Regional Office.

J. Employment Relationship

This Agreement does not create an employment relationship. Individuals performing services required by the Agreement are not considered employees of the University. The Host School's employees shall not be considered employees of the University for any purpose, and as such shall not be eligible for benefits accruing to University employees.

The University shall provide access to staff as needed to meet the requirements contained herein.

K. Contract Jurisdiction

The Agreement will be governed in all respects by the laws of the State of Oklahoma. The State of Oklahoma, District Court of Oklahoma County will be the venue in the event any legal action is filed by the Host School or the University to enforce or to interpret provisions of the Agreement.

This Agreement is the product of negotiations between the Parties, each of which has had the opportunity to consult counsel prior to the execution hereof. Therefore, the Parties agree that if this Agreement needs to be interpreted by any court (or other tribunal) having jurisdiction, no conclusions or inferences of the law shall be drawn in favor of or against either Party on the basis of which Party drafted the term or provision at issue.

L. Severability

If any provision under the Agreement, or its application to any person or circumstance, is held invalid by any court of competent jurisdiction, such invalidity does not affect any other provision of the Agreement or its application that can be given effect without the invalid provision or application.

M. Ownership and Copyrights

All curriculum, instructional materials, software, reports, and videos (hereinafter "Intellectual Property") are being developed exclusively for the University or purchased by the University and shall be the property of the University. Intellectual Property created and copyrighted or trademarked by the other Party outside of the Contract shall be retained by same. This article shall not be construed to alter or diminish ownership rights provided under state or federal law or regulations.

N. Accessibility

Pursuant to Title 74, Section 85.7d and OAC 580:15-6-22 electronic and information technology procurements, agreements, and contracts shall comply with applicable Oklahoma Information Technology Accessibility Standards issued by the Oklahoma Office of State Finance. EIT Standards may be found at www.ok.gov/DCS/Central_Purchasing Upon request, the Host School shall provide a description of conformance with the applicable Oklahoma Information Technology Accessibility Standards for the proposed product, system or application development/customization by means of either a Voluntary Product Accessibility Template (VPAT) or other comparable document.

O. Entire Agreement

This Agreement constitutes the entire Agreement and understanding between the Parties and supersedes all prior and/or contemporaneous discussions, representations, or contracts, whether written or oral, of the Parties relating to the work to be performed.

Section 5: Signatures

The Parties hereto agree that they may conduct the transaction by electronic means and hereby state that electronic signature shall have the same force and effect as an original signature.

THE HOST SCHOOL REPRESENTS THAT IT HAS READ AND UNDERSTOOD THE TERMS OF THIS AGREEMENT AND MADE NO CHANGES TO THE TERMS OF THIS AGREEMENT. BY PLACING THE SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, THE HOST SCHOOL AGREES TO BE BOUND BY THIS AGREEMENT.

Host School

Signature

Date

Print Name and Signatory Title



MealManage Quote

Prepared for – Oologah-Talala School District

Prepared By

MealManage Inc.
7/7/25



7/25/25

Oologah-Talala School District
10700 S Hwy 169
Oologah, OK 74053

David,

Thank you for the opportunity to earn your business. Please note the following for our engagement:

- 1) MealManage is an integrated platform, and all components are quoted together.
- 2) Android, iOS or Windows tablet will be required by school to run the POS application.
- 3) MealManage will provide training to Admin Staff on full application.
- 4) MealManage will provide training and reference material for parents which we have found is sufficient for our application. MealManage in general does not provide training to parents. If required, school admins can provide training material to parents.
- 5) MealManage Privacy policies & Terms are available online and will be applicable during the full engagement.
- 6) To stop subscription MealManage should be notified 2 weeks in advance. Onboarding fee is only one time as noted in the quote.

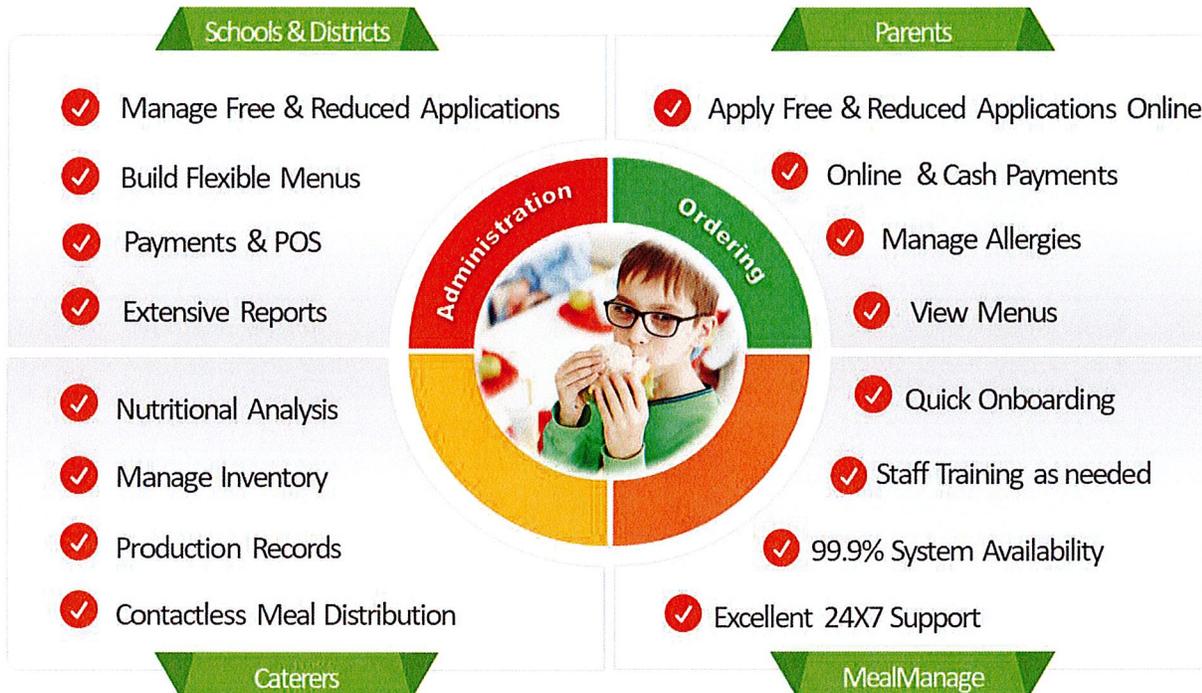
If any questions arise, please don't hesitate to ask. We look forward to our partnership and working with you more closely.

Sincerely,

CEO, Rajesh Kumar
602-334-9964
rajesh@mealmanage.com



MEALMANAGE FEATURES



- Fully Online & No paper forms
- Free and reduced meal eligibility Applications
- SIS Integration
- Manage menus & orders
- Automated notifications
- Manage meal distribution
- Production records, Inventory and Analysis

- POS & Online payments
- School & District admin dashboard
- Caterer Dashboard & Portal
- Extensive reports for District & Schools
- Parent Apps (iOS, Android & Web)



STANDARD SUBSCRIPTION RATES

Product	Paid Annually
MealManage Annual Subscription Menus, Mobile Apps, Payments, POS, Reporting, Application management, Production records and Inventory	\$660 per school
Total Schools	4
Annual Subscription fee (30% discount included)	\$1,848 (\$2,640)

IMPLEMENTATION COST – ONE TIME

Product /Services	Cost (Per school)
Setup & Onboarding Admin Training (One-time)	\$500 per school
Implementation Fees for 4 Schools (30% discount included)	\$1,400 (\$2,000)

ADD-ON OPTIONAL HARDWARE PRODUCTS

Optional Products	Quantity	Cost
<input type="checkbox"/> POS Package (Android Tablet, Stand, Cashbox, Scanner & Pin Pad)	_____	\$1,175.00 (One-time)



Notes:

- 1- 4 schools with the Oologah-Talala School District are considered in this quote.
 - a. First Year 30% discount applied to both subscription and implementation fee.
 - b. A subscription fee of \$660 will be charged starting the 2nd year of annual subscription.
- 2- The implementation fee is a one-time fee and will be invoiced on the go-live date.
- 3- Local sales taxes are not included in the quote.
- 4- It is assumed customer is supplying their own POS hardware if the add-on hardware product is not selected. IOS or Android tablet versions after July 2023 are compatible.
- 5- Each online credit or debit transaction is subject to processing fees, which are currently set at a rate of 2.99% plus \$0.50 per transaction. There is no fee for cash deposits or using the money in account balances.

Agreed to by:

Oologah-Talala School District

Signed by: David Wilkins
 Signature: _____
 Name: David Wilkins
 Title: Superintendent
 Date: 7/7/2025

MealManage Inc.

DocuSigned by: Rajesh Kumar
 Signature: _____
 Name: Rajesh Kumar
 Title: CEO
 Date: 7/7/2025

OOLOGAH-TALALA PUBLIC SCHOOLS

Established 1896

School Board Memorandum

To: Dr. David Wilkins, Superintendent

From: Sherry Hutchinson, Special Services Director

Date: July 30, 2024

Re: Recommendation to approve the Contract for the 2025-2026 School Year with Johnna Stanton.

Recommendation: I recommend the board approve the contract with Johnna Stanton to provide Supervision services for Speech Language Pathologist for the 2025-2026 school year.

Additional Notes:

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

CONTRACT OF EMPLOYMENT

Entered into between: Oologah-Talala Public Schools and

Employer	Employee
Oologah-Talala Public Schools (hereinafter referred to as "the employer") Address of employer: 10700 S. US Highway 169 Oologah, Ok. 74053	Johnna Stanton (hereinafter referred to as "the employee") Address of employee:

1. Commencement

1.1 This contract will begin on the 13th day of August, 2025 and continue until the 22nd day of May 2026; or until terminated as set out in clause 4.

2. Place of work

2.1 Oologah-Talala Public Schools

3. Job description

3.1 Job Title: Speech-Language Pathologist

4. Termination of employment

4.1 Either party can terminate this agreement with two weeks' written notice. If the employer terminates the contract early, the employer will reimburse the employee \$221.00 for 2026 ASHA renewal and \$127.50 for reactivation of state license for a total reimbursement of \$348.50.

5. Wage

5.1	The employee's wage shall be paid monthly in the form of a company check.	
5.2	The employee shall be entitled to the following allowances/payment in kind.	\$45 per hour

6. Hours of work

6.1 This contract is for a total of 60 hours during the school year to supervise and advise Speech-Language Pathologist in the Lower Elementary.

7. Meal intervals

7.1 The employee agrees to an unpaid lunch break of 30 minutes.

8. Public Holidays

8.1 The employee will work on public holidays if school is in session.

9. Annual Leave

9.1 The employee is entitled to zero days paid leave after every 12 months of continuous service.

10. Sick Leave

10.1 The employee will not be entitled to paid sick leave.

10.2 The employee is to notify the employer as soon as possible in case of her absence from work through illness or other personal matters.

11. Maternity leave

11. 1 The employee will not be entitled to paid maternity leave.

12.1 The employee will not be entitled to paid family responsibility leave.

13.1 The employer may not deduct any monies from the employee's wage unless the employee has agreed to this in writing on each occasion.

14.1 The employee will be provided with a shared classroom for as long as the employee is in the service of the employer and which shall form part of her remuneration package.

Any changes to this agreement will only be valid if they are in writing and have been agreed and signed by both parties.

The contract has been agreed and signed at Oologah-Talala Public Schools on this the ____ day of August 2024.

EMPLOYER_____

EMPLOYEE_____

Witnessess_____

School Board Memorandum

To: Dr. David Wilkins, Superintendent

From: Sherry Hutchinson, Special Services Director

Date: July 30, 2024

Re: Recommendation to Rescind the Chatterbox Contract for the 24-25 School Year.

Recommendation: I recommend the board rescind the approval of the Contract for Chatterbox for the 2025-2026 school year.

Additional Notes: They did not have a Speech Language Pathologist to fill the position.



OOLOGAH-TALALA PUBLIC SCHOOLS

**ATHLETIC/ACTIVITIES
HANDBOOK
2025-2026**

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Introduction

Welcome to Mustang Athletics!

In the following pages, you will find the framework in which the Athletic Department of Oologah-Talala Public Schools operates. While this handbook addresses many items specific to athletics, the department also operates under the policies and procedures of the local Board of Education, the laws of the State of Oklahoma, and the rules of the Oklahoma Secondary School Activities Association.

If you have any questions regarding the handbook, please contact the Athletic Office.

Important Phone Numbers:

Director of Athletics:	(918) 443-6000, ext. 6174
Athletic Administrative Assistant:	(918) 443-6000, ext. 6220
High School Principal's Office:	(918) 443-6000, ext. 6211
Middle School Principal's Office:	(918) 443-6000, ext. 6161
Transportation Department:	(918) 443-6000, ext. 6087
Northwest Fire Department:	(918) 443-2471

For more information regarding the Oologah High School Athletic Department, visit the website at: www.oologah.k12.ok.us

OOLOGAH-TALALA PUBLIC SCHOOLS ATHLETIC HANDBOOK POLICIES AND PROCEDURES

1.0 ATHLETIC DEPARTMENT MISSION STATEMENT

It is the mission of the Oologah Public Schools' Athletic Department to help all student-athletes become stronger academically, athletically, and socially. The athletic faculty is committed to working with athletes to help them better understand the importance of dedication, work ethic, and cooperation. The faculty will also encourage a family atmosphere that embraces diversity. It is the desire of the faculty to always provide a safe and competitive environment. The Oologah Athletic Department's goal is that all athletes become productive citizens while learning to compete at the highest level.

2.0 INTERSCHOLASTIC ATHLETIC GOALS AND OBJECTIVES

2.1 GOALS

- To provide educational benefits for all participants through interscholastic competition.
- To provide the best facilities and qualified staff possible.
- To provide a variety of sports or activities according to the interests of both girls and boys.
- To provide a program that is supplementary rather than a substitute for basic physical education classes or intramurals.
- To provide a program in which the physical welfare and safety of all participants and spectators are of prime concern.

2.2 OBJECTIVES

To provide coaching methods:

- An understanding and knowledge of the value of athletics
- An understanding of why the school has athletics
- Better health and fitness
- A desire to succeed and excel
- The opportunity to develop self-discipline and emotional maturity
- The opportunity to develop social competence through the team concept
- The opportunity to develop and understand why rules are necessary
- The opportunity to develop respect for the rights of others
- The opportunity to develop respect for authority

- The opportunity to develop a sense of fair play and sportsmanship
- The opportunity to think both as a member of a group and as an individual
- The opportunity to develop an understanding of the democratic processes
- The opportunity to develop the value of striving for and reaching group goals
- The opportunity to develop and improve motor skills
- The opportunity to develop skills, interests, and knowledge that will aid in quality of life and lifetime fitness

3.0 DEPARTMENT STAFF EXPECTATIONS

3.1 COACHES' EXPECTATIONS

With the development of well-trained applicants and a stronger emphasis on credibility and accountability, the need for precise job description specifications has become obvious. At this time, there is also a need for precise criteria against which accomplishment can be measured. Thus, it becomes expedient to consider what is expected of our coaches. Several performance categories are listed in the subsections that follow.

3.2 PROFESSIONAL AND PERSONAL RELATIONSHIPS

The area of professional and personal relationships consists of person-to-person oriented activities. These might well be considered as four basic concepts: rapport, cooperation, leadership, and improvement.

3.3 RAPPORT

A coach must develop a good rapport with any number of the following individuals and groups: team personnel, student body, local professional staff (maintenance, medical, police, etc.), spectator and support constituents, and corresponding conference and district coaches. Positive public relations are essential within the community.

3.4 COOPERATION

In regard to cooperation, it is expected that professionalism will produce an amount of give-and-take between individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with the Athletic Director, the building Principal, and other members of the school's coaching staff. Limited budgets, expanded activity program schedules, and heavy demands on overtaxed facilities make cooperation highly important.

3.5 LEADERSHIP

Leadership consists of many characteristics. A coach should possess and exhibit diligence, enthusiasm, and enjoyment that comprise professional and personal pride. A coach should be in control at all times. Inappropriate language, intimidation, and emotional displays will not be tolerated by Oologah-Talala Public Schools. Integrity, graciousness, dignity, and respect are to be cultivated for players, officials, opponents, colleagues, and the game itself, whether competing or practicing. A coach is responsible for every facet of discipline. Individually, the coach becomes a model of all that the program represents – observation of school policies, rules, regulations, and codes, training rules, rules

of the game, ideals of good sportsmanship, and behavior of participants throughout the season. Sportsmanship should always be exhibited and reinforced. Coaches are expected to give their time, energy, and spirit as the season demands. The quality of leadership often makes the difference and typically defines the success of a program.

3.6 IMPROVEMENT

A coach must constantly take advantage of opportunities presented for self-improvement. Attendance and participation at district meetings, rules clinics, clinics in specific fields, and similar in-service training programs are a must. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and improved performance. Keeping abreast of current literature in professional journals, newspapers, and magazines, and utilizing enrichment material available in other media forms is also expected.

3.7 COACHING AND TECHNIQUES

Included are the following specific criteria for coaching and techniques:

- Use sound and acceptable teaching practices.
- Run well-organized practice sessions.
- Complete preseason planning well in advance of starting dates.
- Adhere to a highly efficient and technically sound program of injury prevention. When injuries occur, the coach follows a prescribed routine and maintains good communication with the athlete, doctor, and/or athletic trainer, parents, and school administration.
- Manage unanticipated circumstances effectively.
- Develop and maintain a system for equipment accountability, including seasonal inventory, repair, reconditioning, and replacement; all purchasing should be accomplished within the bounds of the regular school purchasing procedures, and stay within the allocated budget.
- Keep assistant coaches, student managers, and statisticians well-informed about what is expected; maintain a professional relationship with maintenance staff, transportation, and others involved in the overall program.
- All coaches are expected to respond with the same degree of professionalism, cooperation, and leadership.
- Each coach will follow these policies.

3.8 PRINCIPLES OF PROFESSIONAL RELATIONSHIPS WITH STAFF

To implement smooth and forthright working relationships within the athletic department, the following guidelines will be implemented:

- Every coach performs under the supervision of the Athletic Director and the Building Principal.
- The head coach should have in writing definite assignment instructions and outlines of general responsibilities for their assistants to follow. Those responsibilities should also be kept on file with the Athletic Director. Minor details and other instructions may then be covered verbally as needed.
- Always keep a good relationship with opposing coaches and players.
- Head coaches should immediately discuss misunderstandings or failure to follow instructions with the assistant(s) in a professional manner.

- Head coaches should inform the Athletic Director about unsatisfactory services of an assistant or his/her failure to carry out assignments by the middle of the sports season. An informal conference will be held between the Athletic Director, the head coach, and the assistant to discuss the problem(s). An assistant may also request a conference with the Athletic Director regarding problems that he/she may be having in his/her coaching assignment.
- Head coaches desiring changes among assistants should notify the Athletic Director no later than two weeks following the close of the sports season.
- Before any decision is made regarding any assistant, a conference will be held between the Athletic Director, the head coach, and the assistant involved to discuss the manner in which assigned responsibilities have been carried out.
- Assistant coaches will be notified of their termination before the conclusion of their contract.
- Similar practices will be followed if the Athletic Director, Principal, or Superintendent feels that a head coach's services have not been satisfactory.
- Coaches desiring to terminate their services in any sport must notify the Athletic Director as soon as possible.
- Athletes will be encouraged to participate in all sports in which they have an interest. They will not be restricted to any one sport by a coach.
- Coaches will not require students to participate in summer programs in order to play on the school's team.

3.9 REGULATIONS FOR ALL COACHES

Coaches in charge of a sport are expected to maintain a high degree of integrity while performing their duties and responsibilities. Some common duties and responsibilities are as follows:

A. Coaches' Duties:

- Assign managers the duties and responsibilities that they are expected to perform.
- All coaches will be responsible for athletic facilities throughout the district. Coaches should be the first to arrive and the last to leave, to make sure all facilities are secure.
- Ensure that each participant has received a medical examination (physical) before any workout. A copy of the medical examination (physical) should be on file in the athletic office.
- Ensure that each player has a signed parental medical consent form, early release form, and drug testing consent form.
- "Cardiac Arrest, "Concussion in Sports", and "Heat Illness Prevention" at the beginning of each school year. The videos are available at www.nfhslearn.com
 - **First-Year Coaches need:**
 - Fundamentals of Coaching
 - First Aid or have Care and Prevention on the college transcript
- State Department of Education Requirements:
 - CPR/AED - annual training
 - First Aid/Health - annual training
- Check all players' eligibility.
- Prepare a complete roster of players and necessary information so that certified lists of eligibility may be sent to the OSSAA.
- Have first aid equipment available at all times.

- Ensure that athletes are properly equipped for practice and competition.
- Communication between the coach and the player regarding any change in status on the team is essential.
- All discipline problems must be dealt with firmly, fairly, and consistently.
- Head coaches should see all sub-varsity games if possible.

B. Coaches' Dress:

- Coaches should dress appropriately for all contests and trips.

C. Coaches' Responsibilities on Trips:

- Head coaches/Sponsors must submit to the office a list of students who will miss school and verify their eligibility three days in advance of travel. For overnight trips, the head coach must submit the District Overnight Trip form to the Athletic Director's office. This includes State Competitions. The head coach must also provide multi-gender chaperones if multi-genders are being taken on overnight trips. The names of the chaperones should be submitted to the Athletic Director's office.
- The Head Coach should hold group meetings before each departure to provide trip policies and procedures. The Head Coach should review the School and Athletic Policies prior to departure.
- The Head Coach/Sponsor should provide the name and location of the Hotel along with a master list of room assignments. They should also provide a list of procedures that will be used for room checks and curfew. The Head Coach/Sponsor should also submit an itinerary for events that will be occurring outside of the competition. Example: Dining, movies, etc.
- When players arrive back at school, the coach must be sure that each individual has transportation home. Any injured players must be personally referred to a physician or trainer or released to their parents.
- Prior to departure, the Head Coach should conduct a player check of his/her equipment or luggage. The player will assume responsibility for it throughout the trip. Encourage students not to bring valuables.
- The coach or a designated assistant should check the dressing rooms, hotel rooms, restaurant, and bus as soon as the athletes have left the facility. This effort will help prevent the loss of clothing and equipment and give the coach information as to the condition of the property upon his/her departure.
- Impress upon the students that inappropriate behavior and the use of obscene language will not be tolerated. Set the standards of behavior for all to emulate.
- Inform the athletes of the type of clothing to wear, the address of the hotel or motel where the team is to stay, including the phone number, exact time of departure from home, and approximate time of arrival home. Encourage the students to inform their parents of these facts in case of emergencies.
- Each time you make a stop, you should review the behavior expected by our district and leave the location in a positive manner. You should be in constant contact with your students, and free time should be limited. Roll call should be taken prior to departing any location.

D. Bus Conduct

- Managers and athletes must see that the bus is clean at the end of the trip. Do not allow

students to use tobacco or sunflower seeds on the bus.

- Do not tolerate horseplay, loud talking, or athletes shouting out of the windows.
- Advise athletes that the bus is not secured and all loose articles should be taken with them.
- Make sure the school vehicle is clean and returned to the transportation building in excellent condition, no matter what time you return.

E. Use of Opponents' Dressing Facilities

- Coaches should discuss with the team members the appropriate conduct when using the dressing facilities of the opponents. Note: the general condition of the dressing room, both upon arrival and departure, is to deter vandalism.
- It may be necessary at times to hold a bag inspection after returning from a trip to check against items taken by the athletes.
- Coaches should ask to have their dressing room locked during their team's absence.

Carrying out these procedures may save the school and the district some unfavorable publicity.

F. Supervision of the Athletes at the Game Site

- After arrival at the game site, DO NOT allow students to leave the stadium, gym, or field without proper supervision.
- Parents are not responsible for student safety and should not be allowed to assume responsibility for students other than their child.

G. Practice – Days and Times

- Communication among coaches, student-athletes, and parents regarding practice times and duration is essential.
- All practices are to be supervised by certified coaches or representatives of the school district at all times. If a coach is unable to be present, the practice will not be held.

H. Attendance at OSSAA Rules Meeting

- When rules meetings are held for specific sports, all coaches in that sport are encouraged to attend the meetings.
- The head coach is required to attend the meeting for their sport.

I. Rules

- Coaches should know the rules of the OSSAA as they pertain to their sport (number of games, events, etc.). These are available from the Athletic Director's office and on the OSSAA website.
- Coaches will know and keep up with all rules and rule changes of their sport.
- Coaches should advise athletes of all rules.
- High school coaches are responsible for their athletes during 7th period and for the entire semester. They are not to be released unless they are going to another sport. Any exception must be approved by the Athletic Director and Principal.
- Planning periods are to be used to prepare for one's classes or the upcoming game or practice session.
- School equipment should not be taken home for personal use.

- Never give out keys to the school or athletic facilities.
- Coaches will not use tobacco, drugs, or alcohol on the practice field, during a contest, in the presence of athletes, on school grounds, or while driving school vehicles.
- Salesmen will not be permitted to speak to our athletes about buying their products without prior approval from the Athletic Director.
- Head Coaches must get approval from any volunteer coaches through the Athletic Director before their contact with students. All volunteers must have a background check verified and filed at the OTPS Central Office.

3.10 JOB DESCRIPTION FOR ASSISTANT COACHES

Primary Responsibilities

A. Year-round

- Have an understanding and knowledge of rules and regulations regarding their sport as presented in the Oklahoma Secondary School Activities Association Handbook or on the OSSAA website. www.ossaa.com
- Keep current regarding all rules and rule changes for their sport(s). You must attend the rules meeting for your sport or take the test online. If not, you will be suspended until completed.
- Keep abreast of new developments, innovative ideas, and techniques by attending clinics, workshops, and reading material in their particular field.
- Assist the head coach in carrying out other assigned responsibilities.

B. Seasonal

- **Before the Season:**
 - Assist the head coach in the proper registration of all athletes.
 - Assist the head coach in making a systematic issuance of equipment.
 - Assist the head coach in providing accurate information needed to compile eligibility lists and other reports.
 - Meet with the squad to discuss all policies, rules, regulations, and codes with specific emphasis on the Athletic Code.
- **During the Season:**
 - Assist in implementing athletic objectives and regulations outlined in the Athletic Department Handbook.
 - Assume responsibility for constant care and preventative maintenance of equipment and facilities.
 - Assume supervisory control over athletes and teams they've been assigned to and any athletes when such control is needed.
 - Be in regular attendance at all contests and practice sessions.
 - Apply discipline in a firm, positive, and consistent manner.
 - Emphasize safety precautions; be aware of the best training procedures and injury prevention.

- Conduct yourself and your team in an ethical manner during contests and practices.
- Instruct players in the rules of the game, rule changes, strategy, new developments, and innovative ideas.
- **End of Season:**
 - Assist in the return, storage, and inventory of school equipment.
 - Leave your dressing facilities free of debris (shoes, clothing, etc.).
 - Recommend the head coach's athletes for awards.
 - Recommend to the head coach the facility maintenance and improvements needed.
 - Recommend the head coach's equipment to be purchased.
 - Complete reports as requested by the head coach and/or the Athletic Director.
 - Recommend to the head coach improvements or modifications in the playing schedule.

C. Additional Responsibilities:

- Scouting opponents
- Team trainer
- Equipment supervisor
- Publicity reports
- Filming/HUDL
- Other duties as assigned

4.0 STUDENT ELIGIBILITY REGULATIONS

4.1 OKLAHOMA HIGH SCHOOL ATHLETIC ASSOCIATION RULES AND REGULATIONS

- The senior and junior high schools in the Oologah-Talala School District are members of the Oklahoma Secondary School Activities Association (OSSAA).
- Anyone connected or concerned with the athletic program will strictly adhere to the rules and regulations of this association.
- Interpretations that are questioned or perhaps not covered in these rules and regulations may receive clarification by contact with the OSSAA. This contact will come only through the Athletic Director, Principal, or Superintendent.

4.2 ATTENDANCE

4.2.1 DAY OF CONTEST

The Oklahoma Secondary School Activities Association is silent on the policy of school attendance by an athlete on the day of a contest.

- It is the policy of the Oologah-Talala School District to carefully evaluate attendance patterns and declare ineligible those students with excessive absences on the day of contests.
- To participate in a contest, students must be in attendance for THREE PERIODS of the school day on the day of the contest unless cleared by the Principal and/or Athletic Director.

4.2.2 DAY AFTER CONTEST

Athletes who are absent or tardy the day after a contest can expect an unexcused absence for classes missed or tardiness. It is not acceptable to miss classes because of being late getting back from an athletic event.

4.2.3 ABSENCES AND COURSE CREDIT

- To receive credit for a course in grades nine through twelve or to be promoted to the next grade level in grades one through eight, a student must be in attendance at school a minimum of 90% of the time each semester. This amounts to a maximum of five (5) absences each nine-week grading period and ten (10) absences per semester.
- All absences, whether excused or unexcused, are counted in computing minimum attendance. Participation in school-sponsored activities during the regular school day will not be calculated as an absence for this policy.
- Any student who misses ten (10) consecutive days without excuse will be placed "off roll" beginning the 11th day. Upon returning to school, the pupil will be returned to "on roll" status.

4.2.4 OTPS ACTIVITY ABSENCE POLICY

As required by the **Oklahoma State Department of Education**, students are allowed 10 activity absences per class period each academic year. State and national levels of school-sponsored contests DO NOT count toward the 10 days.

- To be eligible for an absence extension of an additional 5 days, students must be passing all of their classes and complete the OTPS Secondary Application for Activity Absence Extension Form and turn it into their building principal.
 - This form will be reviewed by the OTPS Internal Review Board. Students will not be allowed to exceed 15 activity absences for one school year.
 - Each student is ultimately responsible for tracking the number of activity absences that they have incurred in a given class period.

4.3 SCHOLASTIC ELIGIBILITY

- Regular standards of eligibility will be governed by the rules of the Oklahoma Secondary School Activities Association.
- The Athletic Director and the building principal shall determine eligibility rules and regulations other than those established by the Oklahoma Secondary School Activities Association.
- The principal and Athletic Director will decide issues of inter-school eligibility.
- In all cases, the Athletic Director and the building Principal are directly responsible for eligibility matters.
- Coaches are responsible for seeing that all new students are completely eligible before they are allowed to participate in any workout, practice, or contest. All new students and their parents/guardians must be informed of the applicable athletic policies, rules, regulations, and codes. New students must be cleared by the Athletic Director before participation may occur.
- Eligibility checks will be conducted after three weeks (during the fourth week) of each semester and each succeeding week. Coaches/Sponsors are responsible for informing the student about their failing grade and eligibility status.
- Eligibility reports are run at 9:00am each Friday. If a holiday week or /inclement weather arises (school closing for multiple days), then the eligibility list will stay the same. Students are capable of coming off the list during this time if a teacher has added grades but no student will be placed on the list.

4.4 INELIGIBLE PLAYER STATUS (ACADEMIC)

- An ineligible player may practice with the varsity, junior varsity, and ninth, eighth, or seventh grade teams.
- He/She must have completed all pre-participation paperwork.
- If the Principal, Athletic Director, or coach determines that an individual should not be practicing or traveling with the team because of citizenship, attitude, or scholastic work, he or she may be denied this privilege.

4.5 ENDING DATE FOR SEASON

- The final game or event scheduled for any interscholastic team will terminate that particular squad's season. No practice, official or unofficial, will be held after the last contest in any sport other than the final event in sports having state eliminations. This would mean that elimination from the tournament would end that particular season.
- The purpose of this policy is to allow individuals to start participation in other sports which are about to begin, or which may already be underway, rather than continue to practice in a sport when that season is actually completed. This policy shall not pertain to practices that are allowed by the Oklahoma Secondary School Activities Association.
- Students who are suspended from school will not participate in interscholastic athletics until reinstatement in school has occurred and notification is given to the head coach in that sport.
- Students in the In-School Suspension (ISS) program will not be allowed to practice or compete during the school day but can participate in after-school activities.
- Further or continued suspension from athletics may occur if the severity of the offense warrants. The high school/junior high Principal and the Athletic Director together shall make this determination.

4.6 ACADEMIC ACHIEVEMENT AWARDS

4.6.1 (Please refer to the OSSAA Manual or OSSAA website)

5.0 STUDENT PARTICIPATION REGULATIONS

5.1 TRYOUTS

Students in our schools may try out for our athletic teams. Except as outlined in this policy, our Coaches will not tell a student that they cannot try out for the school team of their choice. If an athlete and coach have a problem during a particular year, that problem is not to be carried over to the next year. Exceptions to this policy are: (1) extended suspension out of school; (2) use of alcohol, tobacco, or drugs; and (3) stealing. If the coach uses one of these reasons for not allowing an athlete to participate on the school team, the reason must be submitted to the Athletic Director in writing.

5.2 CHANGING SPORTS IN MID-SEASON

From the time a person's name appears on the official eligibility list for an interscholastic sport, he/she may not join another team or compete in another interscholastic sport until after the end of the first sport season. Mid-season change of teams may be permitted under one of the following conditions:

- The student/athlete presents to both coaches a doctor's certificate recommending he/she drop the sport for reasons of health and permitting participation in the second sport.
- Both coaches involved and the Athletic Director agree that a mid-season change of sport would be beneficial to the student athlete without being unfair to the individual or either team.

5.3 CARE OF THE STUDENT ATHLETE

- The coaches and trainers must always bear in mind that they are not physicians and shall not try to diagnose a condition that appears serious in nature or a condition that does not respond to early treatment.
- If a coach/trainer suspects a medical condition is serious, the athlete should be referred to a physician immediately. No risks should be taken.
- All physical problems will be given immediate attention. At no time will an athlete be placed back into practice or competition until the condition no longer prevents that student/athlete from performing up to his/her usual capabilities.
- Student/athletes must inform the coaching staff and/or trainer if they have sought the care of a physician.
- When a coach becomes aware that the student/athlete has sought care from a physician, that physician must provide a written release before the student/athlete returns to practice or competition.

5.3.1 Basic Care Guidelines

- An ambulance will be available or on call for all senior high football games.
- In as many cases as possible, physicians and/or certified athletic trainers will be at senior high home football games.
- No athlete whose physical condition is questionable, in the opinion of the coach, shall re-enter an athletic contest. He/She will be seen by a physician or sent to the emergency room at the hospital if the situation dictates.
- If a student is involved in an accident in an athletic contest, and the nature and the extent of the condition cannot be determined, that student should not be moved except by the ambulance EMTs or after a physician has seen the student-athlete.

5.3.2 Specific Emergency Procedures

In case of an accident at practice or an athletic contest, the following procedure will be followed:

- Be alert to recognize the condition as quickly as possible.
- Do not move the athlete if there is a continued chance of harm.
- Call for a doctor if available, or call 911 at once to help determine the nature of the condition.
- If necessary, call an ambulance for transportation to the hospital.
- The parents will be contacted and made aware of the condition and the action that will be taken.
- A coach or a school representative will travel to the hospital with the athlete and will remain until the physician and/or parents arrive.
- A Medical Consent Form for all students must be taken to all events - RankOne app
- Take a few minutes that evening to check on the condition of the athlete.
- Complete an OTPS Accident Report Form, sign it, and have it signed by an administrator. A copy is located in the shared Coaches Folder in the Google Drive.

5.3.3 Insurance Procedure

Student/athletes are protected by liability coverage at all school-sponsored events or when transported in a school-owned vehicle. Student/athletes are not covered for routine medical issues, including non-catastrophic injuries suffered during practice or competition. Information regarding supplemental

student insurance policies may be available in the administrative offices.

5.4 STUDENT ATHLETE CONDUCT RULES

5.4.1 Statement of privilege

Since athletic or activity participation is a privilege, it is not safeguarded by due process procedures that apply to standard public education.

5.4.2 Head coach's Responsibility for enforcement

The head coaches are responsible for seeing that all rules are enforced. Coaches should be as consistent as possible when enforcing the athletic policies, rules, regulations, and codes.

5.4.3 Student/Athlete's Responsibility to know and understand rules

Athletes should be aware of all policies, rules, regulations, and codes. If any question regarding a rule of conduct arises, it should be addressed to the head coach or Athletic Director before any violations.

5.4.4 Student Conduct Expectations for athletes

The following are acts that may cause an athlete to be dismissed from the athletic program:

- Immorality, profanity, obscenity, or stealing.
- Consistent violation of written school rules, regulations, or policies
- Possession, threat, or use of a dangerous weapon
- Assault and battery, and destruction of property
- Possession or use of any illicit drug, tobacco (in any form), or alcohol, etc.
- Conduct that jeopardizes the safety of others, which includes showing disrespect to an official
- Habitual absences

5.4.5 Student Handbook

Athletes are required to meet and abide by the policies, rules, and regulations of the district as described in the OTPS Student Handbook that was received at the beginning of the school year.

5.4.6 Field/Activity Trip/Contest Permission Form, Medical/Early Release Form

Athletes must have on file a signed copy of the Field Trip/Activity Trip/Contest Permission Form/Medical Consent Form/Early Release Form. Copies are found in RankOne.

5.4.7 Violation of Federal, State, or Local Law/Ordinance

Student/Athletes are not to violate any Federal, State, or Local Law/Ordinance, including felony or misdemeanor acts other than minor traffic violations. Conviction of said offenses is not necessary to establish a violation of the Athletic Handbook, which will be determined through an independent investigation. Such offenses, when witnessed by a teacher, administrator, other responsible adult(s), or when substantiated by other reliable evidence, may constitute a violation of this handbook. A conference will be scheduled within a reasonable time after the infraction has been noted. The conference will include the coach, student, student's parents/guardians, and the Athletic Director. The purpose of the conference will be to gather information and determine the appropriate penalties, if necessary. Depending on the severity of the incident, penalties may range from restitution, suspension from athletic competition, or dismissal from the team. Appeal Process: The parents/guardians have the

right to appeal the decision from this conference. The appeal must be submitted in writing by the parent/guardian within two school days to the building Principal. The decision by the Athletic Director will remain in place during the appeal process.

5.5 STUDENT ACTIVITY DRUG TESTING PROGRAM

Any student in Junior High/High School who participates in extracurricular programs in grades 7-12 will be required to participate in the drug testing program. A copy of this policy may be found in RankOne.

5.6 GROOMING STANDARD

The grooming standards for athletes are:

- The appearance should be socially and morally accepted by the community.
- Standards should be realistic and consistent.
- Athletes are to be as neat and clean as possible.
- Coaches are to stress and instill in our athletes pride in their appearance as they are representing themselves and their school.

5.7 LETTERING REQUIREMENTS

There are general and specific standards to be met for an athlete to earn a letter from Oologah Public Schools.

- General Standards: (must be met by all athletes)
 - The participant must maintain sportsmanship, training methods, and regular attendance at practice sessions.
 - Athletes must remain on the team for the entire season unless excused by the coach.
 - Athletes must meet school and state requirements in academic work and school attendance.
- Specific Standards: (may be determined by the head coach of each sport)

NOTE: If each head coach has specific lettering requirements, a copy must be on file in the athletic office.

6.0 STAFF PROCEDURES

6.1 PUBLIC RELATIONS

6.0.1 Publicity

- Publicity is the responsibility of the head coach and the director of athletics and activities.
- Results of all contests should be reported to the Tulsa and Oologah newspapers for senior high sports and the Oologah paper for junior high sports.
- The student body should be well informed of all athletic events.
- The building principal or Athletic Director may make special publicity releases.

6.0.2 Announcements

Announcements regarding athletic events, ticket sales, team excusals, results of games, etc, will be made at school sites with the principal's approval.

6.0.3 Special Problems

Questions, concerns, and/or criticisms being directed towards specific athletic personnel and/or athletic policy by parent groups, community patrons, or other special interest groups shall be reported to and dealt with as soon as possible by the head coach of that particular athletic activity. Individuals critical of personnel or policy should be invited to visit specifically with the coach responsible for that particular school athletic activity. If problems persist, or if the responsible personnel feel the need for additional assistance, said problem should be reported to the building principal. The Principal, in consultation with the Athletic Director and appropriate coaching personnel, will review specific complaints.

6.0.4 End of Season Summary

- Each head coach shall make an annual end-of-season report for his/her particular team or group.
- These reports should be given to the Athletic Director immediately after the conclusion of the season. The director of athletics and activities will compile reports.
- Any group that has a separate schedule, including junior varsity basketball, football, baseball, and wrestling, will be included in these reports.
- The following form shall be followed in interscholastic reports:

6.0.5 Interscholastic Report

In making out the annual report for the various activities in our athletic program, the following format is strongly recommended. At the top, put your school, sport, your name, year, then include the following information:

- Schedule played and the result of games, meets, or matches.
- Indicate new records set for a season, as to individual names of squad members, and indicate letter winners.
- Performance, team scoring, etc., if known.
- Special honors received by team members, if any.

6.2 ATHLETIC SCHOLARSHIPS

- No person in the athletic department should, in any way, attempt to direct Oologah-Talala School District athletes to a particular college or university.
- Upon request for help by the athlete's parents or by the athlete, the coach may attempt to aid the student to enter the college or university of choice.
- Visiting college coaches shall not talk to athletes during school hours when it would interfere with their normal school day or athletic practice.
- NCAA rules and regulations concerning the recruiting of high school athletes will be followed.

6.3 TRANSPORTATION

- The activities buses will be assigned by the Transportation Director.
- Bus requests are the responsibility of each head coach for each team in his/her respective sport. Requests for bus transportation must be submitted at least two (2) weeks in advance of the date of the event per Oologah Public Schools Policy.
- The interior of buses and/or suburbans should be cleaned by the coach in charge upon arrival back at the school or bus garage.

- If transportation problems arise, contact the Director of Transportation. If problems occur with school-owned vehicles, alert school officials as soon as possible.
- Report any bus or vehicle damage to the Director of Transportation or school officials immediately.
- Weather – Questions that arise concerning the safety of travel because of inclement weather will be dealt with by the building principal in consultation with the Athletic Director. Decisions will be made as early in the day as possible, and all parties involved will be alerted by these administrators or their designees.
- Team members will go to events on school-provided transportation. Athletes may return home with their parents when the parent personally asks the coach to let his/her child ride home with them.
- Head coaches must go and return with their team on the bus. The Athletic Director must approve exceptions.
- There will be no gambling, use, or possession of tobacco, drugs, or alcoholic beverages on any school trip.
- It is recommended that teams travel as neatly dressed as possible.
- Coaches must see that their teams return to Oologah as soon as possible after a game, especially on school nights. Parents should be told when to expect the team home.
- When possible, the bus and driver will stay with the team for the athletic event as directed by the coach.
- Parents wishing to have their child ride home with someone other than the team must present a note with a signature, phone number, date, time, and location to the coach before the trip. The note is valid for one trip only and is not permanent.

6.4 PURCHASING PROCEDURES AND CARE OF EQUIPMENT

6.4.1 Budgets

- The secondary schools should operate on a planned budget.
- Copies of the budget should be made available to the head coach connected with the program.
- At the high school and junior high school, the director of athletics and activities will establish the budgets.
- The athletic department will not provide money for entertainment, such as movies.
- High School head coaches should provide resources to address the needs of the junior high program.

6.4.2 Purchasing

- The director of athletics and activities will supervise the process of purchasing equipment.
- Schools should be certain to stay within the budgets allotted for each sport.
- Requisitions and purchase orders must be approved when buying athletic equipment prior to the actual purchase agreement.

6.4.3 Bills and Payment

- Processing of bills is the responsibility of the director of athletics and activities. Purchase orders should accompany each payment. A coach receiving an invoice should immediately turn it into the athletic office for payment.
- Head coaches should submit a requisition (RQ), reflecting the desired items and cost, to the Athletic Director. Once the RQ is approved, a purchase order (PO) number is assigned, and the items may be ordered. Nothing may be ordered without a PO number.
- Coaches are not to charge any item to the school without approval from the Athletic Director.
- Coaches are not to sell athletes anything unless money is deposited in the school's activity fund, and they have the Athletic Director, school principal, and the School Board's approval.

6.4.4 Equipment

- The care of equipment, issuance, and collection of the same is the responsibility of the head coach.
- If a student loses his/her equipment, he/she must pay for it.
- Cleaning, repairs, and reconditioning of team equipment are the responsibility of the head coach. Such expenditures should be approved by the director of athletics and activities and figured into one's budget.
- The head coach should make inventory reports on all equipment every year.
- School athletic equipment will not be loaned out, so it can be used during the summer without the approval of the director of athletics and activities. Equipment is not to be used by outside groups without approval from the Athletic Director.

6.4.5 Facility Repairs

All repairs will be dealt with according to priority. Field markings and maintenance must be requested in advance by completing maintenance forms with specific information listed for jobs to be completed and turned into the Athletic Director's office.

7.0 FUNDRAISING

- Fundraising by individual groups, including teams, must have approval of the Superintendent, building principal, and Athletic Director well in advance and must be ratified by the Board of Education.
- Cooperation between the senior and junior high schools in fundraising projects is most important.
- All fundraising must be requested and approved through the fundraising process.
- All money collected must be turned into the site finance office, and a receipt must be obtained.

8.0 BOOSTER CLUBS

- The purpose of OHS booster clubs is to "raise support for durable goods and activities that promote Mustang pride for the Oologah Secondary School's sports programs."
- Support athletic teams at Oologah High School.
- Encourage good sportsmanship toward officials, the opposing team, and out-of-town visitors.
- Aid in projects presented by the coaches and school administration that will make for a better athletic program.

- Head Coaches must attend all booster club meetings.

9.0 OTPS MEDICAL REGULATIONS AND RECOMMENDATIONS HIV AND HEPATITIS B RELATED TO SPORTS

Blood-Borne Pathogens

Blood-borne pathogens such as Hepatitis B and HIV are serious infectious diseases that are present in blood as well as other bodily fluids such as semen, vaginal secretions and breast milk. While there are a number of other such blood-borne diseases, Hepatitis B and HIV are the most commonly known.

Hepatitis B is a virus that results in a dangerous inflammation of the liver. Its victims can suffer long-term consequences and reoccurrences, and the disease can be deadly if not treated. Although no transmission of Hepatitis B has ever been documented at a sporting event, it is recommended that anyone who anticipates direct or indirect blood contact or other bodily fluids should be immunized with the Hepatitis B vaccine.

HIV is the virus that causes Acquired Immunodeficiency Syndrome (AIDS), which weakens the immune system, thus making a person susceptible to infections that their immune system would normally fight off. At this time, AIDS is incurable and may be life-threatening. The precise risk of HIV transmission during exposure of open wounds or mucous membranes, such as the eyes, ears, nose, and mouth, to contaminated blood is not known. Though the possibility of contracting HIV in this manner is generally considered to be less than the possibility of contracting Hepatitis B and other blood-borne viral infections, it is a serious threat.

Student/Athletes, coaches, and officials must understand that while HIV can be transmitted by blood from one individual to another through an open wound or a mucous membrane, the probability is very low. However, since the chance of this occurring does exist, the appropriate precautions should be taken to ensure no transmission can occur and to be aware of the possible consequences.

Precautions Against Risk of Contamination

The proper handling of body fluid spills should be a concern of teachers, coaches, officials, and student/athletes. All concerned individuals must be aware that any time there is blood and/or body fluids present, there is the possibility of an infectious disease being transmitted. However, this possibility can be reduced if a few common-sense precautions are observed.

Specific Precautions for Sports

While the risk of one athlete infecting another with HIV/AIDS during competition is close to nonexistent, there is a risk that other blood-borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Precautions for reducing the potential for transmission of these infectious agents should include, but are not limited to, the following:

- Educational information, including activities that place individuals at high risk because of lifestyle, geographic location, or a specific sport, should be made available to participants and

those deemed at risk associated with the athlete/athletic event (manager, coaches).

- Disposable latex-free gloves will be worn when contact with blood or other body fluids is anticipated. Disposable latex-free gloves should also be worn for touching mucous membranes or non-intact skin (e.g., abrasions, dermatitis) of all athletes and for handling items or surfaces soiled with blood or other body fluids. Disposable latex-free gloves should be changed after contact with each athlete.
- Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should also be washed after disposable latex-free gloves are removed. Athletes should shower immediately after competition.
- Surfaces contaminated with blood or other body fluids should be cleaned with a tuberculocidal disinfectant after each match or more often as needed. Blood spill clean-up kits are available in each coach's box.
- To minimize contact, emergency mouth-to-mouth face shields are available in each coach's box.
- Soiled linen, towels, uniforms, etc., should be placed in red biohazard bags at the site and transported to the laundry area. When possible, disposable towels should be used and disposed of in a red biohazard bag. See Contaminated Laundry below.

a. Contaminated Laundry – On-Site Washing

- Wear disposable latex-free gloves and other appropriate personal protective equipment.
 - Contaminated laundry will be washed according to the recommendations of the Centers for Disease Control: Wash with detergent and water at 160 degrees for 25 minutes; Bleach – If material can be bleached, add ½ cup chlorine bleach to the wash cycle; If material is not able to be bleached, add ½ cup non-chlorine bleach to the wash cycle.
 - Remove gloves.
 - Dispose of used gloves in a designated waste container lined with a red biohazard bag.
 - Discard red biohazard bag in designated waste container lined with red biohazard bag.
 - Wash hands thoroughly.
 - PLEASE NOTE: If gloves become contaminated at any point in the above procedures, change them.
-
- All athletes in the greatest risk sports should be required to wear mouthpieces, and it should be strongly recommended for athletes competing in moderate risk sports.
 - Spittoons or similar receptacles, for bloody sputum or saliva, should contain a tuberculocidal disinfectant.
 - Matches should be interrupted when an athlete has a wound where a large amount of exposed blood is present to allow the blood flow to be stopped, the area cleaned, and the athlete cleaned.
 - Athletes who have an open lesion, wound, dermatitis, etc., should cover them with a dressing that will prevent contamination from other sources.
 - Where possible, athletes and officials in the greatest risk sports should wear protective eyewear to reduce the possibility of blood or other body fluids from entering the eyes.
 - Review athletes' medical history to make sure that all routine vaccinations, including tetanus, MMR (Measles, Mumps, and Rubella), Hepatitis B, and Hepatitis A, are current.

General Procedures for Activities

- Whenever a participant suffers a laceration or wound where oozing or bleeding occurs, the practice or game should be stopped at the earliest possible time, and the player should be escorted from the playing area for the appropriate treatment. The student/athlete should not return to the practice or game until the bleeding has been stopped and the open wound properly covered.
- During a game or practice, if a uniform or other clothing becomes saturated with blood or other body fluids containing visible blood to the extent that the blood could be transferred from one person to another by touch, that part of the uniform should be changed, and the skin cleaned with soap and water.
- All athletes must cover any open wound.

Disinfection of Surfaces and Equipment

- During practice and competition, surfaces and equipment may become contaminated with blood and other body fluids. Because potentially dangerous microorganisms can survive on the contaminated surfaces for various periods of time, it is necessary to clean with a tuberculocidal disinfectant.
- Solution of 5/25 percent sodium hypochlorite (household bleach) at a 1:10 dilution is recommended but not required as the agent of choice for cleaning hard surfaces after all spills of blood or other body fluids.
 - These solutions should be prepared fresh and should not be used if older than 24 hours.
 - It is not recommended to use sodium hypochlorite solutions on carpets or rugs; however, sanitary absorbent cleaners may be used on these items.
 - Agents labeled as tuberculocidal disinfectants are also acceptable cleaning agents and will eliminate HIV and HBV.
 - Common agents that eradicate HIV and HBV include, but are not limited to Lysol, Hydrogen Peroxide, Beta-dine, Glutaraldehyde, Isopropyl Alcohol, and NP-40 Detergent.
 - Chemical germicides registered with the Environmental Protection Agency (EPA) as sterilants are recommended for high-level disinfection.

Clean-up Procedures – Hard Surfaces

- Isolate the contaminated area and notify the custodian/coach immediately.
- Custodian/Coach will clean/disinfect immediately when notified.
- Wear disposable latex-free gloves.
- Sprinkle absorbent over the body fluid spillage. Allow a few minutes to absorb the spillage.
- Sweep, scoop, or wipe up (with a paper towel) the absorbent.
- Dispose of material in a lined waste container.
- Disinfect the area by wiping or mopping with the following:
 - Freshly prepared (within 24 hours) bleach solution: 1 part chlorine bleach to 10 parts water.
 - Commercially prepared tuberculocidal disinfectant.
- After the disinfectant is applied, allow the disinfectant to sit for 10 minutes or air dry (whichever is longer).
- Rinse/Clean mop heads, brooms, brushes, dust pans, etc., before disinfecting. Soak mop heads

in bleach solution and soak/spray brooms, brushes, and dust pans in/with approved disinfectant and let set for at least 10 minutes.

- Remove gloves.
- Dispose of used gloves in the lined waste container.
- Draw the plastic liner out of the waste container. Tie and immediately dispose of the liner in a red biohazard bag.
- Tie and immediately dispose of the red biohazard bag in the dumpster.
- Wash hands thoroughly.
- Bathrooms will be cleaned:
 - Immediately whenever obvious blood or body fluids are present.
 - Immediately, whenever there is an odor, and body fluids are present.
 - Daily.
- PLEASE NOTE:
 - If gloves become contaminated at any point in the above procedures, change them.
 - If the waste container liner or red biohazard bag becomes contaminated, place it in a non-contaminated red biohazard bag.
 - Any liquid disinfectant used in cleaning floors, equipment, or materials should be discarded in a suitable and appropriate sewage drain (toilet or sink).
 - When mop heads become excessively soiled/stained, discard.

RECOGNIZING AND AVOIDING HEAT DISORDERS

When exercise is performed in the summer months, athletes are exposed to environmental heat stress. In the past, it was felt that ambient temperature was the most important factor in the development of heat injury. Three factors play an important role in environmental heat stress: humidity, wind velocity, and radiant heat. Heat syndrome can be grouped into four general categories: heat cramps, heat syncope, heat exhaustion, and heat stroke.

Heat cramps are due simply to water and sodium loss. They are painful twitching or spasms of voluntary muscles. The skin is moist and cool, and the athlete is alert. Treatment involves getting the athlete into a cool environment and replacing sodium and fluids. Generally, fluid replacement can be by mouth, and on rare occasions, intravenous fluids may be necessary.

Heat syncope, again, is caused by inadequate fluid, loss of sodium, and the lack of acclimation. The athlete participating in a hot, humid environment becomes lightheaded and may faint. Fainting is generally due to vaso-dilation, or opening of the vessels in the skin, to help cool the body. Vasodilation results in a decrease in the amount of blood circulating and results in fainting. Treatment involves the athlete being placed in a cool environment on his or her back with feet up and cool liquids being administered by mouth.

Heat exhaustion is a systemic reaction to prolonged exposure to the heat and the absence of water replacement. This is a relatively serious condition and must be recognized. The athlete may be disoriented, irritable, fatigued, and delirious and may lack muscle coordination. The condition is much more serious for those who are not acclimatized to the heat. Nausea and vomiting, pale skin, and high pulse rate may be present. Treatment consists of placing the athlete in a cool environment with

adequate replacement of sodium. This generally requires the use of intravenous fluids. Call 911.

Heat stroke is a life-threatening condition that requires immediate attention. Symptoms include hot, dry skin and very high body temperature. The athlete may be delirious, disoriented, and may faint. Treatment consists of the rapid reduction of body temperature and immediate transport to the hospital. Call 911. The majority of the above disorders may be prevented. Acclimatization, clothing, and hydration all play an important role.

HEAT-RELATED ILLNESS

Prevention

Provide plenty of cool water.

- One cup of water before, after, and every 30 minutes during athletic practices, competitions, or physical activity.

Red Flag Alerts

- 80 degrees and 80% humidity (or higher).
- Students on medications such as antihistamines, diuretics, etc.

Heat Stroke – (Always Life-Threatening)

Signals: First Aid: Dry, hot, red skin

- Call 911
- High body temperature
- Put the athlete in a cool place
- Progressive loss of consciousness - Immerse the athlete in a cool bath or wrap in wet sheets
- Fast, weak pulse -Offer cool water, if conscious

Heat Exhaustion

Signals: First Aid:

- Cool, moist, pale, or red skin-Put in a cool place
- Heavy sweating-Place on back, with feet up
- Dilated pupils-Loosen or remove the victim's clothing
- Headache -Apply wet towels or cold packs (put a cloth between the pack and skin)
- Nausea
- Dizziness and weakness-Offer water, if conscious
- Exhaustion-If no improvement, call 911

Heat Cramps

Signals: First Aid:

- Muscular pains and spasms - Put in a cool place
- High body temperature - Offer cool water
- Stretch the muscle and massage the area

Acclimatization involves gradually increasing the duration and intensity of exercise in the warmer part of

the day. This acclimatizes the athlete's body to the heat stress. Acclimatization lowers the sweating threshold; the athlete sweats faster and has increased evaporation from the skin. Importantly, water consumption should increase to accommodate the increased sweating. Clothing should be lightweight, preferably shorts, a sleeveless shirt, and short socks.

Fluids are important and should be taken before, during, and after participation in sporting events. The athlete should be fully hydrated before the activity and consume one cup of water every 30 minutes during exercise.

It is also extremely important for the athlete to notify the coach, trainer, or nurse of any medication being taken, as many medications predispose athletes to heat stress. All athletes are encouraged to become aware of the various heat disorders and learn how to prevent them. The athlete should be encouraged to begin their workouts in the warmer part of the day at least four (4) weeks before competition to help prevent heat disorders during competition. If during competition an athlete develops any of the above symptoms, his/her coach, trainer, or physician should be notified.

CONCUSSION

At the beginning of each school year, all coaches must view the video, "Concussion in Sports: What You Will Need to Know." The video is available at www.nfhslearn.com. This is a free video with powerful information concerning concussions. The video also has links to more information regarding concussion education and management.

A "Concussion and Head Injury Acknowledgement Form" must be signed by the student and parent/guardian and kept on file in the athletic office. This form is required before participation may occur. **This is required by Oklahoma law.**

A concussion is a traumatic brain injury that interferes with normal brain function. An athlete does not have to lose consciousness (be "knocked out") to have suffered a concussion.

WHAT IS A CONCUSSION?

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a "ding," or "getting your bell rung," or what seems to be a mild bump or blow to the head, can be serious. You cannot see a concussion. Signs and symptoms of a concussion can show up right after the injury or may not appear to be noticed until days or weeks after the injury. If an athlete reports any symptoms of a concussion or if you notice any signs or symptoms yourself, seek medical attention right away.

WHAT ARE THE SYMPTOMS REPORTED BY ATHLETES?

- Headache or "pressure" in the head
- Nausea or vomiting
- Blurred vision
- Balance problems or dizziness
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy

- Concentration or memory problems
- Confusion or a slow thought process
- Does not “feel right”
- Lack of energy, fatigue

WHAT ARE THE SIGNS OBSERVED BY ATHLETIC STAFF?

- Appears dazed or stunned
- Is confused about the assignment or position
- Forgets an instruction
- Is unsure of the game, score, or opponent
- Moves clumsily (dizziness)
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Cannot recall events before the hit or fall
- Cannot recall events after a hit or a fall

A coach who has observed **one or more** of the above signs or symptoms in an athlete should:

- In compliance with Oklahoma Statute 24-155 of Title 70, “Any player who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health-care professional.”
- Oklahoma Statute 24-155 of Title 70 further states that after the player has been removed from participation, the player “may not participate until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to participation from that health care provider.”
- **Oklahoma law requires written clearance.**

The decision for the athlete to re-enter the contest and the “written clearance” (documentation for return to play) is the responsibility of the licensed healthcare provider and the acting head coach.

The CDC (Centers for Disease Control & Prevention) recommends the 4-step action plan if a concussion is suspected.

- **Remove the athlete from play.** Look for signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head or body. When in doubt, keep the athlete out of play.
- **Ensure that the athlete is evaluated by a healthcare professional experienced in evaluating for concussion.** Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:

- Cause of the injury and force of the hit or blow to the head or body
- Any loss of consciousness (passed out/knocked out), and if so, for how long
- Any memory loss immediately following the injury
- Any seizures immediately following the injury
- Number of previous concussions (*if any*)
- **Inform the athlete's parents/guardians about the possible concussion and give them the fact sheet on concussion.** Make sure they know that the athlete should be seen by a healthcare professional experienced in evaluating for concussion.
- **Keep the athlete out of play the day of the injury and until a healthcare professional, experienced in evaluating for concussion, says they are symptom-free and it's OK to return to play.** A repeat concussion that occurs before the brain recovers from the first, usually within a short period of time (hours, days, or weeks) can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.

For more information concerning head injuries, visit:

www.cdc.gov/TraumaticBraininjury

www.oata.net

www.ossaa.com

www.nfhslearn.com

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STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)

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

E. Incompetency.

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 - A. Willful neglect of duty.
 - B. Repeated negligence in performance of duty.
 - C. Mental or physical abuse to a child.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)

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

E. Incompetency.

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G. Unsatisfactory teaching performance.

H. Commission of an act of moral turpitude.

I. Abandonment of contract,

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L. Failure to earn required staff development points.

2. A career teacher shall not be subject to dismissal or non-reemployment for items A, B, D, E, and F, above unless and until a written admonishment has been issued in accordance with relevant law.
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STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)

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STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

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

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

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

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly
 - A. Exclude any student from participation in any program,
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This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.

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STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)

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