AGENDA
Shawnee Public Schools
Board of Education - Administration Building
326 N. Union Ave.
Shawnee, OK 74801
Monday, October 5, 2026
6:00 PM

Regular Session

NOTE: The Shawnee School District Board of Education may discuss, vote to approve, disapprove, table, or decide not to vote or take action on any item on this agenda.

1. Call to Order
2. Roll Call
3. Recognition of Jefferson Elementary Principal Jennifer Epperley, Students, and Staff
   A. Flag Salute
   B. Minute of Silence and Invocation
   C. Presentation to the Board of Education of Jefferson Elementary Programs
4. Opportunity for Public Comment
5. Report of the Superintendent
   A. Central Office Reports
      - Educational Services Report
      - Special Services Report
      - Communications Report
      - Operations Report
   B. Board discussion and possible action on Regular Board Meeting dates for 2027
   C. Board discussion and possible action on OSSBA Policy Section F
   D. Update on Stucker construction
   E. Board discussion and possible action on contract with Shaughnessy Group, LLC
   F. Discussion about 2027 Graduation
   G. Board discussion on 2027-2028 DRAFT Instructional Calendar.
6. Consent Docket Items: All of the following items will be approved by one vote unless any Board Member desires to have a separate vote on any or all of these items. Possible action by the Board of Education to approve:

   A. Minutes of the September 14, 2026 Regular Board Meeting

B. Report of the Chief Financial Officer
    a. Payroll POs
    b. Encumbrance Registers for 26-27FY
        BOND FUND 03 REGISTERS 5-7
        GENERAL FUND 11 ENCUMBRANCES 503-602
        CO-OP FUND 12 ENCUMBRANCES 6-7
        BUILDING FUND 21 ENCUMBRANCES 23-27
        BOND FUND 33 ENCUMBRANCES 23-76
        GIFT FUND 81 ENCUMBRANCES 11-12

C. Agreements:
    a) SSM Health Athletic Trainer Contract
    b) Oklahoma Secondary School Activities Association (OSSAA) Cooperative Agreements w/Pleasant Grove School & Shawnee Middle School for the 26-27 SY
    c) Oklahoma Secondary School Activities Association (OSSAA) Cooperative Agreements w/Grove School & Shawnee Middle School for the 26-27 SY
    d) Holly McBride, M.Ed., M.S. - School Psychometrist Evaluation Services

D. Organizations Requesting Sanctioning for the 26-27 SY.
    a) Shawnee Varsity Pom

7. Proposed Executive Session to discuss:
    A. Superintendent's Personnel Report
        a. Vote to convene or not to convene into Executive Session
8. Acknowledge to return to Open Session
9. Board President's Statement of Executive Session Minutes.
10. Approval of Superintendent's Personnel Reports, Exhibit A (and Exhibit B that was presented under separate cover)
11. New Business: New business means any matter not known about or which could not have been reasonably foreseen prior to the time of posting. 25 O.S. § 311.
12. Board member comments and announcements
13. Adjournment

Any persons with a disability and needing special accommodations to attend the Board of Education Meeting should notify the Superintendent's Office at least 24 hours prior to the scheduled time of the meeting, if possible. The telephone number is 273-0653, extension 3125.

Shawnee Board of Education
326 North Union (Front Doors)
Shawnee OK. 74801

Posted by Wendy Tucker, Executive Administrative Assistant to the Superintendent/Board Minutes Clerk

Posted this Friday, October 2, 2026 at 4:00PM at the front glass doors of the Shawnee Board of Education Central Offices, Shawnee Public Schools, 326 N. Union, Shawnee, Oklahoma 74801.

SHAWNEE PUBLIC SCHOOLS

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JACKIE NOBLE
EXECUTIVE DIRECTOR OF ACADEMIC SERVICES

Academic Services Board Update
10/5/26

- **Curriculum and Instruction**
  - **The Learning Loop** is shared with all site administrators every week. You should be able to view the documents for the weeks in between Board meetings by using the 'Documents Tab' on the left hand side in the document.

- **SRA (Strong Readers Act) Information**
  - The Strong Readers Act ensures that reading proficiency is a key factor in grade promotion, while providing high-quality instruction, interventions based on student needs, and clear communication with families. It emphasizes a multi-tiered system of supports (MTSS) with the goal of all students reading at or above grade level by the end of third grade.
  - SRA Implementation Guide

- **Walk to School Day - Wednesday, Oct. 7th**
  - Each elementary site will meet at a designated location approximately 30 minutes before the normal school doors open and walk to school together. Families are encouraged to walk with their students and the staff.
  - 10am - 5th graders from all four elementary schools will meet at Sequoyah where they will then walk to Kids Space Park for fun games/activities hosted by POGO. 5th graders from area dependent schools are invited to join in as well.

- **Shawnee Fire Clowns Assembly - Friday, Oct. 9th**
  - The Shawnee Fire Department will present its annual Fire Clown Assembly to all 2nd-4th grade students in the PAAC at 1:00pm. The assembly focuses on fire safety and prevention.

- **Student Enrollment 2026-27 - 3,300 total students (as of 9/30/26)**

PreK - 167	K - 209	1st gr - 232	2nd gr - 241	3rd gr - 204	4th gr - 207	5th gr - 237

6th gr - 230	7th gr - 231	8th gr - 241	9th gr - 293	10th gr - 255	11th gr - 277	12th gr - 252

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ALLYSON CLEVELAND
DIRECTOR OF SPECIAL SERVICES

Student Services Board Report - October 5, 2026

- Special Services has processed records for 137 new IEP and 504 students since August 1. The department is evaluating another 26 children at this time.

- Special education teachers at each of the five elementary schools are auditing student IEP files to ensure the district meets the Oklahoma SRA requirements. Nineteen students in grades 1-3 qualify for Tier 3 intervention which is 45 minutes of intensive, targeted reading instruction. Special education teachers are providing the instruction according to the guidance issued by SDE.

- SHS special education teachers are running a true resource room this school year. This adjustment to the master schedule offers IEP students the opportunity to receive additional support with general education class assignments. With some juggling of teacher schedules, we have at least one teacher in the resource room every period of the day.

- The first round of CPR classes for staff was held in early September, and another class will be held in late October.

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AMANDA JOHNSON
DIRECTOR OF COMMUNICATIONS

Shawnee Public Schools – Communications Department Board Report
BOARD UPDATES | October 5, 2026

September was an exceptionally busy month for the Communications Department, particularly with three consecutive home football games and Homecoming festivities. Each week provided a different opportunity to celebrate our students, traditions, community partnerships, and Wolf Pack pride. Our department coordinated photography, graphic design, social media, event promotion, recognition materials, and storytelling surrounding these events.

Celebrating Seniors & First Responders
Senior recognition kicked off our home football schedule, with 122 seniors celebrated for their involvement in athletics and activities.

Our department individually designed each senior banner to highlight the student and the programs they represent. The banners were well received and created a professional, consistent way to recognize the many different ways our seniors have contributed to Shawnee High School.

We also recognized local first responders at the game, including honorary captains from both the Shawnee Police Department and Shawnee Fire Department.

Running with the Wolves
We have continued Running with the Wolves, giving our younger students an opportunity to be part of Friday night traditions while strengthening their connection to Shawnee High School and the district as a whole.

Students from Will Rogers Elementary, Sequoyah Elementary, and Shawnee Early Childhood Center have been recognized and had the opportunity to run onto the field with the Wolves before kickoff.

These experiences are an important part of building district pride and helping our youngest students see themselves as future Shawnee Wolves.

Jim Thorpe Night
Jim Thorpe Night continues to be a powerful celebration of Jim Thorpe's legacy, Native culture, and the district's relationships with our local tribal partners.

In partnership with the Indian Education Department, students participated in the Jim Thorpe Legacy Art Contest, with contest winners recognized during halftime. Local tribal leaders joined us for the evening's celebration, and the Wolf Spirit Dancers performed as part of the night's activities.

The event continues to provide an important opportunity to honor our community's history while celebrating the relationships and traditions that remain an important part of Shawnee Public Schools.

Homecoming Night at the Oscars
Homecoming was a significant undertaking for our department, encompassing everything from candidate recognition and the downtown parade to pregame activities and halftime crowning.

Our department partnered closely with Student Council and the Shawnee High School team throughout the planning

and execution of Homecoming. Communications work included candidate headshots, recognition graphics, social media content, event promotion, photography, community outreach, form creation, parade lineup, and management of the overall marketing campaign.

A major focus of this year's campaign was reviving the tradition of the downtown Homecoming Parade and encouraging our community to pack downtown in support of the Wolves. More than 30 entries participated in the parade, helping create a strong community celebration and visible display of Wolf Pack pride.

Student Council did an outstanding job creating an exciting Homecoming experience, and our department was proud to support their work by ensuring the celebration was communicated consistently and professionally across district platforms.

Social Media Performance | September
Our digital communications continued to grow in September. Compared with August, **district social media generated more than 1.56 million impressions and 127,149 engagements.**

Month-over-month results include:

- **1,565,022 impressions** — up **14.3%**
- **127,149 engagements** — up **23.6%**
- **Facebook engagement rate: 9.4%** — up **13.8%**
- **Instagram engagement rate: 2.5%** — up **8.3%**

The growth in both impressions and engagements is particularly encouraging. While our content was seen significantly more often in September, engagement grew at an even faster rate. This indicates that we are not simply increasing exposure; our audiences are actively interacting with the stories we are sharing.

Communications Focus
The volume of events this month demonstrates the role strategic communications plays beyond social media. From individually designing 122 senior banners and creating Homecoming candidate materials to photographing events, coordinating promotions, coordinating student recognitions, and building campaigns designed to bring our community together, every public-facing piece contributes to the reputation of Shawnee Public Schools.

As our reach continues to grow, with more than 1.5 million impressions in September alone, so does the importance of how we present ourselves. A consistent, professional, and recognizable district image helps families and community members immediately identify official Shawnee Public Schools communications while reinforcing credibility, pride, quality, and trust in the district.

Our goal remains to ensure the public image of Shawnee Public Schools reflects the same level of excellence we expect within our classrooms, programs, activities, and facilities.

Upcoming

October 5 | Sequoyah Elementary Ribbon Cutting
Celebrating improvements at Sequoyah Elementary and continued investment in our students and facilities.

October 8 | Volleyball Senior Night

October 9 | Pink Out

October 26 | SMS Read & Scream
Shawnee Middle School's Title I family engagement event, combining literacy and family fun.

October 29 | Haunt the Halls
Shawnee High School's community trick-or-treat event.

October 30 | Football Senior Night

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MATT JOHNSON
EXECUTIVE DIRECTOR OF OPERATIONS

Operations Board Update – October 5, 2026

Nutrition – Food services are starting to get into a rhythm. The quality of food is at a much higher level throughout the district. New cafeteria signage should start going up at some sites.

Transportation – Lincoln Dearing attended the National Science Foundation conference in Washington D.C. highlighting our ReCharge-OK Project. The project was funded by NSF giving us the ability to purchase vehicle-to-grid chargers.

We are waiting for the arrival of our new bus. It should arrive sometime in the month of October. It' will be our 4th "Wolves" bus in our fleet.

Friday's homecoming parade set a record of the amount of buses used for one event... 18 of the 29 buses in our fleet were used to transport students to and from the event. Thank you to our drivers, coaches, and sponsors for transporting students.

Technology – Technology has been busy with work orders and education software integrations for academic services. E-Rate project installed new switches at the middle school. This replaced an older Cisco chassis in the south part of the middle school. Technology also completed a major server changeover from VMware to Hyper-V. This was due to Broadcom discontinuing education discounts and education friendly contracts. Moving to Hyper-V will save the district and technology department money in the future.

Maintenance/Construction –Stucker construction is going well. The floor is being poured to start the internal construction of the dome. The practice room construction is going well.
96 Work orders Submitted
123 work orders Completed
28 Still Open (pending funding/planning)
1.8 Day Response Time
2.4 Day Resolution Time
1 Water Leaks discovered this month (USG)
Lawn Maintenance has slowed down.
Staff continues gathering information to put in our new Work order software FMX.
Fall break projects are being scheduled

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Jason James
Superintendent

Proposed Board Meeting Dates

- January 11, 2027
- February 9, 2027
- March 8, 2027
- April 12, 2027
- May 10, 2027
- June 28, 2027
- August 9, 2027
- September 13, 2027
- October 4, 2027
- November 8, 2027
- December 13, 2027

Dr. Jason James
Superintendent
Shawnee Public Schools

Jason James <jjames@shawnee.k12.ok.us>

Notes from Section F Discussion

1 message

Turner Bass <tbass@shawnee.k12.ok.us> Wed, Sep 30, 2026 at 1:38 PM
To: Jason James <jjames@shawnee.k12.ok.us>

Dr. James,

Here are my notes from Section F. During the discussion, your recommendations for deleting were well received. Most items in this section were good candidates to keep in the proposal. Here are the adjustments I suggest we make:

Proposed Adjustments, but keep:

- FFACD: Medical Marijuana usage

There is language in the second paragraph that led the committee to feel like this entire paragraph should be removed. However, if it does need to stay, we proposed to make the following change:

> The district will provide a private location for a caregiver to administer medical marijuana to students at school.

to become:

> **The district will coordinate with a caregiver for a private location off-campus for the caregiver to administer medical marijuana to their student.**

Remove these sections as they're already handled internally:

- FFACC
- FFAD
- FMAAA

Remove and please turn into Best Practices or Procedures for whichever makes the most sense and necessary:

- All sections ending in a -R*
- All sections ending in a -E*
- All sections ending in a -P*
- FFACDAA

Please remove these:

- FMCBB
- FME

Further work required:

- FNCFD: STUDENT DRUG TESTING PROGRAM EXTRACURRICULAR ACTIVITIES

The committee believed that this section needed some more dedicated research and I would like to have a specific committee to refine the language of this section before we propose it to the board for full adoption. Here are my notes from our discussion up to this point:

- Keep to outline drug testing students
- Second Failure: change to 90 school days and not "end of the semester"
- Update "Refusal to submit to a drug test": treat a refusal as a first time offense
- "Inability to produce a sample within a reasonable amount of time is counted as a Refusal to submit"
- Need to look at retesting
- Need to look at the consequences

Please let me know if you have any questions or need anything else.

Have a wonderful day,

Turner

SEXUAL HARASSMENT OF STUDENTS

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

1. Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

   a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment.

   b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity.

   c. Sexual assault, dating violence, domestic violence or stalking as defined by federal law.

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

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

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

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

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

2. Specific Prohibitions

   A. Administrators and Supervisors

      1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.

      2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.

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SEXUAL HARASSMENT OF STUDENTS (Cont.)

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

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

4. Reporting Allegations of Sexual Harassment

   A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.

      1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX coordinator ~~may~~ should then provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail or as directed by the Title IX coordinator.

      2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

   B. Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (alleged victim) to discuss the availability of supportive measures, consider the student's wishes with regard to supportive measures, and explain the process that will be involved with a formal complaint.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

5. Grievance Procedure.

A. Equitable Treatment. Both the alleged victim (complainant) and the alleged respondent (respondent) will be treated equitably by the school district.

B. Objective Evaluation of Evidence. All evidence both inculpatory and exculpatory will be evaluated objectively. Credibility determinations will not be made based upon the party's status as complainant, respondent, or witness.

C. Conflict of Interest. Any person serving as the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate the process shall not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent.

D. Presumption. There will be a presumption that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.

E. Timeliness. The grievance process will proceed in a timely manner. Any delay in the process for good cause such as law enforcement involvement, absence of a party, witness or advisor, translation, or accommodation needs will be documented, and written notice provided to both parties explaining the reason for the delay.

F. Possible outcomes. A description or listing of possible disciplinary outcomes and remedies that may be implemented following a determination of responsibility must be provided to both parties.

G. Standard of Review. The school district will utilize (a preponderance of the evidence standard) or (a clear and convincing evidence standard) to determine responsibility. *** The standard selected by the school district will need to be the same standard that is applied to all formal complaints including those against employees.

H. Privileged Information. The school district will not require, allow or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

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

A. Notice of the grievance process, including any informal resolution process.

B. Notice of the allegations, including sufficient details to allow the respondent to prepare a response.

C. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process.

D. Notice of the parties' right to have an advisor and to inspect and review evidence. The advisor may but is not required to be an attorney.

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SEXUAL HARASSMENT OF STUDENTS (Cont.)

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

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

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

A. The burden of proof and of gathering evidence remains on the school district.

B. An equal opportunity will be provided to both parties to present witnesses and evidence during the investigation.

C. Neither the complainant or respondent will be prohibited from discussing the allegations or gathering and presenting evidence to the investigator.

D. Both parties will have the opportunity to have others present during interviews or related proceedings. This may include an advisor who may but is not required to be an attorney.

E. Written notice of the date, time, participants, purpose and location of any investigate interview, hearing, or other meeting shall be provided to the party who is invited or expected to attend.

F. Both parties and their advisors, if any, will be provided an opportunity to review all evidence that is directly related to the allegations in the formal complaint. This would include any evidence on which the school district does not intend to rely and any exculpatory or inculpatory evidence from any source. Such evidence must be provided prior to the completion of the final investigation report and in time to give the parties at least ten (10) days to prepare a written response, which the investigator must consider prior to completing the investigation report.

G. A written investigation report will be provided that summarizes the relevant evidence. This report will be provided to the parties and their advisors, if any, for their review and written response at least ten (10) days before a hearing or determination of responsibility.

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

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SEXUAL HARASSMENT OF STUDENTS (Cont.)

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

A. Identifies the allegations that potentially constitute sexual harassment.

B. Describes the school district's procedural steps taken from the receipt of the complaint to the determination.

C. Includes findings of fact to support the determination.

D. Includes conclusions regarding applicants of the discipline code to the facts.

E. Includes a statement of, and rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the school's educational programs or activities will be provided to the complainant.

F. The procedures and permissible basis for appeals.

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

A. A procedural error affected the outcome.

B. New evidence that was not reasonably available at the time of the determination and could affect the outcome.

C. Conflicts of interest on the part of the Title IX coordinator, investigator or decision maker that affected the outcome.

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

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

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SEXUAL HARASSMENT OF STUDENTS (Cont.)

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

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

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

REFERENCE:

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

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STUDENT COMPLAINTS AND GRIEVANCES

Any student of Shawnee schools may file a complaint against any school employee or any school rule or regulation. The complaint must be in writing. A complaint against an employee must be filed within 20 days following the act or event about which the complaint arose. The complaint must be specific and in reasonable detail as to who, what, where, and when. Complaints or grievances not filed within 30 days shall be deemed to have been waived. Complaints or grievances concerning a board rule or regulation may be filed at any time and shall be filed on the board complaint form. Complaints or grievances concerning a principal's rule or regulation shall be filed with the principal.

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PROCEDURES FOR FILING AND RESOLVING DISCRIMINATION COMPLAINTS

In the event a student wishes to file a complaint, the following procedures shall apply:

Definitions

1. Discrimination Complaint: A complaint alleging any policy, procedure, or practice that discriminates on the basis of race, color, national origin, sex, or qualified handicap.

2. Student: A student of this school district who submits a complaint alleging discrimination based on race, color, national origin, sex or qualified handicap.

3. Equal Educational Opportunity Officer: The EEO officer is the person designated to coordinate efforts to comply with and carry out its responsibilities under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other state and federal laws addressing equal educational opportunity. The EEO officer is responsible for processing complaints and serves as moderator and recorder during hearings.

4. Respondent: The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

5. Day: Day means a working day; the calculation of days in complaint processing shall exclude Saturdays, Sundays and holidays.

Pre-filing Procedures

Prior to the filing of a written complaint, the student is encouraged to visit with the school building principal and reasonable effort should be made to resolve the problem or complaint.

Filing and Processing Discrimination Complaints

1. Student: Submits written complaint to EEO officer stating name, nature and date of alleged violation; names of persons responsible (when known); and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available in office of the superintendent.

2. EEO Officer: Notifies respondent within 10 days and asks respondent to (a) confirm or deny facts; (b) indicate acceptance or rejection of student's complaints; (c) outline alternatives.

3. Respondent: Submits answer within 10 days to EEO officer.

4. EEO Officer: Within 10 days after receiving respondent's answer, EEO officer refers the written complaint and respondent's answer to the building principal. The EEO officer also schedules a hearing with the student, the respondent, and the principal.

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PROCEDURES FOR FILING AND RESOLVING DISCRIMINATION COMPLAINTS (Cont.)

5. Principal: Within 10 days after the hearing, issues a written decision to the student, respondent, and EEO officer.

6. Student/Respondent: If the student or respondent is not satisfied with the decision, they must notify the EEO officer within 20 days and request a hearing with the grievance committee.

7. EEO Officer: Within 10 days of request, schedules a hearing with the student, respondent, and grievance committee.

8. Grievance Committee: Within 10 days of hearing, submits a written report to the superintendent. The report shall include the committee's determination regarding the validity of the complaint and its recommendation as well as a statement of the reasons on which the findings have been based. All findings of the committee shall be determined by majority vote.

9. Superintendent: Shall consider recommendation of grievance committee and issue a final decision within 10 days after receipt of the grievance committee report.

10. The person designated to coordinate compliance activities and act as EEO officer shall be the superintendent.

General Provisions

1. Extension of Time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date that the complaint is filed until the complaint is resolved shall be no more than 180 days.

2. Access to Regulations: The school district shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, sex, or qualified handicap upon request.

3. Confidentiality of Records: Complaint records shall remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three years after complaint resolution.

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STUDENTS:ENROLLMENT REQUIREMENTS

It is the policy of the Shawnee Board of Education that children who are at least four (4) years of age but not more than five (5) years of age on or before September 1 and have not attended a public-school kindergarten may be enrolled in either a half-day or full-day non-compulsory, early childhood program free of charge. No child shall be enrolled in kindergarten unless the child has reached five years of age on or before the first day of September of the year the child intends to enroll. No child shall be enrolled in the first grade unless the child will have reached the age of six (6) on or before September 1 of the school year. Age may be verified by a birth certificate, parent's statement, a physician's statement, or previous educational records.

The superintendent or designee will be responsible for the receipt of all applications for admission, the conduct of registration procedures, and for certification that all admission requirements and prerequisites have been properly met by the student. Placement in a specific class or grade level will be based on administrative determination.

All children between the ages of 5 and 21 on or before September 1 who reside within this school district are entitled to attend public school regardless of nationality or citizenship provided other age and residence requirements are met. Maximum age to which students may attend school tuition-free is 21 except that any person between the ages of 21 and 26 may attend school if it was impossible for the person to have finished the twelfth grade before the age of 21. Students over the age of 21 must be able to provide evidence satisfactory to the board of education that he or she was unable to attend school for a definite period or periods of time by reason whereof it was impossible for him or her to complete the 12th grade before reaching the age of 21.

Termination of attendance before graduation from high school or before reaching the age of eighteen may be permitted by mutual consent of the superintendent and the parent, legal custodian, or legal guardian of the student.

A student who has been suspended out-of-school from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in this school district until the terms of the suspension have been met or the time of suspension has expired.

This district shall not provide education services in the regular school setting to any student who has been removed from any public or private school in Oklahoma or any other state until the district determines that the student no longer poses a threat to himself or others.

The district may consider providing alternative educational services such as home-based instruction. If the student is on an individualized education plan (IEP), education services will be provided according to that plan.

Optional: Off-Formula Districts that Allow Students from a Contiguous, Out-of-State School District
The district will allow nonresident students from a contiguous, out-of-state school district to enroll in the district as the district does not receive payment of any State Aid funds and the district has a per-pupil expenditure that is above the state average per-pupil expenditure. Any such students enrolled shall not be eligible for State Aid. The district will not receive any funding from the out-of-state school district for the student.

REFERENCE: 70 O.S. §1-114
70 O.S. §5-132
70 O.S. §18-108, §18-111

ELECTRONIC SIGNATURES

The Board recognizes the effective and efficient use of electronic communications to conduct business. Under certain conditions electronic signatures satisfy the requirements of a written signature when transacting business. Although all electronic signatures are represented digitally, they can take many forms and can be created using many different types of technology. The authenticity and reliability of electronic signatures relating to transactions are dependent on the accompanying processes, supplemental records and the overall context in which records are created, transferred, signed, and stored.

Definitions

Attribution - an electronic signature is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including a showing of the efficacy of any security procedure applied to determine the person to which the electronic signature was attributable.

Electronic Signature - an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

Electronic Record - any record created, generated, sent, communicated, received or stored by electronic means.

An electronic signature may be used if the law requires a signature unless there is a specific law, regulation, or order that requires records to be signed in nonelectronic form. The issuance and/or acceptance of an electronic signature by the district shall be permitted in accordance with the provisions of this policy and all applicable state and federal laws. Such electronic signature shall have the full force and effect of the manual signature only if the electronic signature satisfies all of the following requirements:

1. The electronic signature identifies the individual signing the document by his/her name and title;
2. The identity of the individual signing with an electronic signature is capable of being validated through the use of an audit trail;
3. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed; and
4. The electronic signature conforms to all other provisions of this policy.

Acceptance, Use and Issuance of Electronic Records and Signatures

The district may utilize electronic recordkeeping systems that can receive, store, and reproduce electronic records and signatures relating to transactions in their original form. Such system shall include security procedures whereby the district can:

1. Verify the attribution of a signature to a specific individual;
2. Detect changes or errors in the information contained in a record submitted electronically;
3. Protect and prevent access, alteration, manipulation or use by an unauthorized person; and
4. Provide for non-reproduction through strong and substantial evidence that will make it difficult for the signer to claim that the electronic representation is not valid.

ELECTRONIC SIGNATURES (Cont.)

The district shall ensure that all electronic signatures are capable of being accurately reproduced for later reference and retained until such time as all legally mandated retention requirements are satisfied.

The district may elect to receive and accept as original, electronic records and signatures so long as the communication, on this face, appears to be authentic, and conforms to all other provisions of this policy.

The district will retain in its records this policy and all statements of exclusive use, until such time as all legally mandated retention requirements are satisfied.

The district will not accept electronic signatures on student records including, but not limited to, absence excuses from parents/guardians, educational trip requests, and certain documents related to the Individuals with Disabilities Education Act.

DRAFT

STUDENT ATTENDANCE

The Shawnee Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of _____ each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the board on an individual, case by case basis.

The superintendent is directed to establish an attendance regulation, subject to board approval, which supports this policy.

REFERENCE: **70 O.S. §10-105, §10-106**
Department of Education, Administrator's Handbook

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STUDENT ATTENDANCE (REGULATION)

In accordance with the policy of the Board of Education, the following shall govern student attendance:

1. School Activity: These are extracurricular activities, whether sponsored by the school or outside agency, which removes the student from class more than half of a class period.

2. The total number of student activity absences allowed from any one class period, without permission from the Internal Review Committee and approved by the board, shall be ____.

3. Once a student has had _____ activity absences from any one class period, the student must be reported to the principal's office for consideration for further absences.

The Internal Review Committee shall be appointed by the Board of Education.

The criterion for continuing beyond the _____ day absence limit shall be as follows:

A. A student must have a letter grade of a "C" or better in the subject he/she wants to miss.

B. Before a student is given permission to be absent beyond the _____ day limit, even though having a "C" or better, the student's record must show that the grade was not adversely affected by the previous _____ days of absence and the student has turned in all required work missed on previous days out.

The policy of the Board of Education does not set a maximum number of absences to be allowed per student. However, unreasonable request upon the committee for exemptions will not be considered.

Teachers shall have the following responsibilities:

1. Keep a record of all absences but distinguish between student activity absences and regular absences.

2. When a student has accumulated eight student activity absences, advise the student and note it in the grade or plan book.

3. When a student has obtained _____ activity absences, the student's name is to be submitted to the principal.

4. Each teacher who anticipates requesting students to be taken out of the classroom for any extracurricular activity should file an activity calendar stating the probable dates.

Activities excluded from the _____ day rule are:

Class meetings, assemblies, field trips involving the class period only, and others such as State and National levels of school-sponsored contests.

The Board of Education shall review annually the activity calendar.

ATTENDANCE POLICY (REGULATION)

The Board of Education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. The board recognizes, however, that the cocurricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities.

ABSENCES

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury *
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation.
6. Documented participation in (insert number here) 4-H activities each school year.
7. Documented speech therapy, occupational therapy, or any other service related to the child's Individualized Education Program (IEP).

It is the responsibility of the parent to notify the school if a child is to be absent for enumerated items 1-5 in a reasonable amount of time~~one of the above reasons~~. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

Enumerated items 6-7 are statutorily excused absences which will require notification to the school district prior to the absence and documentation from the 4-H educator or service provider after the absence to identify the absence as excused.

Students will be given the opportunity to make up any schoolwork missed while they are participating in activities or programs sponsored by 4-H. Grades cannot be adversely affected for lack of attendance or participation due to their participation in activities or programs sponsored by 4-H so long as the district was notified prior to the absence and the appropriate documentation was provided by the 4-H educator after the absence which substantiates the student's attendance at the 4-H event or activity.

Students will not be provided an excused 4-H absence for any student who participates in an activity or program sponsored by 4-H if the 4-H activity occurs during the scheduled statewide student assessment window set by the State Board of Education or if the student has been disciplined or suspended by the school district and a condition of the punishment would preclude the student from participation in any school field trips or extracurricular activities.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee.

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ATTENDANCE POLICY, REGULATION (Cont.)

The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:

    a. The student has completed instructional activities on no less than ninety (90%) of the time that services were provided in a virtual or distance learning format to include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,

    b. The student is on pace for on-time completion of the course as required by the school district,

    c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or

2. They have a medical condition that incapacities the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local Board of Education.

3. <u>They are participating in a released time program held by an independent entity off school premises for no more than three class periods per week or a maximum of 125 class periods per school year provided that:</u>

    a. <u>The student's parent or legal guardian provides written consent prior to the student's participation in the released time course;</u>

    b. <u>No school funds other than de minimis administrative costs are expended and no school district personnel, equipment or resources are involved in providing the instruction;</u>

    c. <u>The independent entity maintains attendance records and makes the records available to the school district and Board of Education;</u>

    d. <u>Transportation is provided to and from the place of instruction by the independent entity, the student or the student's parent or legal guardian;</u>

    e. <u>The independent entity or the student's parent or legal guardian indemnifies the school district and holds it harmless with regard to any liability arising from conduct that does not occur on school property under the control or supervision of the school district and the independent entity maintains adequate insurance for that purpose;</u>

    f. <u>The student assumes responsibility for any missed schoolwork; and</u>

    g. <u>The student may not be excused to participate in a released time course during any class in which the subject matter being taught is subject to the assessment requirements of Section 1210.508 of Title 70.</u>

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ATTENDANCE POLICY, REGULATION (Cont.)

School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.

2. The student will be allowed to make up any work missed while participating.

~~Absence by Arrangement~~
~~These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.~~

1. ~~A student may take up to _____ days of absences by arrangement per semester.~~

2. ~~A student may make up all work missed without penalty. It is up to the student, on the day of return, to make arrangements to see that the work is made up.~~

3. ~~In order to take an absence by arrangement, the parent, or guardian, must submit, at least two days prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.~~

4. ~~Absences by arrangement will count against a student's exemption from semester tests.~~

Unexcused Absence
This is any absence that does not fall within one of the above categories. Work may be made up. _____% of the grade will be counted. _____ unexcused absences will result in that student not receiving credit in that class for the semester.

Truancy
A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school. *[Optional:* _____ percent will be deducted from the student's *(nine-week/semester)* average for each instance of truancy. The student may be subject to further disciplinary action.*]*

Tardies

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.

2. A student who is more than _____ minutes late is counted absent for the period.

3. Each _____ tardies will constitute an unexcused absence from that class.

Any student who exceeds the _____ day limit for unexcused absences may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

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ATTENDANCE POLICY, REGULATION (Cont.)

Chronic Absenteeism

Chronic absentee means a student who is absent 10% or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

*** LEGAL REFERENCE:** **38 O.S. §37**
70 O.S. § 10-105
70 O.S. § 3-145.8
70 O.S. § 11-101.3

DRAFT

REMOVAL OF JUVENILE SEX OFFENDER (PROCEDURES)

Upon receipt of notice from the juvenile bureau or the Office of Juvenile Affairs, that a student in the school district was adjudicated of an offense subject to the Oklahoma Juvenile Sex Offender Registration Act, involving another student or siblings of the victim that are attending school in the district, the superintendent shall:

1. Notify the victim and parent or guardian of the victim of their right to request to be separated from the offender at school and during school transportation.

2. If the victim requests to be separated from the offender, the school district shall take all steps allowed by law to separate the victim and/or the victim's siblings from the offender. Steps that may be taken in this school district are as follows:

    a. Inform the offender that they may seek an Open Transfer to another school district for the subsequent school year. This transfer would be subject to the policy on open transfer for the receiving district.
    b. Provide the offender with a transfer to another school site within the district.
    c. Placing the offender in an alternative education program.

3. The offender or the parents of the offender, if the offender is a juvenile, shall be responsible for arranging and paying for transportation and any other cost associated with or required for the offender to attend another school. However, the offender or the parents of the offender shall not be charged for existing modes of transportation that can be used by the offender at no additional cost to the school district.

(If the offender is a special needs student, please contact your school district's special education law attorney to determine what steps, if any, the district may legally take).

REFERENCE: 70 O.S. §24-100.6

DRAFT

INTRA-DISTRICT TRANSFERS

Under certain circumstances, Oklahoma law allows students that reside in a school district to transfer from their assigned site to any site within the district, also known as an intra-district transfer. By the first day of January, April, July and October of each year, the board of education shall establish the number of intra-district transfer students the district has the capacity to accept in each grade level for each school site within the district. Once established, the intra-district capacity numbers will be posted in a prominent place on the school district website and shall be reported to the State Department of Education.

An intra-district transfer may be requested at any time in the school year, unless the grade level of the receiving school site has reached capacity. If the capacity at a grade level is insufficient to enroll all eligible students, the school district shall select intra-district transfer students based on the following preferences and then in the order in which the intra-district applications were received:

This policy applies to students who reside within the school district and creates an enrollment preference and reserve capacity for:

1. Students who reside in the school site boundary;
2. Students who attended the school site the prior school year;
3. Siblings of students who are already enrolled at the school site;
4. Children of school district employees who wish to attend a different school site within the school district; and
5. Students who change residence within a school district and who wish to attend the same school site.

An intra-district transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to other school sites within the school district where the student resides to no more than two (2) times per school year. Exceptions to this limit will exist for students in foster care. A student is legally entitled to re-enroll at any time in their school district's site of residence.

Any sibling of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

The child of a school district employee who resides in the school district but wishes to attend a different school site within the school district where the student resides may be granted an intra-district transfer if the student does not meet a basis for denial as listed below.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;

INTRA-DISTRICT TRANSFER (Cont.)

2. The transferring student has not been disciplined for:

    a. violation of a school regulation,

    b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or

    c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.

3. The transferring student does not have a history of absences. "History of absences" means 10 or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

The district will approve or deny the application and notify the parent of the student of the determination in writing within thirty (30) days of receiving an application. The school district shall enroll transfer students based on the preferences outlined above and then in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students based on the preferences outlined above and then in the order in which the district received the application.

Once granted an intra-district transfer shall automatically continue unless the school district denies the continued transfer for the reasons set forth in items 2 or 3 above.

The school district shall allow students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of a member of the military reserve on activity duty orders provisional eligibility for intra-district transfer regardless of capacity. This provision eligibility will be limited to two (2) military dependents per one hundred (100) enrolled students at the elementary level, four (4) military dependents per one hundred (100) students at the middle school level, and six (6) military dependents per one hundred (100) students at the high school level.

LEGAL REFERENCE: 70 O.S. Section 8-114.

TRANSFERS FOR SPECIAL EDUCATION STUDENTS

If a transfer application is received for a child with disabilities to a school district other than the district of residence of the child pursuant to the Education Open Transfer Act, the following provisions shall apply:

1. The school district shall establish availability of the appropriate program, staff, and services prior to approval of the transfer;

2. Prior to the approval of the transfer of a student ~~child~~ on an Individualized Education Program (IEP), a joint IEP conference shall be required between the district of residence and the receiving district; and

3. Upon approval of the transfer, the receiving district shall claim the student ~~child~~ in the average daily membership for state and for federal funding purposes and shall assume all responsibility for education of the student ~~child~~. For state funding purposes, the State Department of Education shall include the appropriate grade level weight and all category weights to which the pupil is assigned pursuant to the provisions of Section 18-201.1 of this title when calculating State Aid pursuant to the provisions of Section 18-200.1 of this title, regardless of whether the receiving district provides education to the student using traditional in-class means or via online instruction. When applicable, the receiving district may apply to the Oklahoma Special Education Assistance Fund for assistance in meeting any extraordinary costs incurred.

Once a student transfer application is received, the superintendent or their designee shall review the application. The review process shall include:

1. A joint IEP conference between the previous district and the receiving district to review the services the student has received at their previous district;
2. A determination as to whether the district has the availability of the appropriate program, staff and services to provide appropriate services to the student who has applied for a transfer.

If a transfer request is denied by the school district, the district shall provide notification of the denial in writing to the parent by either hand-delivery, by U.S. Mail or electronic mail. The notification shall include:

1. An explanation including but not limited to any citation of the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the district for transfers of students with disabilities;
3. A copy of the State Board of Education rule governing appeals (after adoption); and
4. The date upon which the appeal will be due.

The parent or legal guardian of a student with disabilities or an adult student with disabilities who is age 18 or older but under the age of 22 may appeal the denial within 10 days of notification of the denial to the Board of Education. The board shall consider the appeal at its next regularly scheduled board meeting. If notification was hand-delivered, the appeal period shall begin the day after the notification is delivered. If notification is sent by U.S. Mail, the appeal period shall begin three (3) days after the notification is mailed. If notification is sent via electronic mail, the appeal period shall begin the day after the notification is sent. The Board of Education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. The Board of Education shall accept an otherwise untimely appeal if a parent of a student can establish that they did not receive actual notice of the notification denying the transfer request, and the appeal was submitted within 10 days after the parent of the student received notice.

TRANSFER POLICY(Cont.)

The appeal to the Board of Education shall be submitted to the office of the superintendent. The appeal shall include the following:

1. The name, address and telephone number of the parent of the student and the student for whom the appeal is being taken;
2. The date the district gave notice denying the transfer request;
3. The basis for appealing the decision of the school district; and
4. The name, address and telephone number of the legal representative, if applicable.

Appeal process choice 1: During the appeal, the board will review the action of the administration and the appeal paperwork submitted by the parent of the student to make sure that the district policy was followed with regard to the denial of the transfer. The Board of Education will meet in an executive session to review the educational records of the student. If the policy was not followed, the Board of Education shall return to open session to vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

Appeal process choice 2: During the appeal, the board of education will meet with the administration and parent or legal guardian of the student in executive session. While in executive session the administration will explain why the transfer was denied, and the members of the board will be able to ask questions of the administration. The board will then hear from the parent or legal guardian as to why the transfer should have been approved. The members of the board will be able to ask questions of the parent or legal guardian. The administration and the parent or legal guardian will be excused from the executive session while the board deliberates on the appeal. The board will return to open session and will vote to approve the denial or overturn the denial of the transfer.

If the Board of Education votes to deny an appeal of a request to transfer, the Board of Education shall instruct the superintendent to provide notification of denial in writing to the parent of the student by either hand-delivery, by U.S. Mail, or by electronic mail. The notification shall include:

1. An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the board of education for determining the number of transfer students the district has capacity to accept;
3. A copy of the State Board of Education's prescribed form for an appeal; and
4. A copy of the rule adopted by the State Board of Education which identifies the Accreditation standard for appealing the denial of a student transfer.

If the Board of Education denies the appeal, the parent or legal guardian of the student with disabilities or the adult student with disabilities who is age eighteen (18) or older but under the age of twenty-two (22) may appeal the denial within ten (10) days of notification of the appeal denial to the State Board of Education. The appeal shall be considered by the State Board of Education at its next regularly scheduled meeting.

The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. The superintendent shall immediately provide a copy of the appeal to each member of the Board of Education. Upon receipt of notice of an appeal, but not later than five (5) days prior to the date at which the State Board of Education is scheduled to consider the appeal the

TRANSFER POLICY(Cont.)

Board of Education may submit a written response to the appeal. Responses should not exceed five (5) pages. If not submitted by the parent, the Board of Education shall provide a copy of the policy adopted to determine the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The parent and the school district will have an opportunity to appear in person or by authorized representative or by attorney to address the State Board at the meeting.

REFERENCE: 70 O.S. §13-103

DRAFT

WITHDRAWAL FROM SCHOOL

The Shawnee Board of Education realizes that a student may need to withdraw from school because of residence relocation or other valid reasons. In such a case, the student must notify the principal who will assist the student with out-processing. All district-owned books, supplies, equipment, etc. must be returned to the teachers who distributed them. A clearance slip with the appropriate teachers' signatures must be returned to the principal's office. Any refunds due will be made at that time.

On a quarterly basis as scheduled by the State Department of Education, the superintendent will notify the Department of the name, address, race, and age of any student dropping out from school during the preceding quarter. A dropout is any student who is under the age of nineteen (19) and has not graduated from high school and is not attending any public or private school or is not otherwise receiving an education pursuant to law for the full term the schools of the district in which the student resides are in session.

Students who attend school as resident students may be withdrawn from school:

A. By the submission of proof that the student's residence for school purposes has changed or is about to change to another district;

B. By the submission of proof that the student has attained the age of eighteen (18);

C. If the student has attained the age of sixteen (16), upon written agreement between the principal and the parent, guardian or custodian of the student that such withdrawal is in the best interests of the student and/or community, and that the student shall thereafter be under the supervision of the parent, guardian or custodian until the student has reached the age of eighteen (18); and

D. By administration action, if the student has had ten (10) consecutive unexcused absences.

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STUDENT HEALTH SERVICES

The purpose of health services in the Shawnee Public Schools will be to provide the fullest possible educational opportunity for each student by minimizing absence due to illness and creating a climate of health and well-being in the schools.

The execution of student health policies and the provision of health services will be the responsibility of the school nurse. A committee of three physicians will be appointed annually by the Pottawatomie County Medical Association to comprise a school health committee that will approve health policies before they go into effect.

Student health records will be the responsibility of the school nurses and will be kept with each student's personal file.

District nurses or other designated personnel shall perform all first aid and emergency care in accordance with appliable laws and regulations. First-aid may also be administered by any principal, administrator, secretary, counselor, and other qualified personnel as designated. In the event of a serious injury to or illness of a student, school personnel shall contact emergency services (911) if deemed appropriate. School personnel shall also attempt to notify the student's family or guardian as soon as possible. If 911 is called, the principal or other designated individual will contact Central Office and the district nurse. However, the determination to contact emergency services and to have a student treated by emergency services or transported by emergency services, shall be within the discretion of school personnel unless the student's parent/guardian is present at school. The district is not responsible for any transportation and/or medical costs associated with emergency care.

DRAFT

HEAD LICE
(REGULATIONS)

If a student has brown nits, the student will be removed from the classroom and a letter will be sent home to the parent/ guardian stating that the nits must be removed before the student can be readmitted to school. The parent/guardian must bring the student to the office. The student will not be allowed to ride the bus to school or be readmitted to school until the office checks the student's head. If the student is free and clear of lice, the student may return to class.

According to Oklahoma State Law (70 O.S. 1981, Section 1210. 194a), "Any school child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice." Head lice is not a serious communicable disease; however, it has serious educational, social and economic effects on the student and family. Head lice is not an indicator or poor hygiene or housekeeping and has no respect for age, race, sex, or socio-economic class.

If the student is sent to the office with live bugs, the student will be removed from the classroom and the parent/guardian will be called to pick up the student. The parent must bring the student the next day to the office. The student will not be allowed to ride the bus to school or be readmitted to school until the office checks the student's head. If the student is free and clear of bugs, the student may return to class.

ALL NITS MUST BE REMOVED BEFORE THE STUDENT CAN RETURN TO SCHOOL. IF THERE ARE A FEW NITS, THE PARENT MUST REMOVE THEM.

DRAFT

INSTRUCTIONS FOR PARENTS (HEAD LICE)

BUILDING PRINCIPAL AND/OR DESIGNATED BUILDING PERSONNEL WILL ASSUME THE RESPONSIBILITY FOR ENFORCING THE FOLLOWING STEPS:

1. Identify and temporarily exclude only those students with an 'active infestation' of head lice (i.e., live lice and/or nits found within one-half inch from the scalp). The regulation applies if the infestation is identified by school personnel, parents, or guardians.

2. Contact student's parent(s). Identify the problem and explain the recommended treatment guidelines. Interpret the school health policy and temporarily exclude the student from school until he/she has been adequately treated.

The 'Head Lice' letter is to be given to the parent or sent home with the student.

3. Screen all close contacts to include:

   A. Siblings

   B. All students in his/her classroom

   C. Best friends

   D. Playmates

   E. Car pool and bus partners

   F. Baby-sifter and day-care center contacts

4. Seven to ten calendar days after the initial treatment, the parent must re-shampoo the hair of the infested student with a pediculicide. (This instruction is given in the Head Lice Letter.)

A school nurse is available for confirmation of head lice symptoms if building personnel have a case in question.

DRAFT

INSTRUCTIONS FOR PARENTS ON HEAD LICE TREATMENT

Shampoos to use in treatment of Head Lice:

Prescription	Non-Prescription
Kwell	A-200
Scabene	R & C
	RID
	Triple X
	Cuprex

These products are available from your local drug store or pharmacist. When used as directed on the package, the products will quickly kill the lice and their eggs (nits). Usually two treatments are needed.

By the time you learn that one member of your family has lice, they may already have spread to others in the family. Therefore, it is essential that you do the following at once.

Inspect each member of your family daily for at least two weeks. Head lice should be suspected when there is intense itching and scratching of the scalp and the back of the neck. If you look closely at the scalp, you will see small, whitish eggs firmly attached to the hair shaft, especially at the nape of the neck and above the ears. Although these eggs may look like dandruff, dandruff can easily be removed from the hair while the eggs are not removed easily even by pulling. A fine-toothed comb is often needed to remove the nits.

If other members of your family become infested, treat them also.

Wash all personal clothing (including underwear and pajamas) and bedding (sheets, blankets, pillowcases) of all family members in hot water (at least 130 deg. F) or by dry cleaning those that have been used in the last two weeks.

Thoroughly wash combs and brushes in hot soapy water to disinfect.

Use clean towels for each person.

Vacuum mattresses, rugs, sofa, etc. thoroughly, or spray house thoroughly with R & C Spray.

Rinsing hair with vinegar after shampoo makes nit removal easier.

Repeat shampoo and house cleaning procedures in 7-10 days.

DRAFT

HEAD LICE LETTER
SHAWNEE PUBLIC SCHOOLS

Date _____

Dear Parent:

_____ was checked and found to have symptoms of an active infestation of head lice (live lice and/or nits within one-half inch from the scalp). Head lice are easily passed from one person to another and can rapidly spread in a school situation; therefore, he/ she must be adequately treated with a medicated shampoo (pediculicide). Please take this letter with you when obtaining clearance slips.

GUIDELINE FOR TREATMENT

1. Check all household members. Those found to have live lice and/or nits within one-half from the scalp should also be treated at this time.

2. Non-prescription shampoos, such as: A-200 Pyrinate, RID, R&C, Triple-X, etc. may be purchased at a pharmacy. A prescription for other medicated shampoos may be obtained from your physician.

3. Use the medicated shampoo exactly as stated on the container.

4. While the medicated shampoos (pediculicides) rapidly kill lice, they kill less than 20% of the nits. Therefore, it is strongly recommended that all nits be removed for your child's protection. Nits may be removed with a fine-toothed comb or your fingers.

5. After shampooing, place freshly washed clothes on your child and fresh linens on the bed.

6. Wash all towels, bed linens, clothing, hats, coat, combs, and brushes in hot soapy water. Non-washable articles should be dry cleaned or placed in a plastic bag and sealed for 10 days. Vacuum bedding, rugs, carpets, and upholstered furniture.

HEALTHFUL HINTS

1. Combs, brushes, hats, coat, etc. should not be shared with anyone, including family members.

2. Check hair frequently.

Thank you for your cooperation,

_____
Principal or School Nurse

DRAFT

HEAD LICE TREATMENT VERIFICATION

As parent or guardian, I do verify that

_____
(student's name)

has received appropriate treatment for head lice removal and shall be treated again in 7-10 days.

_____ _____
(date) (parent or guardian)

DRAFT

IMMUNIZATIONS
STUDENTS

The Shawnee Board of Education shall provide an environment for students to study, interact, and learn. Such an environment shall be reasonably free of known hazards that may threaten or endanger the health of our children or educators.

The Board of Education shall require that no child be admitted to this school unless and until certification from a licensed physician or authorized representative of the State Department of Health is presented to the school administrators that such child has received or is in the process of receiving the immunization required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical, religious, or personal grounds.

If a parent or guardian is unable to pay for the required immunizations, the school will refer the student to the State Department of Public Health for assistance.

~~The following immunizations are required by the State Department of Public Health prior to the enrollment of a child in public school:~~

~~5 DPT (Diphtheria - Pertussis - Tetanus) (unless the fourth dose was received after the fourth birthday)~~
~~4 Poliomyelitis (unless the third dose was received after the fourth birthday)~~
~~2 Measles, Mumps, and Rubella (MMR)~~
~~3 Hepatitis B~~
~~2 Hepatitis A~~
~~1 Varicella (Chickenpox)~~

REFERENCE: 70 O.S. §1210.191, et seq.
Oklahoma State Department of Health Regulations

DRAFT

FIRST AID
STUDENTS

The Shawnee Board of Education recognizes the school's responsibility for emergency handling of accidents and sudden illnesses occurring at school or on school property. The superintendent shall prepare regulations supporting this policy and establishing a procedure for assisting students who become ill or injured during the school day.

The superintendent shall emphasize to students and parents that, in order to obtain emergency medical care, a medical release form signed by a parent/guardian must be on file. If a medical release is not on file, emergency medical care will be provided in life-threatening situations only. The regulation prepared by the superintendent must be approved and adopted by the board.

DRAFT

BASIC FIRST AID FOR SPECIFIC CASES

Specific care for specific injuries include the following:

If a **fracture** is suspected, do not move the injured part at all. If a spinal injury could have occurred, do not move the victim at all; doing so could cause permanent and irreversible spinal column-nerve damage.

Bleeding should be controlled only with direct pressure and pressure points. Do not apply a tourniquet. Do not use direct pressure on the head if the person could possibly have a fractured skull.

In the event of **respiratory and/or cardiac arrest**, a certified person should start CPR immediately. The office should be notified to call the ambulance. Tell the dispatcher you have a cardiac arrest on a child, and that a paramedic from one of the ambulance services should be sent immediately.

When applying ice to a **contused or injured area**, always place a layer or two of cloth or paper towels between the skin and the ice pack to avoid a cold injury. It is not necessary to have a huge bag of ice; a small Ziploc works best.

Burns should be treated with cool water immediately, and then apply sterile dressings or sheets moistened with sterile water or normal saline.

When a **seizure** occurs, remain calm! Very few people actually die during a seizure. If a death is seizure related, it is usually because of the location at the time of the seizure. Status epilepticus is a true life-threatening problem in which one seizure occurs right after another, resulting in severe hypoxia (decreased oxygen), which can cause cardiac arrest. When a person is seizing, they do not breathe, so every person who seizes suffers some hypoxia; but, as soon as the seizure is over, under normal circumstances, the person will start breathing again automatically. There are three main things to remember: (1) Remove any object which the child might strike or which might injure the child during a seizure; (2) don't restrain the child in any way (the muscles' movements are so strong and violent that, if restrained, the child can actually suffer fractured bones); and (3) ensure the child has an open airway following a seizure. If a child has not suffered a fall that could have resulted in spinal injury, the child should be placed lying on his or her side. This will provide an open airway as well as prevent aspiration. If a child has suffered a fall, even if it wasn't but a short way, the child's spinal column could have been injured and should not be moved even after the seizure is over. A child who has suffered a fall during a seizure should receive medical transportation and treatment.

Employees should be aware of several things about **diabetics** because it is important to act promptly to avoid a life-threatening situation. Symptoms of high blood sugar (hyperglycemia) are: increased thirst and urination, weakness, abdominal pains, generalized aches, deep breathing, loss of appetite, nausea, and vomiting. The diabetic's skin is usually warm and dry; sometimes with a flushed coloring to the face. Symptoms of low blood sugar (hypoglycemia) are: excessive sweating, faintness, headache, pounding of the heart, trembling, impaired vision, hunger, irritability, personality change, and difficulty awakening the diabetic. The diabetic's skin is cool and moist. What to do: If the diabetic is conscious, give glucose, or liquid containing sugar, such as orange juice. Do not give fluid if the person is not conscious. Seek medical attention. Diabetic emergencies can be precipitated by too little insulin, failure to follow diet, infection, fever, emotional stress, too much insulin, not eating enough food, unusual amount of exercise, and delayed meals. A diabetes medical management plan will be developed for any student with diabetes who will seek care fore diabetes while at school or involved in a school activity. The plan will be developed by the student's personal health care team consisting of the principal or designee, the school nurse, if applicable, the parent or legal guardian of the student and where practical, the student's treating physician. The plan shall indicate whether the parent or legal guardian has provided written consent for the student to receive diabetes care as provided for by law, including but not limited to the administration of glucagon to a student experiencing a hypoglycemic emergency.

MEDICATIONS GIVEN AT SCHOOL (REGULATION)

Giving medications to students at school requires the utmost care and caution on the part of school staff. The danger of a student receiving an incorrect medication puts the student's health at risk and places the school and employees in legal jeopardy. The Board of Education has established policies and procedures for the safe administration of medications at school, including the following:

1. The principal designates in writing which school employees may administer medications to students.

2. The school nurse:

   A. Is responsible for the design, implementation and monitoring of procedures for administering and storing of all medications;

   B. Communicates between the physician, parent, student, and school personnel concerning medications;

   C. Is responsible for acquainting school personnel with the purposes of medications, possible side effects, and observable reactions expected;

   D. Provides an annual in-service for principals, teachers, and those designated to administer medications, describing proper techniques and discussing safety issues. The nurse then provides ongoing monitoring for safe practices during the school year.

3. Designated school employees:

   A. Are responsible for knowing and following the policy and correct procedures outlined for administering medications at school. The superintendent shall designate the employee(s) responsible for obtaining the Epinephrine injectors at each school site. Prior to the administration of an Epinephrine injector by a school employee, verification shall be made by the school employee that an executed waiver of liability by a parent or guardian is on file with the school district. Whenever a student is believed to be having an anaphylactic reaction, a school employee shall call 911 as soon as possible; and

   B. Report to the principal and the school nurse any noted discrepancies in the medication orders for the student.

~~The director of health services will contact local physicians and pharmacists annually to remind them of the district's medication policy. Pharmacists will be asked to make a separate prescription container to be taken to school.~~

An appeal procedure review committee composed of two district administrators, a local physician, and a school nurse, will be established to address unusual circumstances which may arise but are not covered by the stated guidelines of the district's policy on administering medication at school. The committee will be chaired and convened by the director of health services as specific situations arise.

Information describing the rationale of the district's policy is available for parents to help them understand the need for the policy and these regulations.

AUTHORIZATION TO APPLY SUNSCREEN

Adopt only if school personnel will be applying sunscreen on students. Not needed if district is only going to allow students to self-administer.

I hereby authorize the school nurse, or persons designated to administer medication in his/her absence, to apply sunscreen on my child, when necessary, advisable, or the circumstances warrant.

I request that this authorization remain in force as long as my child is a student in this school, unless school personnel are advised in writing of a change.

Student's Name _____ Grade _____ Date _____

School _____

Signature of Parent/Guardian/Individual Assuming Permanent Care and Custody _____

DRAFT

SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION

In compliance with state law, the Shawnee Public Schools permits the self-administration of inhaled asthma medication by a student for treatment of asthma. The parent or guardian of the student must provide the district with written authorization for the student to self-administer the medication. The parent or guardian must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

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

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

3. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

4. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.

5. Definitions:

   A. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.

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

REFERENCE: 70 O.S. §1-116.3

OSSBA POLICY SERVICES LEGAL NOTES:

70 O.S. § 116.3 requires school districts to adopt a policy permitting self-administration of inhaled asthma medication by a student for treatment of asthma.

DRAFT

DIABETES MEDICAL MANAGEMENT PLAN

This plan was created by the personal health care team of _____. This document sets out the health services that may be needed by the student at school.

The student shall be permitted to attend to the management and care of the diabetes of the student as follows:

1. Performing blood glucose level checks;
2. Administering insulin through the insulin delivery system used by the student;
3. Treating hypoglycemia and hyperglycemia;
4. Possessing on his/her person at any time any supplies or equipment necessary to monitor and care for the diabetes of the student; and
5. Otherwise attending to the management and care of the diabetes of the student in the classroom, in any area of the school or school grounds, or at any school-related activity. A private area will be available for the student to attend to the management and care of the student's diabetes.

The school nurse or a volunteer diabetes care assistant will assist the student with the management of their diabetes care as provided in this plan. The specific person assigned to assist this student is:_____.

The parent or legal guardian has given written consent for a school nurse, a school employee trained by a health care professional, or a volunteer diabetes care assistant to provide diabetes care in accordance with state law requirements including but not limited to the administration of glucagon to a student experiencing a hypoglycemic emergency.

Insert this provision only for students with continuous glucose monitoring with electronic access to glucose numbers for whom an employee has been assigned and has agreed to assume this legal responsibility during school hours and during school-sponsored activities :
(Insert name of a school nurse, a diabetes care assistant, or other school staff) may download the necessary electronic applications or software to a school electronic device or to a personal electronic device in the absence of a school provided device, with the written permission of the student's guardian or parent. The school employee will not be responsible for and shall not be subject to disciplinary action for lack of monitoring of electronic glucose numbers outside of school hours or school-sponsored activities.

In addition to the above, the following shall be included as a part of the student's diabetes management plan:

_____
_____
_____
_____
_____
_____
_____
_____
_____

DRAFT

DIABETES MEDICAL MANAGEMENT PLAN (Cont.)

Agreed this ____ day of _____, 20___.

_____ _____

Parent or Guardian of Student | Principal (or designee)

_____ _____

School Nurse | Physician of Student

REFERENCE: 70 O.S. §1210.196.1, et seq.

REVIEW NOTE: Schools may also utilize the Americans Diabetes Association (ADA) template for Diabetes Medical Management Plans for Schools at https://diabetes.org/sites/default/files/2023-12/DMMP-9-11-23-rev.pdf If the template from ADA it utilized, the new underlined language should be inserted to comply with state law as that language does not currently exist in the ADA template and would be a requirement of Oklahoma law if the option is selected.

DRAFT

MEDICAL MARIJUANA

The district will not regulate or take any adverse action against an employee for holding a medical marijuana license. The school district may take action against an employee who possesses a medical marijuana license if the employee uses or possesses marijuana while at school or during the hours of employment as per 63 O.S. § 425.

Students whose medical condition requires the use of medical marijuana are allowed to access and utilize marijuana in accordance with state law. School personnel are not legally permitted to administer medical marijuana to students. The district will provide a private location for a caregiver to administer medical marijuana to students at school. Oklahoma law limits who may act as a caregiver and any caregiver will have a medical marijuana license designating them to act on behalf of a student. The caregiver is responsible for bringing the medical marijuana to the qualifying student and promptly removing the medical marijuana from the premises after consumption or use.

Upon arriving at school, the caregiver will follow district protocol with regard to check in and departure.

There will be no smoking on school premises of any substance 24/7 in accordance with the state's no smoking act. At no time will marijuana be grown or stored on school premises.

School employees will not under any circumstances:

a. Assist students in obtaining or using medical marijuana;

b. Store medical marijuana for students;

c. Take and/or use a student's medical marijuana;

d. Serve as a student's designated caregiver, unless the student is the child or in the legal custody of the employee.

The district reserves the right to discipline employees or students who fail to adhere to Oklahoma law and/or the requirements of this policy. Such disciplinary action will be addressed in accordance with the student discipline code and/or the standards of conduct for employees. Employees may be subject to termination or nonreemployment.

If a student has specific procedures regarding medical marijuana that are written into the student's Individualized Education Program (IEP) and such procedures are consistent with state and federal law, those provisions will take precedent over this policy.

DRAFT

ADMINISTRATION OF EMERGENCY OPIOID ~~OPIATE~~ ANTAGONISTS

It is the policy of the Shawnee Board of Education, in light of the increased opioid addiction crisis nationwide, to authorize medical personnel at school to administer an opioid antagonist to any student or person they in good-faith suspect is having an opioid related drug overdose.

State law defines "medical personnel at schools" to include a certified school nurse or any other nurse employed by or under contract with a school, any licensed practitioner of the healing arts, or any person designated by the school administration to administer an ~~opiate~~ opioid antagonist in the event of a suspected overdose.

The board of education hereby designates any school nurse, public health nurse, licensed practitioner of the healing arts, nurse working under contract with a school district or any person designated by the school administration to administer an emergency ~~opiate~~ opioid antagonist in the event of a suspected overdose is authorized regardless of whether there is a prescription or standing order in place, to administer an emergency ~~opiate~~ opioid antagonist when encountering a student or other individual exhibiting signs of an ~~opiate~~ opioid overdose.

The administration of the school district may formally authorize one or more persons employed by the school to receive training offered by the Department of Mental Health and Substance Abuse Services, a law enforcement agency or any other entity in recognizing the signs of an opioid ~~opiate~~ overdose and administering an emergency opioid ~~opiate~~ antagonist. Persons designated to receive this training may include, but are not limited to, the certified and noncertified staff members required to receive annual training in cardiopulmonary resuscitation and the Heimlich maneuver in accordance with statute. If in-person training is not readily available in the area, the person or persons designated under this provision may access ~~opiate~~ opioid antagonist training materials available online through the State Department of Health or another entity. Such training shall include information on how to recognize symptoms of an overdose, instruction in basic resuscitation techniques, instruction on proper administration of an ~~opiate~~ opioid antagonist and the importance of calling 911 for help.

In the absence of the person or persons specifically designated and trained to administer an emergency opioid ~~opiate~~ antagonist under the provisions of this section, the administration of a school may authorize any person to administer an emergency opioid ~~opiate~~ antagonist to a student or other individual exhibiting signs of an overdose.

Any person administering an ~~opiate~~ opioid antagonist to a student or other individual at a school site or school-sponsored event in a manner consistent with addressing opioid ~~opiate~~ overdose shall be covered under the Good Samaritan Act. A school and any of its employees or designees shall be immune from civil liability in relation to the administration of an emergency opioid ~~opiate~~ antagonist in the event of a suspected overdose

The person(s) who has been approved by the administration of the school to administer an emergency opioid antagonist to a student suspected to be undergoing an opioid-related drug overdose, may administer the antagonist, and, as soon as practicable, shall notify first responders of the situation.

The emergency opioid antagonist supplied by the school district shall be approved by the United States Food and Drug Administration.

Each school site shall maintain a supply of opioid antagonists in a secure but unlocked and easily accessible location. The antagonists shall be maintained in quantities and types deemed adequate by the administration, in consultation with local first responders.

ADMINISTRATION OF EMERGENCY OPIOID ~~OPIATE~~ ANTAGONISTS (Cont.)

The emergency opioid antagonists shall be accessible in the school during regular school hours and during school-sponsored functions that take place on school grounds. The board of education at its discretion, may make emergency opioid antagonists accessible during school-sponsored functions that take place off school grounds and/or on school transportation.

Each person approved to administer the emergency opioid antagonist shall be required to receive training on proper administration of the antagonist, to be chosen by the administration and paid for by the school district.

REFERENCE: **68 O.S. 1-2506.1**
70 O.S. 1210.242

DRAFT

SEIZURE-SAFE SCHOOLS

The district will ensure that any student who is diagnosed with a seizure disorder will be provided with a seizure action plan that is a written, individualized health plan designed to acknowledge and prepare for the student's health care needs.

When the district has a student enrolled who has a seizure disorder and has a seizure rescue medication or other medication prescribed to treat seizure disorder symptoms which is approved by the Food and Drug Administration the requirements of the Seizure-Safe Schools Act will become applicable to the district. At that time, the district will have at least one employee at each school the child attends who has met the training requirements necessary to:

1. Administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms as approved by the United States Food and Drug Administration; and

2. Recognize the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms.

Before a seizure rescue medication can be administered to a student to treat seizure disorder symptoms, the student's parent or legal guardian shall:

1. Provide the school with written authorization to administer the medication at school;

2. Provide a written statement from the student's health care provider that will contain the following information:

    a. The student's name;
    b. The name and purpose of the medication;
    c. The prescribed dose;
    d. The route of administration;
    e. The frequency that the medication may be administered; and
    f. The circumstances under which the medication may be administered.

3. Provide the prescribed medication to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy intact; and

4. Collaborate with school personnel to create a seizure action plan.

Written authorization shall be maintained in the office of the school nurse or school administration and shall be distributed to any school personnel or volunteers responsible for the supervision or care of this student. The written authorization is effective for the school year in which it is granted and may be renewed each following school year.

A school employee may not be subject to any disciplinary proceeding resulting from an action taken in compliance with the Seizure-Safe Schools Act. Any employee acting in accordance with the provisions of this act shall be immune from civil liability unless the actions of the employee rise to a level of reckless or intentional misconduct.

A school nurse shall not be responsible for and shall not be subject to disciplinary action for actions performed by a volunteer.

REFERENCE: 70 O.S. §1210.183

DRAFT

BED BUGS

The common bed bug (*Cimex lectularius*) has long been a pest – feeding on blood, causing itchy bites and generally irritating their human hosts. The Environmental Protection Agency (EPA), the Centers for Disease Control and Prevention (CDC), and the United States Department of Agriculture (USDA) all consider bed bugs a public health pest. However, unlike most public health pests, bed bugs are not known to transmit or spread disease.

Experts believe the recent increase in bed bugs in the United States may be due to more travel, lack of knowledge about preventing infestations, increased resistance of bed bugs to pesticides, and ineffective pest control practices. Bed bugs can be hard to find and identify, given their small size and their habit of staying hidden.

If a suspected bed bug is found on a student, the parents or guardians will be notified and protocol will be followed according to district regulations.

If a Bed Bug is Found on School Premises or on a Person at School

Inform the building principal. The building principal will notify the superintendent and begin the notification process as to the location of where the bed bug was found. Under no circumstances will the identity of a student, parent, or employee be released with regard to where the bed bug is suspected to have originated. Students and employees who are suspected of having bed bugs on their person will not be disciplined nor will they be removed from the premises for having bed bugs on their person or in their homes.

The parents or guardians of the child who was found with a bed bug on their person should also be informed as soon as possible. Those students and staff suspected of having brought bed bugs to school will be provided a safe and private location to change clothing. If possible, the clothing that may be contaminated will be run through the school district's dryer at the highest setting for approximately thirty minutes. Under no circumstances will the identity of students and staff required to change clothing be released to other employees or to any person.

The district will treat buildings with chemicals only if a true infestation is found with breeding bed bugs. A single bed bug is not an infestation. Any chemicals will be applied only by a pest professional that utilizes integrated pest management techniques. Exposure to students and employees will be minimized by applying pesticides at a time that building occupants are not present.

If a bedbug is sighted in a building, alert everyone who works in the building. Let staff know how the sighting will be handled. This allows them to take additional precautions to protect their homes as well as limiting rumors and speculation.

DRAFT

CONCUSSIONS AND HEAD INJURIES

The Shawnee Board of Education recognizes that concussions and head injuries are commonly reported injuries in contact sports.

On an annual basis, a concussion and head injury information sheet shall be completed and returned to the school district by the youth athlete and the youth athlete's parent or guardian prior to the youth athlete's participation in practice or competition. The athletic director shall provide written instructions to all coaches to ensure that no youth athletes are allowed to participate in practice or competition prior to the receipt of a concussion and head injury information sheet. Any coach or staff allowing a youth athlete to participate in practice or competition prior to the receipt of a signed concussion and head injury information sheet shall be disciplined and may be terminated from employment in the extra duty assignment.

A youth athlete who is suspected of sustaining a concussion or head injury during a practice or game shall be removed from participation at that time. Any youth athlete removed from participation shall not be allowed to 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. "Return to learn" guidelines shall be provided to teachers and relevant school personnel pertaining to athletes returning to the classroom after sustaining a concussion or head injury. "Graduated return to athletic participation" guidelines shall be provided to coaches and staff members pertaining to youth athletes returning to activity after sustaining a head injury or concussion.

The school district shall impose the following minimum penalties for failing to remove an athlete from an activity:

1st offense: The coach or staff member will be required to attend additional training.

2nd offense: The coach or staff member will be suspended from the sport or activity until an appearance in front of the Board of Education. The appearance before the Board of Education may involve a determination as to whether the coach or staff member will continue employment in the extra duty assignment.

Additional free online concussion training programs are available at The Center for Disease Control at http://www.cdc.gov/HeadsUp/index.html and at the National Federation of State High School Associations at http://nfhslearn.com/?courseID=38000.

Return to learn guidelines are located at:
http://www.cdc.gov/headsup/pdfs/schools/tbi_classroom_tips_for_teachers-a.pdf

Graduated return to participation guidelines are located at:
http://www.cdc.gov/headsup/pdfs/custom/headsupconcussion_fact_sheet_for_schools.pdf

REFERENCE: 70 O.S. §24-155

POLICY NOTE: SB 1164 (2016) requires that a school policy include links to one or more online concussion training programs provided by the Center for Disease Control, the National Federation of State High School Associations or comparable programs or resources. We have linked two above in the final paragraph of this policy.

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CONCUSSION AND HEAD INJURY ACKNOWLEDGEMENT AND INFORMATION SHEET

In compliance with Oklahoma Statute Section 24-155 of Title 70, this acknowledgement form is to confirm that you have read and understand the Concussion Fact Sheet provided to you by Shawnee School District related to potential concussions and head injuries occurring during participation in athletics.

I, _____, as a student-athlete who participates in Shawnee School District's athletic programs and I, _____ as the parent/legal guardian, have read the information material provided to us by Shawnee School District related to concussions and head injuries occurring during participation in athletic programs and understand the content and warnings.

_____

SIGNATURE OF STUDENT-ATHLETE DATE

_____

SIGNATURE OF PARENT/LEGAL GUARDIAN DATE

This form should be completed annually prior to the athlete's first practice and/or competition and be kept on file for one year beyond the date of signature in the principal's office or the office designated by the principal.

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CONCUSSION/HEAD INJURY INFORMATION SHEET
STUDENT-ATHLETES

WHAT IS A CONCUSSION?

A concussion is a brain injury
Is caused by a bump or blow to the head
Can change the way your brain normally works
Can occur during practice or games in any sport
Can happen even if you have not been knocked out
Can be serious even if you have just been "dinged"

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

Headache or "pressure" in head
Nausea or vomiting
Balance problems or dizziness
Sensitivity to light
Sensitivity to noise
Feeling sluggish, hazy, foggy or groggy
Concentration or memory problems
Confusion
Does not "feel right"

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

Tell your coaches or parents. Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates may have a concussion.

Get a medical checkup. A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.

Give yourself time to get better. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Additional concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

HOW CAN I PREVENT A CONCUSSION?

Follow your coach's rules for safety and the rules of the sport.
Practice good sportsmanship.
Use the proper equipment, including personal protective equipment (such as helmets, padding, shin guards and eye and mouth guards----IN ORDER FOR EQUIPMENT TO PROTECT YOU, it must be the right equipment for the game, position and activity; it must be worn correctly and used every time you play.)

FOR MORE INFORMATION VISIT:

www.cdc.gov/TraumaticBraininjury/
www.oata.net
www.ossaa.com
www.nfhslearn.com

IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON!

DRAFT

CONCUSSION/HEAD INJURY FACT SHEET
PARENTS/GUARDIANS

WHAT IS A CONCUSSION?

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a "ding", "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 your child reports any symptoms of a concussion or if you notice any symptoms yourself, seek medical attention right away.

WHAT ARE THE SYMPTOMS REPORTED BY ATHLETES?

Headache or "pressure" in head
Nausea or vomiting
Balance problems or dizziness
Sensitivity to light
Sensitivity to noise
Feeling sluggish, hazy, foggy or groggy
Concentration or memory problems
Confusion
Does not "feel right"

WHAT ARE THE SIGNS OBSERVED BY PARENTS/GUARDIANS?

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

HOW CAN I HELP MY CHILD PREVENT A CONCUSSION?

Ensure they follow their coach's rules for safety and the rules of the sport.

Make sure they use the proper equipment, including personal protective equipment (such as helmets, padding, shin guards and eye and mouth guards----IN ORDER FOR EQUIPMENT TO PROTECT YOU, it must be the right equipment for the game, position and activity; it must be worn correctly and used every time you play.)

Learn the signs and symptoms of a concussion.

FOR MORE INFORMATION VISIT:

- www.cdc.gov/TraumaticBraininjury/
- www.oata.net
- www.ossaa.com
- www.nfhslearn.com

IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON!

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REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT

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

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

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

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

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REPORTING SUSPECTED CHILD ABUSE (Cont.)

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

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

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

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

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

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

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

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

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

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

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REPORTING SUSPECTED CHILD ABUSE (Cont.)

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

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STUDENT ATHLETES AND ACTIVITIES
NAME, IMAGE, AND LIKENESS

Neither the school district nor the Oklahoma Secondary Schools Activities Association (OSSAA) specifically prohibits students from engaging in certain commercial activities as an individual. These activities, commonly referred to as name, image and likeness (NIL) will not put a student's amateur status at risk provided the student meets all the requirements for maintaining amateur status in compliance with OSSAA Rule 5, and there is no violation of rules prohibiting influencing a student to attend or remain at a member school. (OSSAA Rule 9)

A student may earn compensation from the use of their name, image and likeness (NIL) in compliance with Rule 5, and Rule 9 provided:

- The compensation is not contingent on specific athletic performance or achievement.
- The compensation is not provided as an incentive to enroll or remain enrolled in the school district.
- The compensation is not provided by the school district or any person acting as an agent for the school district.

In seeking compensation for name, image and likeness:

- No "marks" may be used, including but not limited to the school logos, school name, school mascot, or any trademarked OSSAA logo or acronyms.
- No school apparel or equipment shall be worn which includes school name, school logo, school mascot, or any apparel displaying trademarked OSSAA logos or acronyms.
- No school facility may be used for the purpose of name, image and likeness compensation.
- No activities in conflict with the school's local school district policy on advertising may be endorsed. Examples include but are not limited to tobacco or alcohol products.
- Collegiate level associations should be contacted for any rules regarding name, image and likeness for students participating beyond the high school level.

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FUND RAISING BY IN-SCHOOL ORGANIZATIONS

The Shawnee Board of Education recognizes that from time to time an organization or class within the school system has a need to raise funds to finance certain projects.

The district may conduct district-wide fundraising for charities and non-profit entities when such fundraisers, the handling of funds raised, and other related matters are approved by the board. Any funds raised for the district through grants or GoFundMe campaigns must be approved by the administration prior to their initiation.

Any organization wishing to raise funds should adhere to the following procedure:

(Option 1)

1. Submit an estimate for the cost of the project to the superintendent.
2. Submit a list of sources for the fund raising to the superintendent.
3. Obtain approval for the project from the board of education.
4. All funds that are raised should go into the activity fund, except funds raised by a group or organization sanctioned by the board that should remain the property of that group or organization. Only the superintendent or the superintendent's designee can approve expenditures out of the activity fund.
5. Students will not participate in door-to-door solicitation of funds under any circumstances.

(Option 2)
Use paragraphs 1-4 above and the following:

5. Door-to-door solicitation will not be conducted during school hours.
6. All funds must be returned to the school sponsor and deposited in the appropriate activity account on a daily basis.

Raffles

Student groups or organizations and parent-teacher associations affiliated with this school district meeting the qualification requirements of state law are permitted to conduct raffles for the benefit of school-related initiatives within this district subject to the approval process, above. Raffles permit such qualified organizations to raise funds by issuing numbered tickets in conjunction with voluntary contributions to the organization. The board of education shall give approval of the items for raffle prior to approving a raffle as a fund-raiser.

Non-School Fundraisers

Students, staff, and patrons are prohibited from conducting fundraisers for nonschool activities on school premises.

REFERENCE: 21 O.S. §1051
70 O.S. §5-122, §5-129, §5-135

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ADMINISTRATIVE GUIDELINES FOR RAFFLES

With passage of the Oklahoma Education Lottery Act in November 2004, public schools accredited by the State Department of Education and parent-teacher organizations affiliated with a public school were granted the right to conduct raffles as a means to raise funds.

In order to conduct raffles in a legal and organized manner, these administrative guidelines shall be followed:

1. Participation in raffles is a voluntary act on behalf of the participant, and the contributions to participate in the raffle are considered voluntary.
2. A set of pre-numbered tickets must be issued. One ticket stub will be issued to the participant, and the school will retain the other ticket stub.
3. Schools and other related organizations may not hire or contract with any person or business to conduct the raffle, to sell raffle tickets, or to solicit contributions in connection with a raffle on behalf of the organization.
4. The Board of Education must approve all raffles conducted on behalf of the respective school.
5. School officials must be actively involved in supervising the drawing of the ticket stub or stubs.
6. All funds received in connection with the raffle shall be accounted for in accordance with district activity fund procedures.
7. The owner of the winning ticket stub need not be present to win.
8. Cash and non-cash prizes may be used as raffle winnings.
9. The fair market value of the winnings must be disclosed. The winning prize for raffles will be limited to a fair market value not to exceed $5,000.
10. Tax considerations must be followed. If the fair market value of the winning cash or non-cash prize is less than $600, then there are no tax considerations to be followed. For cash or non-cash prizes that have a fair market value of $600 or more and under $5,000, the winnings must be reported through the issuance of a 1099 to the IRS and the recipient. Information such as name, address, and social security number must be obtained from the recipient for winnings greater than $600.
11. Schools and affiliated organizations shall not conduct casino nights and other forms of gambling.
12. Students who wish to participate in the raffle may do so before and after school.
13. Proceeds of more than $5,000 (if the amount of the proceeds is at least 300 times the wager) must be reported to the Oklahoma Tax Commission. If the district is making a payment of more than $5,000, it must withhold four percent (4%) of the proceeds and remit the withheld amount to the Oklahoma Tax Commission.
14. The reporting of proceeds and the remittance of taxes as required above should be performed by the district Chief Financial Officer.
15. Raffle participants should be notified that the proceeds of the raffle may be considered income for state and federal income tax purposes and that they are responsible making this determination and reporting.

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ADMINISTRATIVE GUIDELINES FOR RAFFLES (Cont.)

16. The school, a student group affiliated with the school or a parent-teacher organization affiliated with the school shall have the final authority ot interpret the rules and regulations governing the raffle and, in the event of any dispute, to determine the winner of any raffle.

17. Alcoholic beverages may not be given as a prize.

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COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (REGULATION)

In accordance with the policy of the Board of Education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

DEFINITIONS

For the purpose of this regulation, the school district has used the following definitions of terms:

Student

Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

Eligible Student

A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

Parent

Either natural parent of a student unless his or her rights under the Family Educational Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education Records

Any item of information or record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:

   A. It was made as a personal memory aid;

   B. It is in the sole possession of the individual who made it; or

   C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;

2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or

3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

Personal Identifier

Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

ANNUAL NOTIFICATION

Within the first three weeks of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;

2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA;

3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);

4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and

5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

LOCATIONS OF EDUCATION RECORDS

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	_____	_____
Cumulative School Records (Former Students)	_____	_____
Health Records	_____	_____
School Transportation Records	_____	_____
Speech Therapy Records	_____	_____
Psychological Records	_____	_____

PROCEDURE TO INSPECT EDUCATION RECORDS

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

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COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect.

The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

FEES FOR COPIES OF RECORDS

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records to third parties (not parents or students) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student that warrants the denial of copies.

The FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;
2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or
3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.)

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be from ten cents to thirty-five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

1. The student's name;
2. The student's class designation (i.e., first grade, tenth grade, etc.);
3. The student's extracurricular participation;
4. The student's achievement awards or honors;
5. The student's weight and height if a member of an athletic team;
6. The student's photograph.

(NOTE: A district may designate all, some, or none of this information as directory information.)

Within the first three weeks of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

OPTIONAL:
The school district has created a limited directory information policy and will not fulfill directory information requests for commercial purposes or for marketing purposes.

or

The school district has created a limited directory information policy and will limit access to only those parties and purposes specified as follows: (insert listing).

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

1. A person duly elected to the school board;
2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible student's prior written consent except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;

3. The parties who provide or may provide financial aid to a student to:

   A. Establish the student's eligibility for the aid,

   B. Determine the amount of financial aid,

   C. Establish the conditions for the receipt of the financial aid, or

   D. Enforce the agreement between the provider and the receiver of financial aid;

4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;

5. To accrediting organizations to carry out their accrediting functions;

6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision);

7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student; or

8. In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;

2. The information is necessary and needed to meet the emergency;

3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; or

4. Time is an important and limiting factor in dealing with the emergency.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

The school district officials may release information from a student's education record if the student's parent or the eligible student gives prior written consent for disclosure. The written consent must include at least:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or the class or organizations to whom the disclosure is to be made;
4. The parent's or eligible student's signature; and
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.

The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be redisclosed without the parent's or eligible student's prior written consent.

RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, and local officials for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

The record will not include:

1. Requests for access or access granted to the parent of the student or to an eligible student;
2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
3. Requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;
4. Requests for, or disclosure of, directory information designated for that student; or for
5. Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

First Level Decision

When a parent of a student or an eligible student finds an item in the student's education record that he or she believes is inaccurate, misleading, or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change; and
3. Follow the procedure for a second level decision.

Second Level Decision

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

1. Is inaccurate and why;
2. Is misleading and why; and/or
3. Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that the change has been made. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the record custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of the findings in the matter. The record custodian will transmit this summary and a copy of the written request to the school superintendent.

Third Level Decision

The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney, or the school board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made.

If the superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as at the second level.

If the superintendent decides the record is correct, he or she will prepare a letter to the requester, which will include:

1. The school district's decision that the record is correct and the basis for the decision;

2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;

3. Instructions for the requester to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (the district will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and

4. Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

Fourth Level Decision

After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.
At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).

Within a week after the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The school superintendent will prepare the district's decision within two weeks of the hearing. The decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.

2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include:

   A. The school district's decision that the record is correct and will not be changed;

   B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and

   C. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

DRAFT

PERMANENT STUDENT RECORDS

It is the policy of the Shawnee Board of Education that the school district will compile and maintain temporary and permanent records of students enrolled in the school district. The Superintendent will regulate access and monitor disclosure or communication of any information contained in each student's records in accordance with state and federal law.

The school district will maintain all documents and information in student records in either electronic or paper format. Records will be stored, backed up, and secured in accordance with standards and protocol established by the Oklahoma State Board of Education.

The transcript of a student shall be maintained by the school district for not less than eighty (80) years following the graduation, transfer, or date the student is withdrawn from the school district. "Transcript" will include the following:

1. The permanent academic record of a student which shall include the name, address, telephone listing;
2. The date and place of birth of the student;
3. An inventory of courses taken;
4. All grades received;
5. Grade-point averages or class rank;
6. All academic and extracurricular honors and awards received;
7. All degrees conferenced;
8. Extracurricular or afterschool activities.

All non-transcript information in a student's record shall be disposed of by the school district at a time selected by the administration that is between five (5) years and seven (7) years after the student has graduated, transferred, or withdrawn from the school district. The school district shall comply with the notification of destruction of records requirements set forth by the State Board of Education.
~~principal of each building shall maintain a permanent record card for each student. The cards shall be used to record the grades and attendance of the student.~~

~~At the beginning of each term, the current duplicate records that are filed by building will be updated to reflect the enrollment of the students for the current year. In each case the duplicate records will be filed alphabetically.~~

~~The records, original and duplicate, of children who have withdrawn will be maintained as follows:~~

~~1. Original and duplicate kindergarten through third grade official cards at _____ Primary School.~~

~~2. Original and duplicate fourth through sixth grade permanent record cards at _____ Intermediate School.~~

~~3. Original and duplicate seventh and eighth grade permanent record cards at _____ Middle School.~~

~~4. Original and duplicate ninth through twelfth grade permanent record cards at _____ High School.~~

~~After the class has completed the twelfth grade, the original permanent record card will be filed permanently at _____ High School.~~

REFERENCE: 70 O.S. §24-114

STUDENT ACTIVITIES
SCHOLASTIC ELIGIBILITY

It is the policy of the Shawnee Board of Education that only those students who are fully eligible scholastically will be permitted to represent the school in any capacity. Teachers will submit eligibility lists to the office each Friday. If a student is failing in more than one core subject, the student may not participate in any school activity during the following week. The board declares its intent to rigorously adhere to the eligibility rules of the Oklahoma Secondary School Activities Association. The superintendent is directed to establish a regulation governing eligibility. Such regulation, when approved by the board, shall be incorporated into this policy and become a part thereof.

NOTE: ***In compliance with the Family Education Rights and Privacy Act, under no circumstances should student eligibility or ineligibility lists be publicly posted in any manner.***

DRAFT

STUDENT ACTIVITIES ELIGIBILITY (REGULATION)

In accordance with the policy of the Board of Education, the following regulation shall govern student activity eligibility requirements.

Oklahoma Secondary School Activities Association eligibility rules[1] state that a student is eligible:

1. If the student will not be nineteen years of age before September 1st for athletic competition or if the student will not be 21 years of age before September 1 for non-athletic events. [2]
2. If the student has on file, in the principal's or authorized director's office, a physical examination and parent's consent certificate for the present school year. [3]
3. If the student has attended classes 90% of the time for the current semester. Exceptions may be made by the principal due to illness, injury, death in the immediate family, or other valid reason. [4]
4. If the student is passing all subjects in which enrolled and passed any five subjects to be counted for graduation the preceding semester. [5]
5. If the student has not been disqualified from a contest because of flagrant or unsportsmanlike conduct or whose conduct or character is not under school discipline. (Principal may reinstate student following a conference and after a written report of details and action taken has been filed with the OSSAA.) [6]
6. If the student has not participated in a contest under an assumed name. [7]
7. If the student does not belong to a gang, fraternity, sorority or secret society in violation of the State Law of Oklahoma or the regulations of the local board of education. [8]
8. If the student has not participated in a contest where he/she has used his/her knowledge or skill for financial gain. [9]
9. If the student has not attended school eight semesters in grades 9 through 12. [10]
10. If the student has not participated in interscholastic sports activities during more than four academic years, or have had three seasons of opportunity in a sport after attending two semesters in the 9th grade. [11]
11. If the student's parent(s) or guardian(s) are bona fide residents of this high school district. [12]
12. If the student has not participated in organized practice or a game of football or basketball before the season opens, or after the season closes. [13]

NOTE: There are some exceptions to the above rules. There are also additional requirements. Consult your coach or principal for additional information.

DRAFT

STUDENT ACTIVITIES, ELIGIBILITY, REGULATION (Cont.)

To be eligible to participate in activities involving other schools, a student must be passing in at least three regular classes. The student must be attending classes at least 90% of the time. This applies to all students in any school-sponsored activity (basketball, FFA, FHA, music, etc.).

Any student who reaches his or her nineteenth birthday before September 1 will not be eligible in athletic contests. Any student dismissed from school or regular class will not be eligible to represent the school in any activity between schools.

Any person absent during the day of an activity must have the absence accounted for prior to being eligible. If the absence is considered as unexcused by the administration, the student must attend at least one day of school and satisfy the requirements for same before again becoming eligible.

Any student who is under discipline or whose conduct or character is such as to reflect discredit upon the school is not eligible. Fans, school personnel, and students must conduct themselves in true sportsmanship manner. Any student participating in a contest will not be permitted to play the next game if the student was ejected from the game. A second offense will automatically disqualify that student for that sport for the rest of the season.

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[1] There are 21 "Rules" in the OSSAA Administrators' Handbook. Not all deal with student eligibility. Information for the listing comes from the first 15 Rules. Please note the following:
Rule 6 relates to the ineligibility of students who have completed all requirements for high school graduation or who have already graduated.
Rule 9 relates to schools maintaining certification of eligibility forms until requested by the OSSAA.
Rule 10 relates to selection and contracting of game officials.
Rule 11 relates to competitions between members of OSSAA and nonmembers.
Rule 12 relates to local school enforcement of the OSSAA constitution and rules.
Rule 13 relates to tournaments, meets, and contests.

[2] This information is found in Rule 1.

[3] This information is found in Rule 1, Section 2.

[4] This information is found in Rule 2.

[5] This information is found in Rule 3.

[6] This information is found in Rule 4.

[7] This information is found in Rule 4, Section 2.

[8] This information is found in Rule 4, Section 3.

[9] This information is found in Rule 5.

[10] This information is found in Rule 7.

[11] This information is found in Rule 7, Section 1a.

[12] This information is found in Rule 8.

[13] Information for this item came from Rule 15, Sections 1 and 2.

DRAFT

EXTRACURRICULAR ACTIVITIES (REGULATION)

In accordance with the policy of the Board of Education, these regulations (FMA-R1, FMA-R2, and FMA-R3) shall govern extracurricular activities in the public schools:

Anyone owing fines or fees shall not be allowed to participate in the true extracurricular component of the activity until such time as payments are made. An extracurricular activity is defined as any activity sponsored by the school and at the convenience of the school that causes students to be absent from curricular class periods.

The following are considered extracurricular activities:

1. Student government and its related activities and organization.
2. Musical festivals or contests, speech contests, debates, dramatics contests.
3. Organized activities that are part of interscholastic athletics.
4. Organized activities that are part of intramural athletics.
5. All types of interscholastic competition.
6. Special interest clubs.

In an effort to provide a reasonably safe and educationally sound extracurricular activities program, the following guidelines shall be observed:

1. Only drivers currently licensed to operate a school bus shall operate a school bus on any school sponsored activity.
2. There must be an adult sponsor, in addition to the bus driver for each extracurricular activity that requires school furnished transportation.
3. All activities must be scheduled through the principal's office and placed on the calendar in the high school office. The calendar will reflect the time, place, and time of departure.
4. Students may not ride in private vehicles to or from any extracurricular activity without prior written consent of the requesting student's parent or guardian and consent of the activity's sponsor.
5. Evidence of insurance shall be required for each student who participates in an extracurricular activity.
6. All extracurricular activities shall operate within the rules and guidelines of the Oklahoma State Department of Education and the Oklahoma Secondary School Activities Association.

DRAFT

EXTRACURRICULAR ACTIVITIES, REGULATION (Cont.)

While all students are encouraged to participate in extracurricular activities, the following requirements must be met:

1. The student must maintain a C average in all subjects in which enrolled.
2. The student must meet the school's attendance policy.
3. The student must be in good standing within the rules of the activity.

DRAFT

EXTRACURRICULAR ACTIVITIES
EMERGENCY MEDICAL SERVICES

The Shawnee Board of Education and (insert name of local emergency medical services provider that serves the area the school district is located within) have developed and prepared a plan for the provision of emergency medical services at athletic events or activities held at school district facilities. The plan shall be reviewed and updated annually as appropriate. The plan shall be on file in the central office of the school district and with the emergency medical provider.

1. Maps and directions with appropriate contact information for emergency management services;
2. An assigned medical administrator who is a current school employee such as a coach, administrator or athletic director;
3. Defined responsibilities and designated personnel on-site which includes medical and school officials; and
4. A listing of medical equipment available and the location of the nearest automated external defibrillator if one is available.

The Emergency Action Plan will be posted in each facility and distributed to all school officials involved in athletic practices, events or activities held at school district facilities. Prior to each athletic event or activity where there are athletes participating from visiting schools, the Emergency Action Plan is required to be digitally transmitted to the visiting school administrator or coach or it may be posted on the school district's website.

The plan is to be reviewed, updated, and rehearsed annually with school officials and local emergency medical service providers and should be on file with the school district and with emergency management officials. The Emergency Management Plan will need to be updated to reflect any potential significant changes that would affect implementation of the plan.

LEGAL REFERENCE: 70 O.S. § 27-104

DRAFT

EMERGENCY ACTION PLAN

THIS PLAN IS POSTED ON THE SCHOOL WEBSITE AND AT EACH FACILITY
THIS TEMPLATE SHOULD BE CUSTOMIZED INTO A SEPARATE PLAN FOR EACH FACILITY/ACTIVITY

Activity: _____ School Year: _____

1. _____ shall be designated as the medical administrator. This individual is a current school employee and shall have a charged cell phone present and available for use at all times. The cell phone number of the medical administrator is _____.

    a. The medical administrator shall be assisted by _____(name and cell phone number) and _____(name and cell phone number).

    b. A map of the facility and directions to the facility are attached to this document.

    c. The medical administrator shall maintain a binder which contains emergency contact information for all students who are participating in the practice, event or activity. This binder should be readily available at the facility.

2. First Aid shall be provided immediately by those school personnel in the vicinity of the injury. The medical administrator shall be notified as soon as possible as to the location of the injured party. First Aid shall be continuously provided until Emergency Medical Services Personnel arrive and assist the injured party.

    a. Medical equipment is readily available in the _____ room of facility. The medical equipment available includes, but is not limited to: (insert listing of basic medical equipment that is located on site at the facility).

    b. The nearest automated external defibrillator is located at _____. (if one is not available replace this with "An automated external defibrillator is not available on site").

3. Emergency Medical Services shall be contacted by calling _____.

    a. Will inform dispatcher of:

        i. The nature of the injury and the age of the injured party.

        ii. The location of the injured party and directions to the site.

        iii. Shall not hang up until advised to do so by the dispatcher.

4. Emergency Medical Services Ambulance Entrance:
(include location where ambulance should park/drive for this particular activity. Include locations for field if this is a sport, stands if this is a fan, and parking lot if an issue occurs in an area near a parking lot. So multiple directions can be included/inserted in this portion).

5. The medical administrator, or their designee, shall meet the EMS and will be responsible for contacting school employees to ensure that access will be available for the ambulance. The medical administrator or their designee shall lead the ambulance to the injured party's location.

DRAFT

EMERGENCY ACTION PLAN (Cont.)

6. The medical administrator shall be responsible for designating an individual to ride with a minor student should the parent or legal guardian not be present at the time the injury occurs. This individual shall cooperate with all requirements and directives given by Emergency Management Services personnel and shall not interfere with treatment provided to the injured party.

7. The medical administrator shall be responsible for notifying the injured party's emergency contact.

8. After the injured party's emergency contact has been notified, the medical administrator shall notify the school district administration and/or superintendent of the incident.

9. The medical administrator shall prepare a written summary of the events and circumstances. A review of the incident shall occur which identifies areas wherein improvement or modification to this Emergency Medical Plan may need to occur.

Important Contact Numbers: Insert a listing of the contact information for those who will be assisting with the event or activity. This will need to be different for each facility and should reflect the coaches or sponsors of the activities/events involved.

This template can be utilized to create multiple emergency plans that customized for each sport, activity group or event.

DRAFT

STUDENT GOVERNMENT

The Shawnee Board of Education believes that only those students who are enrolled as full-time students should be class officers or student council officers. Therefore, part-time students may not hold a position as class officer or student council officer.

The district shall permit the formation and operation of student government, which shall provide students with an opportunity to participate in the workings of the democratic process. The student government shall not have any authority to make policies an/or regulations for the district, nor shall they have any authoiry regarding disciplinary matters except for recommending the removal of a member. The student government may make recommendations to the administration on any topic.

DRAFT

STUDENT PUBLICATIONS

The Shawnee Board of Education recognizes the educational value of student publications in teaching journalism, yearbook, English, writing, and other related skills. The Board, therefore, encourages and supports student publications produced by students in journalism, newspaper, yearbook, or writing classes.

Student staff members of any school-sponsored publication will be appointed by the appropriate teacher. The teacher in conjunction with the superintendent or the superintendent's designee will determine the articles to be printed and will approve the content of those articles.

Student newspapers or other publications published in connection with any part of the school curriculum may be distributed among the student body. However, such publications will not constitute a public forum and only students enrolled in the sponsoring class will submit material for publication consideration. Such publications will not be sold.

Students will be permitted reasonable latitude - within the restrictions and limitations established in the accompanying regulation - in writing, composing, and publishing articles that deal with education and contemporary national, state and local events, and personages. Publications will not contain articles, photographs, advertisements, drawings, or other visual communication devices that may interfere with the education process. Obscenity, profanity, or vulgarity is expressly and specifically prohibited from publication.

The superintendent will prepare a regulation supporting this policy and outlining the review and appeal process concerning rejected articles.

DRAFT

STUDENT PUBLICATIONS (REGULATIONS)

In accordance with the policy of the Shawnee Board of Education, the following regulation will govern the review, approval, rejection, or revision of student prepared articles for publication. This regulation will also govern the appeal process for students wishing to appeal the rejection or revision of an article proposed for publication.

1. The superintendent will designate building principals to whom all materials must be submitted before the materials are published.

2. The name(s) of the appropriate principal(s) will be distributed to all teaching staff and posted on all bulletin boards.

3. Requests for publication must be accompanied by a copy of the material(s) students wish to publish.

4. The principal will ordinarily authorize publication provided:

   A. The material is written by students currently enrolled in this school district.

   B. The authors are identified in a conspicuous location on all materials.

   C. The material is free from libel, slander, obscurity, personal attacks or incitement to illegal action(s).

   D. The material is free from unauthorized solicitation.

   E. The material is free from advertisements of cigarettes, liquor, illegal or illicit drugs, or drug paraphernalia.

   F. The material is distributed as directed by the principal in such a manner as not to interfere with or disrupt the normal educational process.

Students and/or other school personnel in violation of this policy and regulation will be subject to appropriate disciplinary action. Any disciplinary action taken will not abridge any individual's rights to due process under other district policies or under the law.

DRAFT

STUDENT CONDUCT

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

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

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

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

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

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

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

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

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

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

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

DRAFT

STUDENT CONDUCT (REGULATION)

In accordance with the policy of the Board of Education, the following standards of conduct are established for the public school system.

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

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

2. Physical, emotional, or mental abuse of, or threat of harm to, any person on school owned or controlled property or at any school attended, sponsored, or supervised event or function.

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

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

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

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

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

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

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

DRAFT

STUDENT CONDUCT
DRESS CODE

The Shawnee Board of Education has established a student dress code to allow students to express themselves while establishing and maintaining a positive, safe, and inclusive learning environment for students to engage in education. Generally, dress and grooming standards as determined by the students and their parents will not be questioned. The only requirements the Board of Education insists upon are that students' dress and grooming shall not lead school officials to reasonably believe that such dress or grooming will materially and substantially disrupt or interfere with a student's education, school activities, or create a health or other hazard to the student's safety or to the safety of others.

REFERENCE: 70 O.S. §6-114 (C)

DRAFT

STUDENT CONDUCT
DRESS CODE
(REGULATION)

In accordance with the policy of the Board of Education, the following regulation shall establish a dress and grooming code for the public school system.

Hats/Headwear: Students shall not wear hats or headwear in classrooms unless a medical or religious exception exists.

Clothing:

- Shirts may not be sheer or mesh and must cover the entire trunk of the body. Messages on shirts shall not include illegal drugs, alcohol, tobacco or other products that may not be utilized by children. Vulgar and/or obscene messages are prohibited and will be subject to discipline under the student discipline code.
- Pants, shorts, skirts, and skorts shall be worn at the waist and must be no shorter than mid-thigh.
- Hats or headwear may be worn on spirit days with the permission of the administration. With the exception of religious and medical hats or headwear, other head coverings are prohibited.
- Sunglasses may not be worn in the building unless medically necessary and documented.

DRAFT

PROHIBITING BULLYING (REGULATION)

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

Statement of Board Purpose in Adopting Policy

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

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.

2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.

3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.

4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.

5. Substantially interferes with the district's mission to advance the social skills and social and emotional wellbeing of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.

6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.

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

PROHIBITING BULLYING, REGULATION (Cont.)

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

Definition of Terms

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

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

   A. Harm another student;

   B. Damage another student's property;

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

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

2. The "Reasonable Person" Standard

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

3. General Display of Bullying Acts

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

PROHIBITING BULLYING, REGULATION (Cont.)

A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Shawnee Public Schools.

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

1. Student and Staff Education and Training

   All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Shawnee Public Schools is committed to providing appropriate and relevant training to staff

PROHIBITING BULLYING, REGULATION (Cont.)

regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

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

B. Shawnee Public Schools' Safe School Committee

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

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

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

Student Reporting

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

Staff Reporting

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

Staff members who witness such events are to complete reports and to submit them to the employee designated by the superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the superintendent or his/her designee.

PROHIBITING BULLYING, REGULATION (Cont.)

Parental Responsibilities

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

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

Discipline of Students

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

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

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

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PROHIBITING BULLYING, REGULATION (Cont.)

from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

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

Publication of Policy

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

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PROHIBITING BULLYING
(INVESTIGATION PROCEDURES)

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

Definitions

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

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

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

Procedures

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

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.

2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.

3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.

4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring.

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PROHIBITING BULLYING, INVESTIGATION PROCEDURES (Cont.)

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

6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within ___ days of the conclusion of the investigation.

7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within ___ days of the conclusion of the investigation.

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

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

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HARASSMENT/BULLYING INCIDENT REPORT FORM

Date: _____ Time: _____ Room/Location: _____

Student(s) Initiating Bullying/Harassment:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Student(s) Affected:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Type of Harassment Alleged:

Racial _____ Sexual _____ Religious _____ Other _____

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

_____ Name Calling
_____ Stalking
_____ Inappropriate Gesturing
_____ Staring/Leering
_____ Writing/Graffiti
_____ Threatening
_____ Taunting/Ridiculing
_____ Inappropriate Touching
_____ Spitting
_____ Demeaning Comments
_____ Stealing
_____ Damaging Property
_____ Shoving/Pushing
_____ Hitting/Kicking
_____ Flashing a Weapon
_____ Intimidation/Extortion
_____ Other _____

Describe the incident:

_____

_____

Witnesses Present: _____

Physical evidence: Graffiti _____ Notes _____ E-mail _____ Web sites _____ Video/audio tape _____
Other _____

Staff signature _____

Parent(s) contacted: Date _____ Time _____

Administrative response taken:

_____

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DANGEROUS WEAPONS, NONINTOXICATING BEVERAGES, INTOXICATING BEVERAGES, CONTROLLED DANGEROUS SUBSTANCES, COUNTERFEIT DRUGS, OR OTHER ABUSABLE CHEMICAL SUBSTANCES

Any student found to be in possession of or distributing or offering to distribute dangerous weapons; nonintoxicating beverages or intoxicating beverages; or controlled dangerous substances, counterfeit drugs, or any other abusable chemical substance, including prescription medication, may be suspended up to the rest of the current semester and all of the succeeding semester. A report and/or notification shall be provided to the proper legal authorities.

This regulation shall also apply to students who possess or distribute or offer to distribute substances, of whatever composition, that are represented by the seller or distributor to be narcotics or behavioral or mood changing substances. Students will not distribute medications to other students, since students may have allergic or other adverse reactions to even nonprescription medications.

Therefore, students may be disciplined for distributing nonprescription or prescription medications or look-alike, fake, counterfeit, or "turkey" drugs or any other chemical substance to other students, even though such medications or fake drugs are not illegal drugs. Such distribution is prohibited in school buildings, on school property, or at any school-sponsored event. Discipline may include suspension up to the rest of the current semester and all of the succeeding semester.

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DRUG-FREE SCHOOLS

It is the policy of the Shawnee Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well being of students, employees, and the community, the board has implemented a developmentally based drug and alcohol education and prevention program for grades Kindergarten through twelve (K-12).

Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state, and federal laws, up to and including probation and suspension, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

The standards of conduct and the disciplinary sanctions imposed by this policy will be part of the required notification to parents and students that will include the following:

"The Drug Free Schools and Communities Act Amendments, P.L. 101-226 requires that State, as well as local educational agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees." (Federal Regulations can be examined through the school office.)

Parent/Guardian signature certifies receipt of a Student Handbook of Guidelines and Policies for Students and Parents that includes district policy relating to adoption and implementation of a drug prevention program for students.

REFERENCE: **Public Law 101-226**
70 O.S. §1210.221, et seq.

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STUDENT DRUG TESTING PROGRAM
EXTRACURRICULAR ACTIVITIES

The Shawnee Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Shawnee Public School District, has adopted the following policy for drug testing of students participating in extracurricular activities.

Purpose and Intent

It is the desire of the Board of Education, administration, and staff that every student in the Shawnee Public School District refrain from using or possessing illegal drugs. The administration and Board of Education realize that their power to restrict the possession or use of illegal drugs is limited. The sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extracurricular activities. This policy is intended to complement all other policies, rules, and regulations of the Shawnee Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored extracurricular activities such as interscholastic athletics at the Shawnee Public School District is a privilege. Students who participate in extracurricular activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs. Additionally, this school district is contracted to follow the rules and regulations of the OSSAA whose rules specifically state: A student under a discipline plan or whose conduct or character outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated.

The purposes of this policy are to prevent illegal drug use, to educate students as to the serious physical, mental, and emotional harm caused by illegal drug use; to alert students with possible substance abuse problems to the potential harms of illegal drug use; to help students avoid drugs; to help students get off drugs; to prevent injury, illness, and harm as a result of illegal drug use; and to strive within this school district for an environment free of illegal drug use and abuse. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in any extracurricular activities. There will be no academic sanction for violation of this policy.

Illegal drug use of any kind is incompatible with participation in any extracurricular activities on behalf of the school district. For the safety, health, and well-being of the students of the district, this policy has been adopted for use by all participant students in grades 7-12.

Definitions

1. **Student athlete** or **athlete** means a member of the middle school or high school district-sponsored interscholastic sports team. This includes athletes and cheerleaders.

2. **Extracurricular** means those activities that take place outside the regular course of study in school and **participants** are those students involved in those activities.

3. **Drug use test** means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drug or the metabolites thereof in a person's urine.

STUDENT DRUG TESTING PROGRAM, EXTRACURRICULAR ACTIVITIES (Cont.)

4. **Random tests** are given weekly to participants from the pool.

5. **Random selection basis** means a mechanism for selecting students for drug testing that:

   A. Results in an equal probability that any student from a group of students subject to the selection mechanism will be selected, and

   B. Does not give the school district discretion to waive the selection of any student athlete or extracurricular activities participant selected under the mechanism.

6. **Follow up tests** can be weekly, at random, or any time a student who has tested positive may be under suspicion of being under the influence.

7. **Illegal drugs** means any substance that an individual may not sell, possess, use, distribute, or purchase under either federal or state law. Illegal drugs include, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.

8. **Performance-enhancing drugs** include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term "performance-enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions.

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

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

11. **Self-referral** is when a participant believes he/she will test positive for illegal or performance enhancing drugs, prior to submission for a drug test under this policy, so notifies the principal, athletic director, coach, or sponsor of such belief.

Procedures

A physical examination signed by a parent/guardian is required before a student may participate on a school district athletic team. A urine screen to detect the presence of illegal or performance-enhancing drugs which could have a harmful effect on the prospective athlete's health and athletic performance will be included as part of that physical examination.

STUDENT DRUG TESTING PROGRAM, EXTRACURRICULAR ACTIVITIES (Cont.)

Student participants in extracurricular activities shall be provided with a copy of this policy and an extracurricular activities student drug testing program consent form that must be read, signed, and dated by the student, parent or custodial guardian, and coach/sponsor before a participant student shall be eligible to practice in any extracurricular activity. The consent shall provide a urine sample (a) at the beginning of each school year or when the student enrolls in an extracurricular activity; (b) as chosen by the random selection basis; and (c) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed consent form.

All extracurricular activities participants shall be required to provide a urine sample for drug use testing for illegal drugs and/or performance enhancing drugs. Extracurricular participants who move into the district after the school year begins will have to undergo a drug test before they will be eligible for participation.

Drug use testing for extracurricular participants will also be chosen on a weekly selection basis from a list of all extracurricular participants in off-season or in-season activities. The school district will determine a weekly number of students' names to be drawn at random to provide a urine sample for drug use testing for illegal or performance-enhancing drugs.

In addition to the drug test required above, any extracurricular participant may be required to submit to a drug use test for illegal drugs or performance-enhancing drugs or the metabolites thereof at any time upon reasonable suspicion by the athletic director, principal, sponsor, or coach of the student.

The school district will determine any necessary fees to be collected from students who are drug tested and when those fees will be collected. The cost of subsequent tests will be borne by the school district or appropriate activity fund.

Any drug use test required by the school district under the terms of this policy will be administered by or at the direction of a professional laboratory chosen by the school district that uses scientifically validated toxicological methods. The professional laboratory shall be required to have detailed, written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted to safeguard the personal and privacy rights of students to a maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility with an enclosed stall or stalls. The athletic director/sponsor shall designate a coach or other school employee of the same sex as the student to accompany the student to a restroom or other private facility. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to ensure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the athletic director/sponsor who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications he/she has taken or is taking or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the preceding 30 days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the 24 hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope.

STUDENT DRUG TESTING PROGRAM, EXTRACURRICULAR ACTIVITIES (Cont.)

If the initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six months or to the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

Confidentiality

If the drug use test for any student has a positive result, the laboratory will contact the athletic director or designee with the results. Procedures for maintaining confidentiality will be practiced. The athletic director or designee will contact the principal, the student, the head coach/sponsor, and the parent or custodial guardian of the student and schedule a conference. At the conference, the student will be given the opportunity to submit additional information to the athletic director or to the lab. The school district will rely on the opinion of the laboratory that performed the test in determining whether the positive test result was produced by other than consumption of an illegal drug or performance-enhancing drug. Under no circumstance will results from a drug test under this policy be turned over to any law enforcement officer or agency.

Appeal

A student who has been determined by the athletic director or designee to be in violation of this policy shall have the right to appeal the decision to the superintendent or the superintendent's designee(s). Such appeal must be lodged within five business days of notice of the initial report of the offense as stated in this policy, during which time the student will remain eligible to participate in any extracurricular activities. The superintendent or designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and the decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the superintendent, which shall be final and nonappealable.

Consequences

1. **First positive test.** The student will be suspended from participation in all extracurricular activities for two weeks. The student and parent/guardian must attend counseling two times during the suspension period and one follow-up session. Counseling will consist of a session with the Shawnee Public Schools counselor and a session with a counseling service provided by the school. Follow-up sessions may be with one or both counselors.

2. **Second positive retest.** The student will be suspended from participation in any extracurricular activity for the remainder of the semester.

3. **Third positive retest.** The student will be suspended from participation in any extracurricular activity for 180 school days.

STUDENT DRUG TESTING PROGRAM, EXTRACURRICULAR ACTIVITIES (Cont.)

4. **Self Referral.** A student who self-refers to the athletic director, principal, coach, or sponsor before being notified to submit to a drug test will be allowed to remain active in all extracurricular activities. However, the student will be considered to have committed his/her first offense under this policy, and will be required to retest as would a student who has tested positive.

5. **Refusal to submit to a drug test.** If a participant student refuses to submit to a drug test under this policy, such student shall not be eligible to participate in any extracurricular activity, including all meetings, practices, performances, and competition for 180 school days, upon completion of which, the participating student shall again be subject to this policy.

The cost per test is subject to change and will be determined by the Board of Education on an annual basis.

DRAFT

STUDENT EXTRACURRICULAR ACTIVITIES CONTRACT

Statement of Purpose and Intent

Participation in school-sponsored extracurricular activities at the Shawnee school district is a privilege and not a right. Such privilege is governed by the district policy on Student Possession or Use of Alcohol and Illegal Drugs and Participation in Extracurricular Activities (policy FNCFD). Alcohol and illegal drug use of any kind is incompatible with participation in extracurricular activities on behalf of the Shawnee Public Schools. Students who participate in these activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, student participants in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of alcohol or illegal drugs.

Participation in Extracurricular Activities

For the safety, health, and well-being of the students of the Shawnee Public Schools district, the district has adopted the attached policy on Student Possession or Use of Alcohol and Illegal Drugs and Participation in Extracurricular Activities (policy FNCFD) and this Student Extracurricular Activities Contract, which shall be read, signed, and dated by the student participant, parent or custodial guardian, and coach/sponsor before such participant shall be eligible to practice or participate in any extracurricular activity. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Student Extracurricular Activities Contract.

Student's Last Name _____ First Name _____ Middle Initial _____

I understand, after having read the policy on Student Possession or Use of Alcohol and Illegal Drugs and Participation in Extracurricular Activities and this Student Extracurricular Activity Contract, that, out of care for my safety and health, the Shawnee school district enforces the rules applying to the consumption or possession of alcohol and/or illegal drugs. As a member of a Shawnee Public Schools organization, I realize that the personal decisions that I make daily in regard to the consumption or possession of alcohol and/or illegal drugs may affect my health and well-being as well as the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate school policy regarding the use or possession of alcohol and/or illegal drugs any time during the school year, I understand, upon determination of that violation, I will be subject to the restriction of my participation as outlined in the policy.

Signature of Student _____ Date _____

We have read and understand the policy on Student Possession or Use of Alcohol and Illegal Drugs and Participation in Extracurricular Activities and this Student Extracurricular Activities Contract. We desire that the student named above participate in the extracurricular activity programs of the Shawnee Public Schools and we hereby agree to abide by all provisions of the policy.

Signature of Parent or Custodial Guardian _____ Date _____

STUDENT EXTRACURRICULAR ACTIVITIES CONTRACT (Cont.)

PLEASE OBTAIN THE SIGNATURES OF ALL COACHES/SPONSORS FOR EXTRACURRICULAR ACTIVITIES, TEAMS, OR ORGANIZATIONS IN WHICH THE STUDENT IS INVOLVED:

Signature of Sponsor or Coach	Activity/Team/Organization
Signature of Sponsor or Coach	Activity/Team/Organization
Signature of Sponsor or Coach	Activity/Team/Organization
Signature of Sponsor or Coach	Activity/Team/Organization
Signature of Sponsor or Coach	Activity/Team/Organization
Signature of Sponsor or Coach	Activity/Team/Organization
Signature of Sponsor or Coach	Activity/Team/Organization
Signature of Sponsor or Coach	Activity/Team/Organization

DRAFT

SEARCH OF STUDENTS

The Shawnee Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. The superintendent is instructed to establish a regulation for board approval that supports this policy.

REFERENCE: 70 O.S. §24-102

DRAFT

SEARCH OF STUDENTS
(REGULATION)

In accordance with the policy of the Board of Education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcoholic beverages as defined in the Oklahoma Alcoholic Beverages Act, dangerous weapons, ~~unauthorized electronic paging devices~~, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.

2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.

3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.

4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.

5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.

6. Strip searches are forbidden. No clothing except cold weather outer garments, shoes, hand coverings, and head coverings, except religious head coverings, will be removed before or during a search.

7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.

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SEARCH OF STUDENTS, REGULATION (Cont.)

8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

9. The superintendent may designate personnel to transport items that are removed from a student to a centralized location within the school district or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter from the superintendent confirming their authority to transport the items for disposal. All items transported for disposal shall be transported in a located container.

REFERENCE: 70 O.S. §24-102
70 O.S. §24-101.3

DRAFT

STUDENT SEARCHES CHECKLIST

This checklist is to be used in conjunction with a student search incident.

1. What factors caused you to have a reasonable suspicion that a search of this student or the student's effects will provide evidence that the student has violated or is violating the law or rules of the school?

   A. Eyewitness account:

      1. By whom _____
      2. Date/time _____
      3. Place _____
      4. What was observed _____
         _____

   B. Information from a reliable source:

      1. From whom information received _____
      2. Date and time received _____
      3. How was information received _____
      4. Who received the information _____
      5. Describe information received _____
         _____
         _____

   C. Suspicious behavior. Please explain:
      _____
      _____
      _____
      _____

   D. Date and time search was conducted _____

   E. Location (where search was conducted) _____

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STUDENT SEARCHES, CHECKLIST (Cont.)

F. Reason given to student for search _____
_____

G. Was student's consent requested? _____ Given? _____

2. Reasonableness of search in terms of scope and intrusiveness

A. What were (are) you searching for? _____
_____

B. Age and sex of student _____

C. Exigency of the situation _____

D. What type of search was (is being) conducted? _____
_____

E. Who conducted (is conducting) the search? _____
Position: _____ Sex: _____

F. Who witnessed the search? _____

3. Explanation of search

A. Describe the time and location of the search _____
_____

B. Describe exactly what was searched _____

C. What did the search yield? _____
_____

D. What was seized? _____

E. Was anything released to police? _____

F. Were parents notified of the search, including the reasons and the scope? _____

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WIRELESS TELECOMMUNICATIONS DEVICES RULES

Students will not possess any wireless telecommunications devices on school property or while attending any school-sponsored activity on or off school property without permission. Wireless telecommunications devices include, but are not limited to:

Beepers/pagers
Cellular telephones
"Walkie Talkies," either long- or short-range
Portable CB radios
Portable "HAM" radios,
Portable police scanning devices
Portable games or toys that transmit a signal more than 20 feet or through walls
Other emergency electronic communications devices

Use of a wireless telecommunications device shall be limited to the period before classes begin in the morning, during the student's lunch period, and after the student's last class in the afternoon. Except for situations involving a bona fide health or safety emergency, wireless telecommunications devices are not to be used during class or instructional time, or during the passing times between classes, unless specific permission has been granted by the building principal.

A student may request permission to possess a wireless telecommunications device by receiving written permission from the student's parent or guardian and the superintendent or designee. Such permission will be granted for the current school year. Circumstances that will be considered include, but are not limited to:

1. Medical emergency;
2. The device is attached to an automobile as equipment or an accessory;
3. The device is turned off and is unable to receive in-coming communications while in the possession of the student;
4. The device is deemed necessary for the student's safety while commuting between home and school.

In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet or which has the capability to take photographs of any kind.

Violation of any of these rules will be reason for disciplinary action. Wireless telecommunications devices will be confiscated if found to be in the possession of students who do not have current authorized permits. These devices will be released only to a parent or legal guardian.

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WIRELESS TELECOMMUNICATIONS DEVICES PERMISSION FORM

Permission to allow _____ to possess a wireless telecommunication device on school premises.

To: Shawnee Public Schools

From: _____ (Parent/Guardian Name)

Re: Wireless Communication Device

I hereby grant permission to my child _____ to possess a wireless telecommunication device on school premises. I understand that Oklahoma law provides that a child may possess a wireless telecommunication device on school premises if the parent and the administrator of the school district agree to allow a child to possess such device on the premises.

_____
Parent/Guardian Signature

Approved:

_____
Administrator

DRAFT

RECORDS OF STUDENT DISCIPLINARY ACTIONS AND PROCEDURES

A log of disciplinary actions will be kept on file in each building principal's office. The log will contain a listing of any formal or informal hearing related to disciplinary actions by the board of education, the superintendent of schools, school principals, or other designees of the superintendent.

Entries should include, but are not limited to, the school attended, the nature of the offense(s), the form of notice given to the student, the names of the hearing authorities, whether or not the hearing preceded removal from school, explanations of necessity for removal from school prior to hearing and the time elapsed, a description of the testimony offered, the findings, and the disposition of the case.

The types of disciplinary actions for which entries should be made include, but are not limited to suspension reported by number of school days, referral to special classes or schools for behavioral modifications, and transfer to another class or school.

An accounting of student withdrawals from school (dropouts), containing an entry for each student who withdraws, the school attended, and the reason for withdrawal will be maintained and made available to the State Department of Education.

The log should also list referrals of discipline cases to courts or to juvenile authorities, the school attended, and disposition of the case.

The disciplinary records of a student transferring into the district will be requested from the sending district or agency as part of the records of transfer and shall remain confidential and limited by the requirements and guidelines of the Family Education Rights to Privacy Act.

DRAFT

STUDENT DISCIPLINE
THREATENING BEHAVIOR
(REGULATION)

Threatening behavior is defined as an activity that portrays that another person, persons, or property may or will be harmed. As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or a written, verbal, or physical act. Such behavior is specifically prohibited by board policy.

Any student exhibiting threatening behavior either verbally, in written form, or by gesture toward another student or school personnel or others while under school supervision shall be subject to the following:

1. The student will be referred immediately to a site administrator or his/her designee for intervention.

2. The administrator will gather and evaluate incident information and either (a) document the incident and place the student on a five-day probationary period, or (b) implement the following intervention procedure:

   A. The student will be subject to an immediate suspension from school for a minimum of three days.

   B. The student's parent(s)/guardian will be notified.

   C. The _____ Police Department shall be notified.

   D. A mandatory conference will be held with the parent(s)/guardian, student, school officials, and others as deemed necessary. ("Others" may include, but not be limited to, the following: police, Multi-County Youth Services, Office of Juvenile Affairs, Department of Human Services, and Child Welfare.) The conference shall take place as soon as possible.

   E. The student must attend mandatory counseling with an appropriate counseling agency as determined by the school. The counseling agency will make recommendations to the school concerning the student's re-entry to school.

   F. A conference shall be held with the site school counselor, an administrator, and the student prior to the student's re-entry to school. If it is determined that the student may not return to school, further counseling and/or alternative placement will be implemented. The student will be re-evaluated at a later date as determined by the school.

Any student who has been previously disciplined for threatening behavior is subject to alternative placement or suspension if the offense is repeated. The alternative placement or suspension shall not exceed the remainder of the current semester and the succeeding semester.

An employee of the district or a member of the board shall notify law enforcement of any verbal threat or act of threatening behavior which reasonably may have the potential ot endanger students, school personnel, or school property. Threatening behavior means any verbal threat or behavior, whether or not it is directed at another person, which indicates potential for future harm to students, school personnel, or school property.

STUDENT DISCIPLINE, THREATENING BEHAVIOR, REGULATION (Cont.)

The above shall not apply for any child on an IEP or Section 504 plan until such time as the student's IEP team has determined that the infraction is in no way a manifestation of that student's disability.

A site administrator shall file a report on any student disciplined under this policy and send the report to the superintendent.

REFERENCE: 70 O.S. §24-100.2

DRAFT

Shawnee Public Schools
Stucker Facility
Shawnee, OK
Project #240414-004

Division 10: Specialties

101419 – Dimensional Letter Signage

Back lit sign

SHOP DRAWINGS

Submitted by:
Vital Signs of Oklahoma
3728 E. 2nd Street, Suite A
Edmond, OK 73034
(405) 348-7227 *Office*

GENERAL CONTRACTOR
Wynn Construction Co., Inc.
Project # 25-302
11901 North Eastern Ave.
Oklahoma City, OK 73131
(405) 753-1120 *Office*
(405) 753-1159 *Fax*

ARCHITECT
MASS Architects, Inc.
Project # 2411.01
1225 North Broadway Place
Oklahoma City, OK 73072
(405) 231-1990 *Office*

WYNN CONSTRUCTION CO., INC.
Contractor's Certificate of Compliance

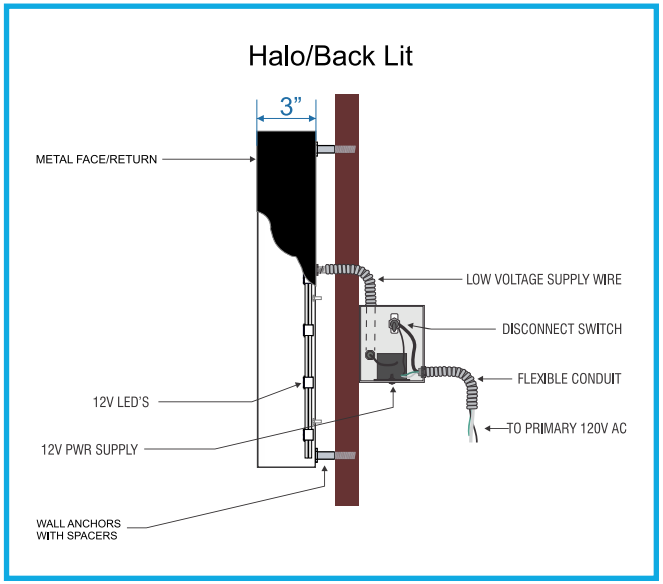
This submittal data has received a cursory review to verify General compliance with all the contract documents and Field criteria.

PLEASE NOTE THAT APPROVAL OF THIS SUBMITTAL DATA DOES NOT RELIEVE THE SUPPLIER OR THE SUBCONTRACTOR OF THE RESPONSIBILITY TO FURNISH &/OR INSTALL ALL MATERIAL & SERVICES IN COMPLIANCE WITH ALL CONTRACT DOCUMENTS

☒ *APPROVED AS SUBMITTED* ☐ *APPROVED AS NOTED* ☐ *REVISE & RESUBMIT*

NAME: Justin Beaty
DATE: 06/30/2026
SUBMITTAL # 101419.02





1 Back Lit STUCKER

Quantity 1

Font(s) Arial

Materials Aluminum

Mounting **Stud Mount**, threaded fastener with silicone adhesive applied to holes

Blocking Required

Lighting Type **Backlit,** light will travel through the clear back and shine on the mounting surface.

Lighting Color 6500K (closest to daylight)

Driver Inclosure **Individually Mounted**, power supply blocks stored on opposite side of wall

Jbox Electrical contractor must install jbox within 3 feet of driver inclosure

Colors ~~Pantone 7693 C~~

ANODIZED ALUMINUM



Project SPS Stucker Facilty ASI 03

Company Wynn Construction

Contact Justin Beaty

Phone 405-753-1141

Email jbeaty@wynnconstruction.com,

Site Address 1001 N. KENNEDY AVE, SHAWNEE, OK 74801

Install Vital Install

Designer Rebecca

Revision No. Original

Job File Awarded/ 2025/ 11-25/ SPS Stucker Facility

The accuracy of the information contained within this document is the full responsibility of the client. Please review thoroughly. Final approval for production. No refunds will be offered after **project approval.**

The artwork contained in this layout is the exclusive creative and intellectual property of Vital Signs of Oklahoma. Any unauthorized construction of the artwork is deemed unlawful and is an actionable offense. Should such construction occur, Vital Signs of Oklahoma is due $2500 as compensation for the time and effort in creating each individual design.

Vital Signs of Oklahoma
405-348-7227
3728 E. 2nd St.
Edmond, OK 73034

Stucker
Finishes Review



MASS ARCHITECTS.
BIG IDEAS.

BOND PROJECTS 2024

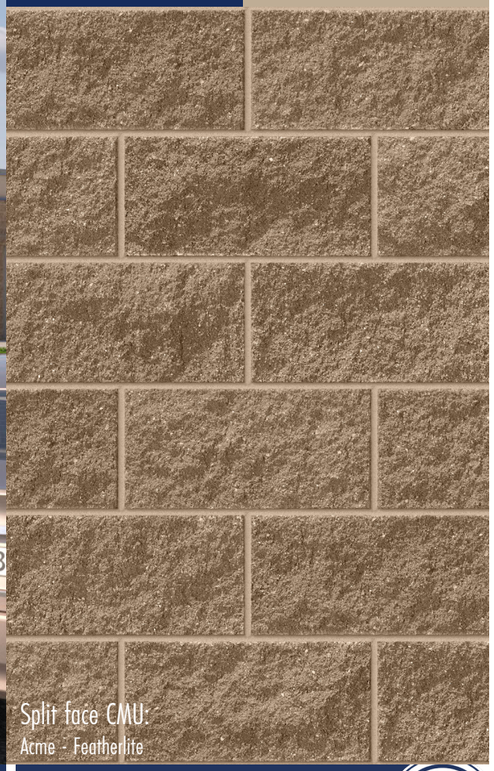
Home of the WOLVES

SHAWNEE Public Schools

Exterior Materials



EIFS:
Match SW 9111 - Velvet Antler



Split face CMU:
Acme - Featherlite

Proposed Interior Finishes - General

Paint PT-2:
SW6531 Indigo

Paint PT-3:
SW7074 Software

Paint PT-1:
SW7004 Snowbound

Rubber base: Roppe - Charcoal 123

Resilient Flooring:
SW - Deco Flakes
Husky Gray

Resilient Flooring:
SW - Deco Flakes
Black Diamond

LVT:
Milliken - Lumenology 2.5mm
Light Stitch - Reveal LSE144

LVT:
Milliken - Lumenology 2.5mm
Light Stitch - Frecuency LSE123

LVT:
Milliken - Lumenology 2.5mm
Light Stitch - Aspect LSE154

Porcelain Tile:
Daltile - Portfolio Vivid - Sea Breeze 12x24

Porcelain Tile:
Daltile - Portfolio Vivid - Dove Grey 12x24

Porcelain Tile:
Daltile - Portfolio Vivid - Iron Grey 12x24

Sports Flooring:
Gerflor - Taraflex - Sport M Plus - 5763 Maple

Plastic Laminate:
Wilsionart - Storm 912-ML

Plastic Laminate:
Formica - Stainless 9319-BH

Rubber base: Roppe - Charcoal 123

Sports Flooring:
Gerflor - Taraflex - Sport M Plus
0012 Navy Blue

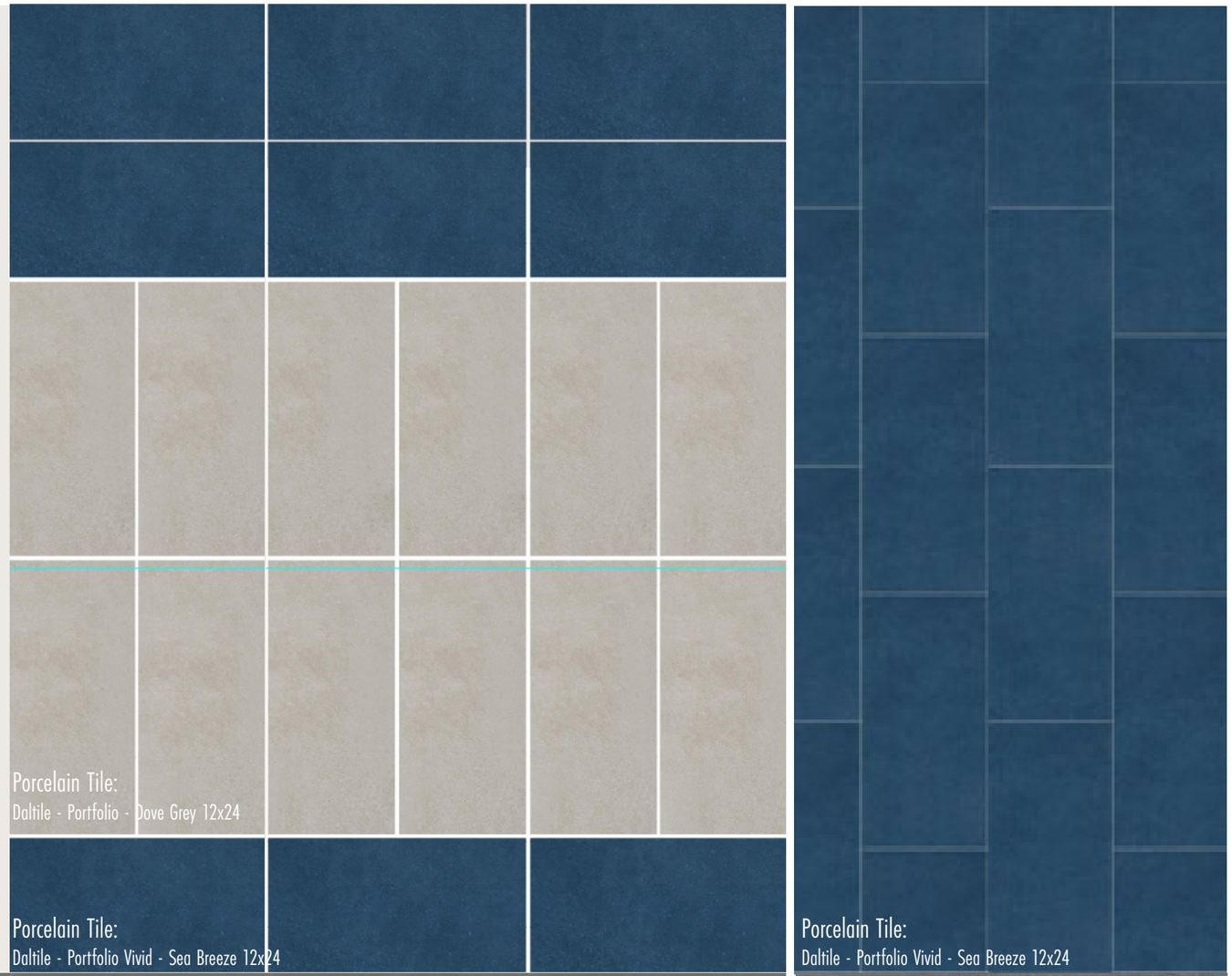
Sports Flooring:
Gerflor - Taraflex - Sport M Plus
6873 Anthracite

MASS ARCHITECTS.
BIG IDEAS.

BOND PROJECTS 2024

Home of the WOLVES
SHAWNEE Public Schools

Proposed Interior Finishes - Restrooms



Porcelain Tile:
Daltile - Portfolio - Dove Grey 12x24

Porcelain Tile:
Daltile - Portfolio Vivid - Sea Breeze 12x24

Porcelain Tile:
Daltile - Portfolio Vivid - Sea Breeze 12x24

Paint PT-1:
SW7004 Snowbound

Porcelain Tile:
Daltile - Portfolio Vivid - Iron Grey 12x24

Porcelain Tile:
Daltile - Portfolio Vivid - Iron Grey 12x24

Porcelain Tile:
Daltile - Portfolio Vivid - Sea Breeze 12x24

Porcelain Tile:
Daltile - Portfolio Vivid - Iron Grey 12x24

Porcelain Tile:
Daltile - Portfolio - Dove Grey 12x24

Lobby View 1



Paint PT-1:
SW7004 Snowbound

Paint PT-2:
SW6531 Indigo

Plastic Laminate:
Wilsionart - Storm 912-ML

Plastic Laminate:
Formica - Stainless 9319-BH

Rubber base: Roppe - Charcoal 123

LVT:
Milliken - Lumenology 2.5mm
Light Stitch - Reveal LSE144

LVT:
Milliken - Lumenology 2.5mm
Light Stitch - Frecuency LSE123

LVT:
Milliken - Lumenology 2.5mm
Light Stitch - Aspect LSE154

MASS ARCHITECTS.
BIG IDEAS.

BOND PROJECTS 2024

Home of the WOLVES
SHAWNEE Public Schools

Lobby View 1



Rubber base: Roppe - Charcoal 123



LVT:
Milliken - Lumenology 2.5mm
Light Stitch - Reveal LSE144

Paint PT-1:
SW7004 Snowbound

Paint PT-2:
SW6531 Indigo

Plastic Laminate:
Wilsionart - Storm 912-ML

Plastic Laminate:
Formica - Stainless 9319-BH

LVT:
Milliken - Lumenology 2.5mm
Light Stitch - Frecuency LSE123

LVT:
Milliken - Lumenology 2.5mm
Light Stitch - Aspect LSE154

MASS ARCHITECTS.
BIG IDEAS.

BOND PROJECTS 2024

Home of the WOLVES
SHAWNEE Public Schools

Gym View 1



Paint PT-1:
SW7004 Snowbound

Paint PT-2:
SW6531 Indigo

Rubber base: Roppe - Charcoal 123



Sports Flooring :
Gerflor - Taraflex - Multiuse 6.2 - 5763 Maple

Sports Flooring :
Gerflor - Taraflex - Multiuse 6.2
0012 Navy Blue

Sports Flooring :
Gerflor - Taraflex - Multiuse 6.2
6873 Anthracite

MASS ARCHITECTS.
BIG IDEAS.

BOND PROJECTS 2024

Home of the WOLVES
SHAWNEE Public Schools

Gym View 2



Gym View 3



Wrestling Room





Stucker Update

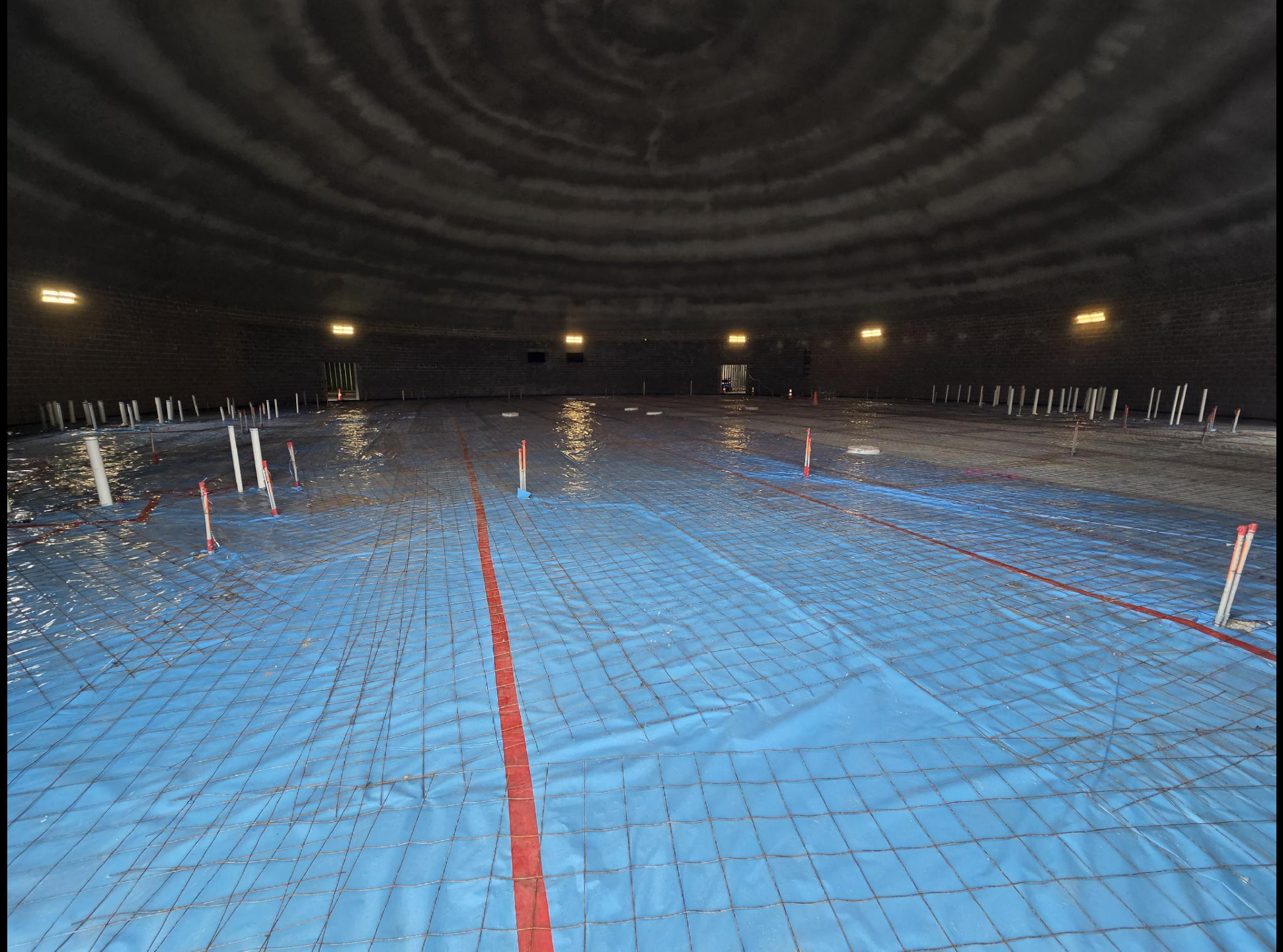
10-5-26

EDGE




JLG


DANGER
TSEC










USG



Working Timeline –Practice Room

- Complete EIFS
- Interior framing, sheetrock, paint
- Install plumbing fixtures, doors and hardware, millwork
- Install mats, padding, flooring

Working Timeline –Dome

- Pour internal slab
- Interior framing, sheetrock, paint
- Install plumbing fixtures, doors and hardware, millwork
- Install padding and flooring
- Install bleachers, ceiling tiles, etc.
- Pour external concrete and build main entry

Completion is currently set for end of March



PRODUCTION AND DISTRIBUTION AGREEMENT
STATE OF OKLAHOMA

This Production and Distribution Agreement ("Agreement") is entered into by and between Shawnee Public Schools, a public school district organized and existing under the laws of the State of Oklahoma ("SPS"), and Shaughnessy Group, LLC, an Oklahoma limited liability company ("SG, LLC") (collectively, the "Parties"). This Agreement is effective as of the last date signed below ("Effective Date").

1. Purpose

The purpose of this Agreement is to promote and communicate the positive programs, accomplishments, events, and activities of Shawnee Public Schools through professionally produced audiovisual programming while protecting the interests, reputation, students, staff, and intellectual property of SPS.

2. Grant of Rights

2.1 Rights Granted by SPS. SPS grants SG, LLC the right to produce, distribute, broadcast, and otherwise convey audiovisual programming that highlights and communicates the positive activities and achievements within Shawnee Public Schools. This grant includes the use of SPS names, facilities, logos, events, and the names, images, and likenesses of students and staff as reasonably necessary to fulfill the purpose of this Agreement, subject to the terms and conditions herein. Nothing contained herein grants SG, LLC ownership of any SPS intellectual property.

SG, LLC agrees to comply with all Shawnee Public Schools branding standards, trademark guidelines, media policies, and administrative procedures. Any merchandise, promotional items, publications, digital content, broadcasts, or other materials offered for sale or distribution that utilize SPS logos, trademarks, branding, or otherwise represent Shawnee Public Schools shall require prior written approval from the Shawnee Public Schools Director of Communications or the Superintendent before production, sale, or distribution.

Except for the production of regularly scheduled Shawnee Public Schools athletic event broadcasts covered by this Agreement, SG, LLC shall obtain prior approval from the Director of Communications or the Superintendent before conducting any filming, photography, interviews, or other media production activities on district property or involving SPS students, staff, or facilities.

2.2 Rights Granted by SG, LLC. SG, LLC retains ownership of all productions created under this Agreement but grants SPS a perpetual, non-exclusive, royalty-free license to use, reproduce, display, distribute, and share digital copies of productions, photographs, and other media assets created pursuant to this Agreement for district publications, websites, social media platforms, educational purposes, public relations, marketing, and other non-commercial district communications. Upon written request, SG, LLC shall provide SPS with digital copies of requested productions or media assets within a commercially reasonable timeframe.

3. Ownership and Independence

All programming produced under this Agreement shall remain the property of SG, LLC. SG, LLC shall retain full editorial control over all productions and distribution decisions, including the selection of advertisers, sponsors, and other commercial participants, provided such advertising complies with Shawnee Public Schools' advertising standards and the purpose of this Agreement.

All advertising shall be appropriate for a K-12 educational environment and family-friendly in nature. Advertisements shall not contain profanity, obscene or inappropriate language or imagery, or promote or depict alcohol, tobacco, vaping products, nicotine products, cannabis, illegal drugs, gambling, firearms, adult-oriented businesses or services, political candidates, political issues, religious solicitations, or any other products, services, or activities that are unlawful or inconsistent with the mission and values of Shawnee Public Schools. SPS reserves the right to require the removal or rejection of any advertisement that, in its sole discretion, does not comply with these standards.

This Agreement does not create an employment, joint venture, or agency relationship between the Parties.

4. Compensation

The Parties acknowledge and agree that this is a zero-cost agreement. Neither Party shall owe monetary consideration to the other under this Agreement.

As an in-kind contribution, SPS will, when reasonably available and operationally feasible, provide SG, LLC with promotional space on district video boards during Shawnee Public Schools athletic events. Placement, frequency, duration, and scheduling of such promotional content shall be determined solely by SPS and shall be subject to district priorities, event operations, and available inventory.

5. Term and Termination

This Agreement shall remain in effect on a month-to-month basis beginning on the Effective Date. Either Party may terminate this Agreement for any reason by providing no less than forty-five (45) days’ prior written notice to the other Party.

SPS may immediately suspend or revoke SG’s access to district property whenever necessary for student safety, school operations, or policy violations.

Following termination of this agreement, SG shall not use SPS trademarks, logos, or create new commercial works implying an ongoing relationship without written consent.

6. FERPA and Privacy Compliance

SG, LLC agrees to comply with all Shawnee Public Schools media policies, procedures, and regulations.

Except for the production of regularly scheduled athletic event broadcasts authorized under this Agreement, SG, LLC shall obtain prior approval from the Shawnee Public Schools Director of Communications or the Superintendent before conducting any filming, photography, interviews, or other media production activities on district property or involving Shawnee Public Schools students, staff, or facilities.

7. Compliance with Law

Both Parties agree to comply with all applicable federal, state, and local laws, rules, and regulations, including but not limited to Oklahoma statutes regarding the use of school property and any regulations governing public school districts.

All SG personnel entering district property during school hours or interacting with students shall comply with all SPS visitor procedures, security protocols, and background screening requirements applicable to contractors.

8. Livestream Authority

SPS reserves the right to require temporary interruption, delay, suspension, or termination of livestream involving:

- Serious injury
- Student discipline
- Criminal investigations
- Medical emergencies
- Safety incidents
- Events creating privacy concerns

9. Confidentiality

SG, LLC agrees not to disclose confidential or non-public information obtained through performance of this agreement, including security procedures, student information, personnel matters, or operational information not otherwise publicly available.

10. Mutual Indemnification

Each Party (“Indemnifying Party”) agrees to defend, indemnify, and hold harmless the other Party, its officers, employees, agents, and representatives (“Indemnified Party”) from and against any and all third-party claims, liabilities, damages, losses, and expenses (including reasonable attorneys’ fees) to

the extent caused by the negligent acts, omissions, or willful misconduct of the Indemnifying Party, its employees, contractors, or agents, in connection with this Agreement.

This provision shall survive the termination of this Agreement.

11. Limitation of Liability

Neither Party shall be liable to the other for any indirect, incidental, or consequential damages arising from this Agreement.

12. Entire Agreement

This Agreement constitutes the entire agreement between the Parties and supersedes any prior discussions, agreements, or understandings regarding the subject matter. Any modifications must be in writing and signed by both Parties.

13. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Oklahoma, without regard to its conflict of laws principles.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates set forth below.

Shawnee Public Schools	**Shaughnessy Group, LLC**
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

2027 | 7 | 1 | 1: Sunday, 2: Monday

2027-2028

Shawnee PS Instructional Calendar

Option A

July 27

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 27

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 27

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 27

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 27

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 27

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 28

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 28

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

March 28

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 28

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 28

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 28

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

This Calendar Represents SPS Usage of "Hours" in Lieu of "Days" for Instructional Year

September & February are PTC Months - Check Your School Site Calendar for Specific Dates & times

NOTES

August 2nd - New Teacher's Report

August 5th - Teacher's Report

August 5th Convocation

August 6th & 9th Building Inservice Day

August 10h Teacher's Work Day

August 11th - 1st Day of School

August 27th - Celebrate Teacher's

Sept 6th - Labor Day No School

Oct 11th- 15th - Fall Break - No School

Nov. 11th Veteran's Day

Nov.22nd - 26th - Thanksgiving Break - No School

Dec 17th Last Day 1st Semester

Dec 20th-31st Christmas Break - No School

January 3rd - Professional Development - No School

January 17th - MLK Day - No School

Feb. 21st - President's Day - No School

March 13th - 17th Spring Break No School

April 14th Easter Holiday No School

May 18th - Last Day of School

May 19th Teacher's Work Day

1st Semester = 81 Days F2F + 1 PTC +4 PD

2nd Semester - 90 Days F2F + 1 PTC +1PD

171 Days Instruction 2 PTC 5 PD 2 Work Days

Minutes of the Monday, September 14, 2026 Board Meeting

The Board of Education of Independent School District No. 93, Pottawatomie County, met in Regular Session on Monday, September 14, 2026 at the Board of Education - Administration Building, 326 N. Union Ave., Shawnee, OK 74801.

1. Call to Order

A. Roll Call

Attendance Taken at 6:00 PM.

Russ Oliver:	Absent
Casey White:	Absent
Ms Kristen Wilson:	Absent
Turner Bass:	Present
Clif Harden:	Present
Mandy Hillhouse:	Present
Jeanne Swinney:	Present

Attendance Update Taken at 6:02 PM.

Casey White:	Present

Attendance Update Taken at 6:06 PM.

Ms Kristen Wilson:	Present

2. Recognition of Levi Dobrinski Shawnee Middle School Principal to recognize his students and staff.

A. Minute of Silence and Invocation

B. Flag Salute

C. Presentation of Middle School Academic Programs

3. Opportunity for Public Comment
No Public Comment.

4. Proposed Executive Session:

1. Consider the appeal of a denied student transfer with a review of the confidential educational records and transfer requests of students whereby disclosure of any additional information could potentially violate FERPA. 25 O.S. Section 307(B)(7)

A. Vote to convene or not to convene into Executive Session.

Motion was made by Clif Harden and seconded by Mandy Hillhouse to approve to convene to Executive Session and Board convened to Executive Session at 6:19PM. Motion carried.
Russ Oliver: Absent, Casey White: Yes, Turner Bass: Yes, Ms Kristen Wilson: Yes, Clif Harden: Yes, Mandy Hillhouse: Yes, Jeanne Swinney: Yes
Yes: 6, No: 0, Absent: 1

B. Acknowledge return to open session.

Board returned to open session at 6:22pm.

C. Board President's Statement of Executive Session Minutes.

Board members present were Turner Bass, Clif Harden, Mandy Hillhouse, Jeanne Swinney, Casey White, and Kristen Wilson. Matters discussed were item in 4.1. and no other matters were discussed and no votes were taken.

D. Vote to accept or overturn decision of Superintendent to deny transfer request of Student A.

Motion was made by Clif Harden and seconded by Casey White to approve Superintendent's decision to deny transfer. Motion carried.
Russ Oliver: Absent, Ms Kristen Wilson: Yes, Jeanne Swinney: Yes, Mandy Hillhouse: Yes, Turner Bass: Yes, Casey White: Yes, Clif Harden: Yes
Yes: 6, No: 0, Absent: 1

5. Report of the Superintendent

A. Superintendent's Items, Announcements & Recognition

a. Board consideration and vote on City of Shawnee MOU about Washington Elementary School.

Motion was made by Jeanne Swinney and seconded by Mandy Hillhouse to approve MOU with City of Shawnee regarding demolition of Washington School. Motion carried.
Russ Oliver: Absent, Ms Kristen Wilson: Yes, Mandy Hillhouse: Yes, Clif Harden: Yes, Jeanne Swinney: Yes, Turner Bass: Yes, Casey White: Yes
Yes: 6, No: 0, Absent: 1

b. Board discussion and vote on contract for the 2026-27 school year with Shaughnessy Group, LLC

Motion was made by Clif Harden and seconded by Casey White to table contract for the 2026-27 school year with Shaughnessy Group, LLC. Motion carried.
Russ Oliver: Absent, Turner Bass: Yes, Jeanne Swinney: Yes, Ms Kristen Wilson: Yes, Clif Harden: Yes, Mandy Hillhouse: Yes, Casey White: Yes
Yes: 6, No: 0, Absent: 1

c. Board discussion and vote on a lease purchase agreement for Softball/Baseball Turf.

Motion was made by Clif Harden and seconded by Mandy Hillhouse to approve a lease purchase agreement for softball improvements including turf with no action on the baseball field. Motion carried.

Russ Oliver: Absent, Casey White: Yes, Ms Kristen Wilson: Yes, Turner Bass: Yes, Mandy Hillhouse: Yes, Clif Harden: Yes, Jeanne Swinney: Yes
Yes: 6, No: 0, Absent: 1

d. Recognitions & Announcements

- 3 National Merit Scholars

Bobby Cook, Principal of Shawnee High School, recognized Kimberly Albers, Cooper Dunn, and Anthony Newsom who have all been selected as National Merit semi-finalists Scholars for this school year.

B. Central Office Reports

- Educational Services Report
- Communications Report
- Operations Report

6. Consent Docket Items: All of the following items will be approved by one vote unless any Board Member desires to have a separate vote on any or all of these items. Possible action by the Board of Education to approve:

Motion was made by Mandy Hillhouse and seconded by Clif Harden to approve Consent Agenda as presented. Motion carried.
Russ Oliver: Absent, Clif Harden: Yes, Turner Bass: Yes, Casey White: Yes, Mandy Hillhouse: Yes, Jeanne Swinney: Yes, Ms Kristen Wilson: Yes
Yes: 6, No: 0, Absent: 1

A. Minutes of the August 14, 2026 Regular Board Meeting

B. Report of the Chief Financial Officer

a. Fiscal Year 2027 Estimate of Needs

b. August Treasurer's Report

c. Encumbrance Registers for 26-27 FY:
BOND FUND 03 REGISTERS 3-4
GENERAL FUND 11 ENCUMBRANCES 403-502
CO-OP FUND 12 ENCUMBRANCES 1-5
BUILDING FUND 21 ENCUMBRANCES 22-23
BOND FUND 33 ENCUMBRANCES 48-60
GIFT FUND 81 ENCUMBRANCES 9-10
INSURANCE FUND 86 ENCUMBRANCES 4-7

d. Payroll POs

C. In State, Out of State, and Overnight Trip requests:
a) Shawnee High School Swim Team to Arkansas vs Oklahoma, State Champions vs State Champions swim meet 11/19/26 to 11/20/26 in Conway, AR.

a. Organizations Requesting Sanctioning for the 26-27 SY
a) Shawnee Swim Team Booster Club
b) Shawnee Wrestling Booster Club

D. Agreements:
a) Oklahoma Department of Rehabilitation Services (Work Study)
b) Longest Reach Consulting, LLC (Consulting Services Agreement)
c) American Red Cross (Licensed Training Provider Agreement)
d) America Reads Tutoring Agreement (OBU)
e) MOA between the Kickapoo Tribe of OK Behavioral Health Program
f) ESS South Central, LLC Addendum
g) YOU Matter Behavior Support Services
h) EDPlan Amendment No 1
i) Alia Brewer, MS CC/SLP (Speech Therapy)
j) MOU w/Seminole State College
k) Brightwell Amended Contract
l) Standard Testing Contract
m) MASS Architects
n) Jose Sanfelippo Agreement
o) Texoma Psychology Group, PLLC (Psychological and Psychoeducational Evaluations)

E. Disposal of Surplus School Property

7. Proposed Executive Session to discuss:

Title 25, Section 307 of the Oklahoma Statutes (25 O.S. § 307 Section B(1)).

Quarterly Evaluation of the Superintendent
Superintendent's Personnel Report
Exhibit A
Exhibit B (filed under separate cover)

A. Vote to convene or not to convene into Executive Session
Motion was made by Casey White and seconded by Clif Harden to approve to convene into Executive Session and Board convened to Executive Session at 6:37PM. Motion carried.
Russ Oliver: Absent, Casey White: Yes, Ms Kristen Wilson: Yes, Mandy Hillhouse: Yes, Clif Harden: Yes, Jeanne Swinney: Yes, Turner Bass: Yes
Yes: 6, No: 0, Absent: 1

8. Acknowledge to return to Open Session
Board returned to Open Session at 7:52pm.

9. Board President's Statement of Executive Session Minutes.
Board members present were Turner Bass, Clif Harden, Mandy Hillhouse, Jeanne Swinney, Casey White, and Kristen Wilson, and Superintendent Dr. Jason James. Matters discussed were items in 7 and no other matters were discussed and no votes were taken.

10. Approval of Superintendent's Personnel Reports, Exhibit A (and Exhibit B that was presented under separate cover)

Motion was made by Casey White and seconded by Mandy Hillhouse to approve Superintendent's Personnel Reports, Exhibit A (and Exhibit B that was presented under separate cover). Motion carried.

Russ Oliver: Absent, Casey White: Yes, Turner Bass: Yes, Mandy Hillhouse: Yes, Clif Harden: Abstain (With Conflict), Jeanne Swinney: Abstain (With Conflict), Ms Kristen Wilson: Yes

Yes: 4, No: 0, Absent: 1, Abstain (With Conflict): 2

11. New Business: New business means any matter not known about or which could not have been reasonably foreseen prior to the time of posting. 25 O.S. § 311.

No new business.

12. Board member comments and announcements

No comments.

13. Adjournment

Motion was made by Board President, Turner Bass, to adjourn meeting at 7:53pm.

Motion was unseconded.

ATTEST: _____ President

Clerk: _____

I hereby certify that I accurately transcribed the forgoing minutes and furnished copies to the executive officers, the board clerk and all board members prior to this meeting, but the original of the same was retained at all times in the administrative office of the School District and that the provisions of the 1977 Open Meeting Law (Title 25, Section 201-314 of Oklahoma Statutes) were adhered to.

Approved: _____

Secretary: _____

Shawnee Public Schools
Shawnee, Oklahoma

Business Department

Payroll Encumbrance Purchase Orders

September 14th, 2026

FY27 Payroll Encumbrance Purchase Order Numbers:

Fund 11 - PO# 50496 - 50524

Fund

Shawnee Public Schools

Payment Register

Options: Year: 2026-2027, Fund Account: 2024 LR Bond, Date Range: 7/1/2026 - 6/30/2027, Payment Range: 5 - 999, Print Payroll Payments: True, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
5	09/15/2026	2654	ENDEX - ENDEX OF OKLAHOMA I				$5,275.00
6	09/28/2026	50852	WYNN CONSTRUCTION CO, INC				$551,446.12
7	09/28/2026	50852	WYNN CONSTRUCTION CO, INC				$683,866.94
					Non-Payroll Total:		**$1,240,588.06**
					Payroll Total:		**$0.00**
					Balance Forward:		**$2,452,841.54**
					Total:		**$3,693,429.60**

Shawnee Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 503 - 49999, Fund(s): General Fund, PO Type(s): A, B, P, Q

Fund	PO No	PO Type	Date	Vendor No	Vendor	Description	Amount
11	503	A	09/11/2026	39214	ARVEST BANK	DAX LEONE HORSE MATS	800.00
11	504	A	09/14/2026	84	CHERRYROAD MEDIA INC	DAILY PAPER & DISTRICT ADS	1,500.00
11	505	A	09/14/2026	39214	ARVEST BANK	OUT OF DISTRICT TRAVEL-AMANDA PRUITT	600.00
11	506	A	09/15/2026	51178	SUSAN R DUECK	Nonpublic - Family of Faith	6,946.55
11	507	A	09/15/2026	51170	SONYA DUECK	Nonpublic - Family of Faith	6,946.55
11	508	A	09/15/2026	37337	UNIVERSITY OF OKLAHOMA	SMS PD	1,800.00
11	509	A	09/15/2026	4788	AMAZON	Project Respect - Supplies	75.00
11	510	A	09/15/2026	50765	Alisha R Jonker	Travel reimbursement	500.00
11	511	A	09/15/2026	51110	Krista Steiner	Interpreting for PT conferences	200.00
11	512	A	09/15/2026	51061	RESPONSIVE LEARNING, LP	CCOSA TRAINING-B.COOK	100.00
11	513	A	09/15/2026	51360	FLOOR-TECH JANITORIAL	FLOORING	9,197.48
11	514	A	09/18/2026	51085	CURTIS RESTAURANT SUPPLY	MILK COOLERS	14,006.14
11	515	A	09/18/2026	4788	AMAZON	CHAMBLIN-CLASSROOM CALCULATORS	500.00
11	516	A	09/18/2026	4788	AMAZON	TITLE 1 FALL ART NIGHT-COLLIER/ALLEY	800.00
11	517	A	09/18/2026	51359	BUSINESS PROFESSIONALS OF AMERICA	BPA STUDENT MEMBERSHIP DUES- H. BURNETT	400.00
11	518	A	09/18/2026	51359	BUSINESS PROFESSIONALS OF AMERICA	BPA STUDENT MEMBERSHIP DUES- K. CHAMBLIN	400.00
11	519	A	09/18/2026	2150	PINECLIFF PRINTERS INC	SMS Fund 11-003 Printing Supplies, 501 GOTCHA's	185.00
11	520	A	09/18/2026	10661	SCHOOL SPECIALTY LLC	LIBRARY-BOOKS	100.00
11	521	A	09/18/2026	51359	BUSINESS PROFESSIONALS OF AMERICA	CHAMBLIN-FALL CONFERENCE REGISTRATION	45.00
11	522	A	09/18/2026	51359	BUSINESS PROFESSIONALS OF AMERICA	BURNETT-FALL CONFERENCE REGISTRATION	45.00
11	523	A	09/18/2026	39214	ARVEST BANK	GRAVES/HS CHOIR REHERSAL TRACKS	200.00
11	524	A	09/18/2026	51219	SOFTCHOICE CORPORATION	Add on for Co Pilot	122.49
11	525	A	09/18/2026	4788	AMAZON	CSI - Teacher Clarity Playbook	719.25
11	526	A	09/18/2026	2910	OK ASSOC FOR TECH IN EDUCATION	Fall 2026 Conference	700.00
11	527	A	09/18/2026	39214	ARVEST BANK	OKATE 2026 Fall Conference Travel	1,500.00
11	528	A	09/18/2026	38536	Daniel Zarrella	OKATE 2026 Fall Conference Travel	100.00
11	529	A	09/18/2026	50765	Alisha R Jonker	OKATE 2026 Fall Conference Travel	100.00
11	530	A	09/18/2026	3837	Jeremy R Burnett	OKATE 2026 Fall Conference Travel	100.00
11	531	A	09/18/2026	37648	Leslie A Gothard	OKATE 2026 Fall Conference Travel	100.00
11	532	A	09/18/2026	40658	Sheri Rene Black	OKATE 2026 Fall Conference Travel	100.00

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 503 - 49999, Fund(s): General Fund, PO Type(s): A, B, P, Q

Fund	PO No	PO Type	Date	Vendor No	Vendor	Description	Amount
11	533	A	09/21/2026	51191	TRAVIS RYAN ALEXANDER	VIDEO-HOMECOMING/SEQ/WALK TO SCHOOL	1,000.00
11	534	A	09/21/2026	51155	THOMAS HIBBEN	HOMECOMING PHOTOGRAPHY	250.00
11	535	A	09/21/2026	4788	AMAZON	CRAFT PAPER ROLLS/STUDENT USE MATERIALS	700.00
11	536	A	09/21/2026	37924	REALLY GREAT READING LLC	RGR	739.20
11	537	A	09/22/2026	50844	SPROUT SOCIAL, INC	Sprout Social Service	2,994.00
11	538	A	09/22/2026	39214	ARVEST BANK	FORD-TSA AFFILIATION DUES	330.00
11	539	A	09/22/2026	39214	ARVEST BANK	FORD-AVIATION FIELD TRIP	120.00
11	541	A	09/22/2026	982	Eleen Victoria Penson	Mileage to required trainings for 21st CCLC.	455.00
11	542	A	09/22/2026	39214	ARVEST BANK	The 2026 Oklahoma Transition Institute (OTI)	320.00
11	543	A	09/22/2026	35523	ESGI INC	ESGI - Licenses	1,915.00
11	544	A	09/22/2026	39214	ARVEST BANK	OAGCT Conference	150.00
11	545	A	09/22/2026	6702	GARY D WESLEY	PORTABLE TOILETS	1,000.00
11	546	A	09/24/2026	4788	AMAZON	CLASSROOM SUPPLIES	200.00
11	547	A	09/24/2026	39214	ARVEST BANK	KITCHEN EQUIPMENT REPAIRS	2,000.00
11	548	A	09/24/2026	4788	AMAZON	SMS Fund 11-511 Title I Literacy Night-S Black	2,150.00
11	549	A	09/24/2026	39214	ARVEST BANK	HALL- AG SHOP SUPPLIES	2,000.00
11	550	A	09/24/2026	3290	BSN SPORTS, LLC	MADONNA/FOOTBALL SHORTS	508.80
11	551	A	09/24/2026	3290	BSN SPORTS, LLC	BURNETT-BPA SHIRTS	250.00
11	552	A	09/24/2026	39214	ARVEST BANK	JTA building funds class room supplies	250.00
11	553	A	09/24/2026	37924	REALLY GREAT READING LLC	RGR	11,955.00
11	554	A	09/24/2026	38641	IXL LEARNING	Additional License	412.50
11	555	A	09/25/2026	1231	GREAT PLAINS GRAPHICS	MCCUNE/WRESTLING SHIRTS	932.50
11	556	A	09/25/2026	50822	NICHOLAS A BLANCHARD	ART/PARADE	250.00
11	557	A	09/25/2026	39214	ARVEST BANK	Red Ribbon Week Supplies	200.00
11	558	A	09/29/2026	39214	ARVEST BANK	CARSTICKERS.COM PARKING PASSES	250.00
11	559	A	09/29/2026	34115	RIDDELL/ALL AMERICAN SPORTS CORP	MADONNA/FOOTBALL CHIN STRAP	160.00
11	560	A	09/29/2026	11026	SCHOLASTIC BOOKCLUBS INC	Family Night-Starla Howard	958.55
11	561	A	09/29/2026	4788	AMAZON	Family Night-Starla Howard	73.33
11	562	A	09/29/2026	35375	KENNETH WILSON	Name Plates-WR	310.00
11	563	A	10/01/2026	4788	AMAZON	READING NIGHT TURKEY TROT	976.94
11	564	A	10/01/2026	34764	SCHOLASTIC LIBRARY PUBLISHING	BOOKS READING NIGHT	384.98
11	565	A	10/01/2026	39214	ARVEST BANK	HAYDEN BURNETT/GIRLS GOLF	40.00
11	566	A	10/01/2026	4788	AMAZON	Ink - Reading Specialists	3,000.00
11	567	A	10/01/2026	37924	REALLY GREAT READING LLC	RGR	1,320.00
11	568	A	10/01/2026	4206	ACT INC	ACT Vouchers	22,550.00

Shawnee Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 503 - 49999, Fund(s): General Fund, PO Type(s): A, B, P, Q

Fund	PO No	PO Type	Date	Vendor No	Vendor	Description	Amount
11	569	A	10/01/2026	1440	ALPHA PLUS EDUCATIONAL SYSTEMS	ELA	20,308.00
11	570	A	10/01/2026	4788	AMAZON	purchase items for Title 1 Family Night	118.93
11	571	A	10/01/2026	11026	SCHOLASTIC BOOKCLUBS INC	HM 26-27 Title 1 Family Night /Purchase items	612.85
11	572	A	10/01/2026	39214	ARVEST BANK	TOMATO CHAIRS	2,063.76
11	573	A	10/01/2026	2152	OKLA COUNCIL FOR INDIAN EDUCATION	CHALLENGE BOWL	275.00
11	574	A	10/01/2026	4788	AMAZON	STEM Materials Jefferson October	350.00
11	575	A	10/01/2026	4788	AMAZON	STEM Materials Jefferson November $300	300.00
11	576	A	10/01/2026	4788	AMAZON	STEM Materials Jefferson December $350	350.00
11	577	A	10/01/2026	39214	ARVEST BANK	STEM Materials Jefferson October $150 WalMart	150.00
11	578	A	10/01/2026	39214	ARVEST BANK	STEM Materials Jefferson Dollar Tree $100 November	100.00
11	579	A	10/01/2026	39214	ARVEST BANK	STEM Materials Jefferson WalMart November $100	150.00
11	580	A	10/01/2026	4788	AMAZON	STEM Materials Sequoyah October Amazon $400	400.00
11	581	A	10/01/2026	4788	AMAZON	STEM Materials Sequoyah Amazon November $400	400.00
11	582	A	10/01/2026	4788	AMAZON	STEM Materials Sequoyah Amazon December $400	400.00
11	583	A	10/01/2026	39214	ARVEST BANK	STEM Materials Sequoyah WalMart October $100	100.00
11	584	A	10/01/2026	39214	ARVEST BANK	STEM Materials Sequoyah WalMart November $100	100.00
11	585	A	10/01/2026	39214	ARVEST BANK	STEM Materials Sequoyah WalMart December $100	100.00
11	586	A	10/01/2026	39214	ARVEST BANK	STEM Materials Will Rogers Amazon October $350	350.00
11	587	A	10/01/2026	4788	AMAZON	STEM Materials Will Rogers Amazon November $350	350.00
11	588	A	10/01/2026	4788	AMAZON	STEM Materials Will Rogers Amazon December $350	350.00
11	589	A	10/01/2026	39214	ARVEST BANK	STEM Materials Will Rogers WalMart October $150	150.00
11	590	A	10/01/2026	39214	ARVEST BANK	STEM Materials Will Rogers WalMart November $150	150.00
11	591	A	10/01/2026	38910	Chelsey Delane Young	Conference travel	89.90
11	592	A	10/01/2026	39214	ARVEST BANK	STEM Materials Will Rogers WalMart December $150	150.00
11	593	A	10/01/2026	36964	THE FORUM FOR YOUTH INVESTMENT	Quality Kits for 21st CCLC Self-Assessment	1,460.00

Shawnee Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 503 - 49999, Fund(s): General Fund, PO Type(s): A, B, P, Q

Fund	PO No	PO Type	Date	Vendor No	Vendor	Description	Amount
11	594	A	10/01/2026	4788	AMAZON	STEM Materials Horace Mann Amazon $350 October	350.00
11	595	A	10/01/2026	4788	AMAZON	STEM Materials Horace Mann Amazon $350 November	350.00
11	596	A	10/01/2026	4788	AMAZON	STEM Materials Horace Mann Amazon $350 December	350.00
11	597	A	10/01/2026	39214	ARVEST BANK	STEM Materials Horace Mann WalMart $100 October	100.00
11	598	A	10/01/2026	39214	ARVEST BANK	STEM Materials Horace Mann WalMart $100 November	100.00
11	599	A	10/01/2026	39214	ARVEST BANK	STEM Materials Horace Mann WalMart $100 December	100.00
11	600	A	10/01/2026	39214	ARVEST BANK	STEM Materials Horace Mann Dollar Tree $50 October	50.00
11	601	A	10/01/2026	39214	ARVEST BANK	STEM Materials HM Dollar Tree $50 November	50.00
11	602	A	10/01/2026	39214	ARVEST BANK	STEM Materials HM Dollar Tree $50 December	50.00

Non-Payroll Total:	**$140,822.70**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$140,822.70**

Shawnee Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 6 - 999, Fund(s): 12 CO-OP FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
12	6	09/25/2026	39214	ARVEST BANK	ELL - Shawnee	100.00
12	7	09/25/2026	39625	EDUSKILLS LLC	ELL - Washington	1,643.20

Non-Payroll Total:	**$1,743.20**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$1,743.20**

Shawnee Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 24 - 49999, Fund(s): BUILDING, PO Type(s): A, B, P, Q

Fund	PO No	PO Type	Date	Vendor No	Vendor	Description	Amount
21	25	A	09/14/2026	6191	HOLT TRUCK CENTERS OKLAHOMA LLC	14 PASSENGER BUS	116,000.00
21	26	A	09/23/2026	13214	MILL CREEK CARPET & TILE	NURSES FLOORING HS	25,000.00
21	27	A	10/01/2026	35692	MIDWEST WRECKING CO, LLC	DEMO OF WASHINGTON ELEMENTARY SCHOOL	157,840.00

Non-Payroll Total:	**$298,840.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$298,840.00**

Shawnee Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 23 - 999, Fund(s): 31 2021 BUILDING BOND FUND, 32 2022 BUILDING BOND FUND, 33 2023 BUILDING BOND FUND, 34 2024 BUILDING BOND FUND, 35 2025 BUILDING BOND FUND, 36 2026 BUILDING BOND FUND, 39 TAXABLE BUILDING BONDS 2019

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
33	23	07/01/2026	39191	Timothy S Dobbs	REIMBURSEMENT-TRAINING & LICENSING TIM DOBBS	500.00
33	24	07/01/2026	6632	CINTAS CORPORATION No 2	RUG & CUSTODIAL SUPPLY SERVICES	10,000.00
33	25	07/01/2026	50063	6-L MECHANICAL	HVAC/REFRIGERATION CONTRACTOR	4,000.00
33	26	07/01/2026	51216	AIR PRODUCTS SUPPLY CORPPRATION	MAINTENANCE SUPPLIES (HVAC)	5,000.00
33	27	07/01/2026	39214	ARVEST BANK	WIARCOM SHADOW TRACKER SUBSCRIPTION/TRUCKS	2,000.00
33	28	07/01/2026	37671	FIRETROL PROTECTION SYSTEMS INC	FIRE SYSTEM MONITORING	7,500.00
33	29	07/01/2026	39214	ARVEST BANK	MAINTENANCE SUPPLIES/PARTS PCARD	6,000.00
33	30	07/01/2026	13087	ALLIED ELEVATOR INC	ELEVATOR & LIFT	5,500.00
33	31	07/10/2026	40246	SCHOOL & OFFICE PRODUCTS OF AR, INC	PAAC AUDITORIUM CHAIR PARTS/SUPPLIES	4,685.00
33	32	07/10/2026	51216	AIR PRODUCTS SUPPLY CORPPRATION	DISTRICT HVAC FILTERS	10,000.00
33	33	07/10/2026	40622	FOUNDATION BUILDING MATERIALS LLC	CEILING TILE DISTRICT	2,000.00
33	34	07/10/2026	39214	ARVEST BANK	TOOLS AT SUPPLY HOUSE	5,000.00
33	35	07/10/2026	39214	ARVEST BANK	EMERGENCY LOCATE SHS	1,184.50
33	36	07/13/2026	51291	SANDERS SUPPLY INC	PELICAN REPLACEMENT SUPPLIES	6,000.00
33	37	07/13/2026	51295	PAUL SHANNON	FENCE AT SMS BASEBALL	9,600.00
33	38	07/13/2026	38855	JOHNSON FENCE CO INC	WR FENCE REPAIR	2,500.00
33	39	07/13/2026	13166	S&S STRIPING SEALING CO LLC	STRIPING PARKING LOT & PICKUP LANE	4,100.00
33	40	07/14/2026	50260	OKIE FREEDOM MECHANICAL LLC	CHILLER REPAIR	4,000.00
33	41	07/20/2026	10669	UNITED SYSTEMS INC	PFDC DOOR ACCESS	4,258.00
33	42	07/20/2026	2544	GRAINGER	MAINTENANCE SUPPLIES	2,000.00
33	43	07/20/2026	51307	COMMERCIAL CONSTRUCTION SERVICES	FDC FIRE LINE REPAIR	16,000.00
33	44	07/27/2026	35420	AIR & EARTH INC	AHERA COMPLIANCE	3,500.00
33	45	07/30/2026	51212	Facilities Management Express, LLC	Work Order System Subscription	5,964.00
33	46	08/04/2026	39214	ARVEST BANK	Window Tint District Wide	7,500.00
33	47	08/04/2026	13206	SOWDER IRRIGATION LLC	Irrigation Repairs	2,500.00
33	48	08/06/2026	39214	ARVEST BANK	CLOCKS	1,165.76
33	49	08/13/2026	40750	ZORO TOOLS INC	PLUMBING SUPPLIES	850.00
33	50	08/13/2026	51338	MILLER MECHANICAL LLC	DISTRICT HVAC REPAIRS	3,300.00
33	51	08/18/2026	51339	WESTERN STATES FIRE PROTECTION	Fire System Testing/Service	20,000.00
33	52	08/18/2026	4788	AMAZON	CUSTODIAL SUPPLIES	1,000.00
33	53	08/18/2026	4788	AMAZON	MAINTENANCE SUPPLIES	2,500.00
33	54	08/24/2026	13214	MILL CREEK CARPET & TILE	SMS BATHROOM FLOORING	2,500.00
33	55	08/31/2026	13190	WINKLER O'HEAD DOOR INC	DISTRICT DOOR REPAIR	2,500.00

Shawnee Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 23 - 999, Fund(s): 31 2021 BUILDING BOND FUND, 32 2022 BUILDING BOND FUND, 33 2023 BUILDING BOND FUND, 34 2024 BUILDING BOND FUND, 35 2025 BUILDING BOND FUND, 36 2026 BUILDING BOND FUND, 39 TAXABLE BUILDING BONDS 2019

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
33	56	08/31/2026	2549	LOCKE SUPPLY	DISTRICT SUPPLIES	5,000.00
33	57	09/01/2026	39214	ARVEST BANK	WINTER COATS	1,500.00
33	58	09/02/2026	2549	LOCKE SUPPLY	HVAC UNIT REPAR/REPLACE	6,500.00
33	59	09/10/2026	39214	ARVEST BANK	Will Rogers Window Tint	6,500.00
33	60	09/10/2026	39214	ARVEST BANK	Heater USG	2,000.00
33	61	09/15/2026	39214	ARVEST BANK	CLOTHING ALLOWANCE-ADAM ALOWAY	250.00
33	62	09/15/2026	39214	ARVEST BANK	CLOTHING ALLOWANCE-JOSH COONS	250.00
33	63	09/15/2026	39214	ARVEST BANK	CLOTHING ALLOWANCE-JOSHUA COONS JR	250.00
33	64	09/15/2026	39214	ARVEST BANK	CLOTHING ALLOWANCE-STEVE BENFIELD	250.00
33	65	09/15/2026	39214	ARVEST BANK	CLOTHING ALLOWANCE-JERRY ANGELLY	250.00
33	66	09/15/2026	39214	ARVEST BANK	CLOTHING ALLOWANCE-GARY BOHANNON	250.00
33	67	09/15/2026	39214	ARVEST BANK	CLOTHING ALLOWANCE-KENNY WILSON	250.00
33	68	09/15/2026	39214	ARVEST BANK	CLOTHING ALLOWANCE-MICHAEL DUBOIS	250.00
33	69	09/15/2026	39214	ARVEST BANK	CLOTHING ALLOWANCE- DILLON JORDAN	250.00
33	70	09/15/2026	39214	ARVEST BANK	CLOTHING ALLOWANCE-MIKE ROBERSON	250.00
33	71	09/15/2026	39214	ARVEST BANK	CLOTHING ALLOWANCE-CARLTON COX	250.00
33	72	09/15/2026	39214	ARVEST BANK	USG Heater	2,500.00
33	73	09/21/2026	51324	VINCE CAMPBELL	MAINT BUILDING	31,800.00
33	74	09/25/2026	39214	ARVEST BANK	CUSTODIAL SUPPLIES	250.00
33	75	09/25/2026	39214	ARVEST BANK	SECC WINDOW TINT	3,500.00
33	76	09/25/2026	39214	ARVEST BANK	HORACE MANN WINDOW TINT	3,500.00

Non-Payroll Total:	**$230,907.26**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$230,907.26**

Shawnee Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 11 - 999, Fund(s): 81 GIFT FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
81	11	09/15/2026	39214	ARVEST BANK	Indian Tacos	600.00
81	12	09/15/2026	39214	ARVEST BANK	FEED DANCERS	700.00

Non-Payroll Total:	**$1,300.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$1,300.00**

Docusign Envelope ID: 9E3F64AB-47C8-8C29-8025-447FA1DFCBBF

SECOND AMENDMENT TO AMENDED AND RESTATED
SPORTS MEDICINE AND ATHLETIC TRAINING SERVICES AGREEMENT
Independent School District No. 93 of Pottawatomie County, Oklahoma
SSM Health Medical Group

This SECOND AMENDMENT TO AMENDED AND RESTATED SPORTS MEDICINE AND ATHLETIC TRAINING SERVICES AGREEMENT ("Amendment") is effective **July 1, 2026** ("Effective Date") by and between Saints Medical Group, LLC, an Oklahoma limited liability company, d/b/a **SSM Health Medical Group** ("GROUP") and **Independent School District No. 93 of Pottawatomie County, Oklahoma** ("PARTY").

WHEREAS, GROUP and PARTY entered into an Amended and Restated Sports Medicine and Athletic Training Services Agreement dated September 16, 2024, which was subsequently amended ("Agreement"); and

WHEREAS, GROUP and PARTY desire to modify certain provisions of the Agreement as set forth below in order that the Agreement, as modified, is acceptable to both parties.

THEREFORE, it is understood and agreed upon by the parties as follows:

1. The Agreement shall renew up to and including June 30, 2027.

All other terms of the Agreement shall remain in full force and effect. If the terms of the Agreement in any way conflict with or are otherwise inconsistent with the terms of this Amendment, this Amendment shall govern and control.

[Remainder of Page Intentionally Left Blank – Signature Page to Follow]

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IN WITNESS WHEREOF, each person signing below represents and warrants that he or she is fully authorized to sign and deliver this Amendment in the capacity set forth beneath his or her signature and the parties hereto have signed this Amendment as of the date and year written below.

PARTY:

Independent School District No. 93 of Pottawatomie County, Oklahoma

By: _____
Name: Dr. Jason James
Title: Superintendent
Address: 326 N. Union St.
Shawnee, OK 74801
Email: jjames@shawnee.k12.ok.us

Date: 9/21/26

GROUP:

Saints Medical Group, LLC d/b/a SSM Health Medical Group

DocuSigned by:
By: Ryan Oss
8C9347753FF948F...
Name: Ryan Oss
Title: Vice President
St. Anthony Physicians Group
Address: 777 NW 63rd Street, Suite 500
Oklahoma City, OK 73116

Date: September 23, 2026

SHAWNEE PUBLIC SCHOOLS
326 NORTH UNION AVENUE | SHAWNEE, OKLAHOMA 74801-7099 | (405) 273-0653

October 5, 2026

Shawnee Public Schools Board of Education

Board Members,

Oklahoma Secondary School Activities Association (OSSAA) Cooperative Agreement with Pleasant Grove School and Shawnee Middle School for the 2026 - 2027 school year has been submitted for discussion and for the following activities:

- Baseball
- Football
- Golf
- Swimming
- Tennis
- Wrestling

SHAWNEE PUBLIC SCHOOLS
326 NORTH UNION AVENUE | SHAWNEE, OKLAHOMA 74801-7099 | (405) 273-0653

October 5, 2026

Shawnee Public Schools Board of Education

Board Members,

Oklahoma Secondary School Activities Association (OSSAA) Cooperative Agreement with Grove School and Shawnee Middle School for the 2026 - 2027 school year has been submitted for discussion and for the following activities:

- Golf
- Soccer

STANDARD AGREEMENT FOR SCHOOL PSYCHOLOGICAL/ PSYCHOMETRIC CONSULTING SERVICES

Consultant Name: Holly McBride, M.Ed., M.S.
Phone: 405 258-7449
Services: School Psychometrist Evaluation Services
Term: 2026-2027

GENERAL TERMS AND CONDITIONS

1. **Description of services to be provided:** School psychometric evaluations will be provided by said school psychometrist to Shawnee Public Schools. The evaluation will include the psychometric/psychological testing, report and MEEGS meeting. It is understood that additional services may be provided by the Consultant to Shawnee Public Schools in accordance with the stipulations and fee schedule in AppendicesA attached hereto and made a part hereof. Such additional services will be agreed upon by the Consultant and Shawnee Public Schools prior to such services being rendered.
2. Services will be provided by said school psychometrist on an as needed basis for the said term.
3. Assessment materials and scoring systems needed to complete the evaluations will be provided by Shawnee Public Schools.
4. The school psychometrist hourly rate will be charged, up to three hours, in the event that the Consultant arrives to evaluate and the student is not present or to hold a MEEGS meeting and the parent does not show up. The Consultant will in good faith, contact the school prior to traveling to evaluate to make sure the student is present.
5. It is in the school's best interest to schedule as much service delivery for the Consultant as possible on any given day.
6. No modification to this Agreement shall be effective unless embodied in a written instrument executed by the parties.
7. Consultant shall bill Shawnee Public Schools for Evaluations upon completion of an evaluation. A report and MEEGS meeting will be provided to Shawnee Public Schools. Any additional services provided by the Consultant will be billed upon completion of that service. Any payment shall be due within thirty (30) days following receipt of the bill by Shawnee Public Schools.
8. Consultant agrees to keep confidential all reports and records of students and their families, in compliance with federal and state law dealing with the confidentiality of educational/medical records.

The Undersigned, intending to be legally bound, do hereby affix their signatures:

For Shawnee Public Schools

By: Allyson Cleveland

Title: DIRECTOR OF STUDENT SERVICES

Date: 10-1-26

For Holly McBride

By: Holly McBride

School Psychometrist

Date: October 5, 2026

APPENDIX A
Fee Schedule

Psychometric Evaluation for Specific Learning Disability, Report, and MEEGS meeting: $425

Psychometric Evaluation for Specific Learning Disability w/ Dyslexia, Report and MEEGS meeting: $475

Psychometric Evaluation for Specific Learning Disability and/or Intellectual Disability, Report and MEEGS meeting: $475

Psychometric Evaluation for Intellectual Disability, Report and MEEGS meeting: $425

Psychometric Evaluation for Other Health Impairment (other than ADHD), Report, and MEEGS meeting: $425

Psychometric Evaluation for Orthopedic Impairment, Report and MEEGS meeting: $425

Psychometric Evaluation for Traumatic Brain Injury, Report and MEEGS meeting: $425

Evaluation for the possibility of Autism with one cognitive test or Autism with Specific Learning Disability, Report and MEEGS meeting: $475

Evaluation for the possibility of Autism with two cognitive tests or Autism with Intellectual Disability, Report and MEEGS meeting: $575

School psychometrist additional consultations, per hour $75

APPENDIX B
Clarification of Billing Practices

The following describes exactly what constitutes an "evaluation" and how other services are billed.

Evaluations

Testing, scoring, and interpretation of formal tests

Consulting with school faculty for up to one hour to obtain clarification of reports and data collected

Editing draft Evaluation Report document

Consulting with school psychometrist for up to one hour to assure adequacy of finished report

Emailing finished Evaluation Report to Shawnee Public Schools

> Evaluations are billed on the basis of the type of formal tests administered, assuming that time spent in consultations with school faculty does not exceed one hour. If consultations with school faculty exceed one hour for any given examinee, the additional time over one hour is billed as a school psychometrist in accordance with the Agreement between Shawnee Public Schools and Consultant. It is normally not necessary to involve a school psychometrist for more than one hour in the processing of psychometric evaluation reports for Shawnee Public Schools. Shawnee Public Schools would be notified of the need for more extensive involvement of the Consultant prior to any such billing (to address unusual diagnostic or classification concerns, etc.).

School Psychometrist Consultations

Reviewing and updating previous Evaluation Reports to determine current student status

Consultations with parents, school faculty, or school administration

Other services as requested by school administration subject to limitations imposed by regulation

School psychometrist services are billed at the hourly rate, and for no more than the amount of time specified in the Agreement between the Consultant and Shawnee Public Schools. The delivery of a request for these services to a school psychometrist by a member of the school faculty or administration will be accepted as the school administration's approval for subsequent billing by the consultant for these services.

SHAWNEE BOARD OF EDUCATION	CFBB-E

APPLICATION FOR SANCTIONING

This is a request for sanctioning by the Applicant to the Shawnee Board of Education, pursuant to which the funds collected by the applicant are exempt from the statutory controls over school activity funds. The applicant is a student achievement program or a parent-teacher association or organization.

Name of Applicant: Shawnee Varsity Pom

Applicant's Address:

Applicant's Taxpayer I.D. Number: 33-4958997

Applicant's Representative from whom additional information may be obtained: Amanda Clemento

Applicant's Telephone Number: 817-253-1665

Applicant's Purpose, Goals, and Organizational Structure: To come alongside Shawnee Varsity Pom in support. We help with fundraising and the planning of all events and needs of the team.

Describe how the school district and its students will benefit if the Applicant is sanctioned: The Pom team is at most sporting events. Helps bring school spirit and support. They take pride in being involved and supporting the school.

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

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

APPLICATION FOR SANCTIONING (Cont.)

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of applicant, applicant shall provide to the Board of Education, upon request, on an annual basis, by July 1 of each year, the audit report, if any, for applicant's recently ended fiscal year, prepared by an independent accounting firm.

Instructions for Completing Application:

1. Complete this application and the attached financial statement. Please print or type. If necessary, use additional sheets of paper.
2. Sign and date this application.
3. Deliver the application to:

_____ (name)
Shawnee Public Schools
326 N Union Ave, Shawnee OK 74801 address

Shawnee Varsity Pom
Applicant
By: Amanda Clements Date: 9/30/2026

Exhibit A

October 5, 2026 - PERSONNEL BOARD ACTION

NAME	JOB & SITE	EFFECTIVE DATE
RETIREMENT CERTIFIED		
Wiles, John	Director of Transportation	12/10/2026
RESIGNATION SUPPORT		
Aloway, Jeanine Nicole	Nutrition Coordinator / CO	10/19/2026
Campbell, Kristi	Non CDL Bus Driver / Transportation	10/9/2026
Clark, Desmond	Bus Driver / Transportation	9/23/2026
Gallant, Hope	Bus Monitor / Transportation	9/18/2026
Pipkin, Aaron	Bus Driver / Transportation	9/4/2026
Pitts, Amber	Paraprofessional / SECC	9/22/2026

Exhibit B

October 5, 2026 - PERSONNEL BOARD ACTION

NAME	JOB & SITE	EFFECTIVE DATE
RECOMMEND TO HIRE ON TEMPORARY CONTRACT 2026-2027		
SUPPORT		
Anderson, Wendy	Bus Driver / Transportation	09/28/2026
Daiss, Jessica	Paraprofessional / SECC	10/02/2026
Sanchez, Daniel	Bus Driver / Transportation	10/02/2026
Stone, Alyson	Pup Pack Paraprofessional / SECC	09/21/2026
Walck, Zane	Paraprofessional / SECC	10/05/2026
ADJUNCT TEACHER		
Dunk, Aliya	Elementary Education / SPS	09/29/2026
Markes, Hannah	Elementary Education / SPS	09/29/2026
ADJUNCT COACH		
Herron, Chicago	Football / SMS	09/25/2026