

SECTION II
COMMUNITY RELATIONS

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SECTION II – COMMUNITY RELATIONS

2.1 COMMUNITY RELATIONS POLICY

The Board of Education recognizes the right of the public to information concerning all of its actions, its policies, and the details of its educational and business operations. The Board encourages study, discussion, and active participation by all concerned in the promotion of the best possible program of education in the community. It is the practice of the Board to utilize the advice and assistance of all interested individuals and groups in the solution of its educational and financial problems.

In recognizing interested individuals and groups in the Ponca City School District, and by encouraging their active participation in the educational policy making, the Board wishes to make it clear that in no way does it wish to avoid its responsibility to the citizens of the community as the official governing body responsible for a final decision on all matters of policy and educational programs.

Community Information

- A. The Superintendent and staff shall decide upon and follow a continuing program of information designed to acquaint the citizens of the community and the public generally with the achievements and the needs of the schools.
- B. The Superintendent or his or her designee shall be responsible for:
 - 1. News releases and the publication of educational reports;
 - 2. The photographing of school activities for publication;
 - 3. The presentation of school programs on radio and television;
 - 4. All news, radio or television information of a general and controversial nature:
 - a. Academic areas and co-curricular activities of a particular school. Communication will be made by the Superintendent or the Principal of the school.
 - b. In the area of athletics, communications relative to schedules, officials, eligibility of the students, discipline related to contests or trips will be made by the appropriate building principal. In his or her absence, the Superintendent of Schools will assume this responsibility.

- c. School Board members, as well as school employees, are encouraged to be actively involved in the community.

REVISED: July 23, 1984; October 21, 1993; February 26, 1996

2.2 CLOSING OF SCHOOL FOR BAD WEATHER

The decision to close school for bad weather will be made by the Superintendent of Schools. In the event of the Superintendent's absence, the decision will be made by his or her designee. The decision to close school due to bad weather will be made as early in the morning as possible after receiving the best information available from weather reports, school personnel, and bus drivers. As soon as a decision to close school due to bad weather has been made, the local news media will be contacted. If no announcement is made, it may be assumed that the schools will be open. If school is closed, extra-curricular practices for that day will be cancelled. Pre-scheduled activities will be held at the discretion of the Superintendent.

2.2 - 1.0 EMPLOYEE WORK AND PAY DURING CLOSING OF SCHOOL FOR BAD WEATHER

1. If schools are closed due to bad weather, the following classifications of employees are expected to report to work when conditions are safe enough to travel. Safety is a personal decision. These employees will be paid at their normal hourly rate for the hours they work on the school closing day. At the discretion of their site supervisors, these employees have the opportunity to make up lost work hours.

Twelve Month Employees
Administrative Staff
Site Secretaries

Maintenance Employees
Custodial Employees

All employees required to report to work may utilize earned comp time, personal business, sick leave (if appropriate), or earned vacation.

2. If schools are closed due to bad weather, the following classifications of employees are not expected to report to work.

Teachers
Teacher Assistants*
Bus Drivers*

Child Nutrition Hourly Employees*
Crossing Guards *

* Bus Drivers, Child Nutrition Employees, Crossing Guards, and Teacher Assistants will not be paid for this day unless a make-up day is scheduled.

REVISED: July 20, 1987; July 25, 1988; December 10, 1990; October 21, 1993;
February 26, 1996; November 9, 1998

2.3 BOARD OF EDUCATION COMMUNITY RELATIONS

Prior to each Board meeting, an agenda will be made available in the Superintendent's Office, by 3:00 p.m. the day of posting for public inspection. Additional copies will be made for each Board meeting for visitors' use. A complete packet will be made available upon request.

APPROVED: August 11, 1975

REVISED: October 21, 1993; February 26, 1996

2.4 SPEAKING PRIVILEGES OF THE PUBLIC

The views of all Ponca City patrons are of interest to the Board of Education. Three primary ways exist for citizens to address the Board during regular meetings.

1. Citizens can ask that an item of interest be placed on the agenda by contacting the Office of the Superintendent before noon on the Tuesday preceding the regular Board meeting. With the approval of the Board President, items presented to the Board in this way will be acted upon if the majority of the Board feels adequate information is available.
2. "Comments from the Public": The Board President will ask visitors wishing to make brief comments to identify themselves and the topic they are wishing to address. When several members of one group or organization wish to speak to the Board concerning the same issue, the group will be asked to select a single spokesperson to address the Board. A time limit of five minutes has been set for each identified member of the audience to speak to the Board, although the Board retains the right to limit the cumulative time allocated to public comment or to dispense with it if the Board believes it is in the best interest of the meeting to do so.

The Board will take no action during "Comments from the Public;" however, it may take the matter under deliberation and direct the Superintendent to follow-up with written response and a report at the next regular Board meeting.

Because of the desire to present a fair public agenda of items to be discussed and considered by the Board, members of the Board of Education shall not address the Board during public comment. Board members shall, in the absence of proper new business as determined by the Chairperson, request that any business they wish to discuss with the Board be placed on the agenda as a regular item or otherwise be discussed under the proper agenda item.

3. Recognition by the President: Individuals or groups in attendance at the meeting may be given the opportunity to offer comments at the direction of the President. The President will retain full authority to limit public comment in order to maintain an orderly business meeting.

Emergency meetings of the Board are extremely rare, and state statute limits the topics to be discussed to only those arising from the emergency. The Board President must exercise extreme care not to allow unrelated topics to come before the Board during emergency meetings. Therefore, public comments at emergency meetings may necessarily be curtailed.

APPROVED: May 4, 1982

REVISED: July 23, 1990; Oct. 21, 1993; Feb. 26, 1996; July 16, 2001; Sept. 19, 2005

2.5 NATIVE AMERICAN COMMUNITY RELATIONS

2.5 – 1.0 DISTRICT AND TRIBAL COMMUNITY RELATIONS

It is the intent of the District that all Indian children of school age have access to all programs, services and activities offered within the school district. To achieve that intent, it is the expectation of the District that the administration will encourage, accept, and give due consideration to the comments and recommendation of tribal officials and of parents and guardians of children from tribal backgrounds regarding:

- (1) District and tribal communication and collaboration;
- (2) Issues and needs of children from tribal backgrounds; and
- (3) How the District may help children from tribal backgrounds better realize the benefits of the District's education programs and activities.

Federal Impact Aid

In connection with any application for federal Impact Aid payments, and to the extent required under federal law, the District will consult with and involve local tribal officials and parents of American Indian children, at an annual meeting to be held on during the fall semester or at a date mutually agreed upon, in the planning and development of:

1. The "Indian Policies and Procedures" (IPPs) that are federally mandated in connection with such applications for federal Impact Aid; and
2. The District's general educational program and activities.

At the District's discretion and with prior notification, this annual meeting may also be used to fulfill the parent activities required under the Johnson O'Malley program, the Indian Education formula grant program (discussed below), or the tribal consultation required under 20 U.S.C. § 7918 (also discussed below), so long as the meeting meets all requirements for each program.

The Executive Director of Curriculum and Federal Programs (the "Director") shall have primary responsibility for monitoring the implementation of the District's IPPs. The Superintendent or designee shall also be responsible for ensuring that the District annually evaluates whether the IPPs are consistent with applicable federal regulations. If the District determines, after input from the tribe(s) and parents of children from tribal backgrounds, that its IPPs do not meet the requirements of the federal regulations, the District shall take prompt action to amend the IPPs to conform to those requirements.

Federal Formula Grants

Applications for federal formula grants for Indian education programs require the District to use a process under which the District meaningfully collaborates with tribes located in the community in a timely, active, and ongoing manner in the development of a comprehensive program and in the actions taken as a result of such collaboration. If the

District applies for such a grant, the efforts at consultation and collaboration shall include:

1. Developing the program for which federal assistance is sought in open consultation with stakeholders, including parents of Indian children, teachers, representatives of Indian tribes on specified Indian lands, appropriate tribal organizations, and, if applicable, Indian students attending high school;
2. Developing the applicable program with the participation and approval of a formal stakeholder committee whose composition, procedures, and authority reflect the requirements of applicable federal law; and
3. Conducting outreach activities to parents and family members of the children served by the District's program.

The Director shall have primary oversight regarding the development, application, and implementation of any program carried out under such a federal formula grant, including ensuring that the required community involvement activities take place.

Tribal Consultation

If the District qualifies as an "affected local education agency" in a particular year (as defined under 20 U.S.C. § 7918), federal law may separately and additionally require the District to consult with applicable tribes prior to the District's submission of a plan or application under a variety of covered federal formula grant programs including:

- Title I, Part A (Improving Basic Programs Operated by State and Local Educational Agencies);
- Title I, Part C (Education of Migratory Children);
- Title I, Part D (Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk) ;
- Title II, Part A (Supporting Effective Instruction);
- Title III, Part A (English Language Acquisition, Language Enhancement, and Academic Achievement Act);
- Title IV, Part A (Student Support and Academic Enrichment Grants);
- Title IV, Part B (21st Century Community Learning Centers);
- Title V, Part B, Subpart 2 (Rural and Low-Income School Program); and
- Title VI, Part A, Subpart 1 (Indian Education Formula Grants to Local Educational Agencies).

To the extent required, such consultation shall be structured to provide a timely opportunity for appropriate tribal officials to meaningfully and substantively contribute to the plans or applications under the covered federal programs, particularly as to issues affecting Indian students.

Recordkeeping

The Director shall ensure that the District maintains appropriate documentation of its consultative, collaborative, and related activities under this policy and, to the extent applicable, under the District's IPPs.

References: 20 U.S.C. § 7703; 20 U.S.C. § 7704; 20 U.S.C. § 7421; 20 U.S.C. § 7424; 20 U.S.C. § 7918; 34 C.F.R. § 222.91; 34 C.F.R. § 222.94; 34 C.F.R. § 222.102

ADOPTED: October 8, 2018

2.5 – 2.0 POLICIES AND PROCEDURES

It is the intent of the Ponca City School District that all Indian children of school age have equal access to all programs, services and activities offered within the school district. To this end, the Ponca City School District will consult with local tribal officials and parents of Indian children in the planning and development of Indian Policies and Procedures (IPPs), general education programs, and activities. These policies and procedures will be reviewed annually and revisions will be made within 90 days of the determination that requirements are not being adequately met.

ATTESTATIONS

The Ponca City Public Schools attests that it has established Indian Policies and Procedures (IPPs) as required in section 7004 of the Impact Aid law for any children claimed who reside on eligible Indian lands. The IPPs have been adequately disseminated to the tribes and parents of children residing on eligible Indian lands. A copy of the current policies and procedures was attached to the FY2019 Impact Aid application.

The Ponca City Public Schools attests that it has provided a copy of written responses to comments, concerns and recommendations received from tribal leaders and parents of Indian children through the Indian policies and procedures consultation process and disseminated these responses to tribal leaders and parents of Indian children prior to the submission of their FY2019 Impact Aid application.

Indian Policies and Procedures

The following Indian policies and procedures become effective upon school board approval.

Policy (1): The LEA will disseminate relevant applications, evaluations, program plans and information related to the LEA's education program and activities with sufficient advance notice to allow tribes and parents of Indian children the opportunity to review and make recommendations. [34CFR222.94(a)(1)J]

Procedure 1: The Ponca City School District will disseminate information and seek timely input regarding the following programs on its educational program (including, but not limited to): Title I, Part A, Title I, Part C, Title I, Part D, Title II, Part A, Title III, Part A, Title IV, Part A, Title IV, Part B, Title V, Part B subpart 2, Title VI, Part A, subpart 1, Title VII-Impact Aid programs.

The completed applications, evaluations, and program planning will be made available to parents of Indian children, Tribal officials, and the Indian Education Committee and a summary will be prepared and disseminated 14 days in advance of public hearings held in November and December to afford all interested parties the opportunity to review the documents with sufficient time to provide thoughtful input at the public meetings. These hearings will be publically advertised by local newspaper and school website to allow all interested parties to attend. In addition, representatives from the District and Indian Education Committee will schedule meetings with the Ponca Tribe of Oklahoma to seek input.

Parents of Indian children, tribal officials, the Indian Education Committee and any other interested persons can review assessment data to help develop or modify educational programs and services allowing for the participation of Indian students on an equal basis in the district.

Minutes from the Indian Education meetings will be posted on the District's website for all patrons and Tribal officials to review. This will allow for ongoing dissemination of information.

Policy (2): The Ponca City School District will provide an opportunity for the Ponca Tribe of Oklahoma and parents of Indian children to provide their views on the District's educational program and activities, including recommendations on the needs of their children and on how the District may help those children realize the benefits of the educational programs and activities. [34CFR222.94(a)(2)]

- (i) Notify tribes and the parents of Indian children of the opportunity to submit comments and recommendations, considering the tribe's preference for method of communication, and
- (ii) Modify the method of and time for soliciting Indian views, if necessary, to ensure the maximum participation of tribes and parents of Indian children.

Procedure 2: The Indian Education Committee of the Ponca City School District will meet quarterly for the purpose of addressing comments and concerns of parents of Indian children regarding the District's educational programs and activities. The meeting agendas are posted and all meetings are open to the public allowing for tribal officials as well as parents of Indian children the opportunity to submit comments and recommendations for consideration.

A school board representative is a non-voting member of the Indian Education Committee. This representation allows for the discussion of the needs of the students and ideas to be brought forward to both the Indian Education Committee as well as the School Board.

At each of the monthly school board meetings, a section of time is set aside for communications from the public. This is a time to offer comments and suggestions regarding programming for Indian students. In addition, two public hearings are scheduled November and December which are specifically devoted to addressing questions regarding federal programs. Based upon suggestions, preferred methods of communication as well as ways to maximize participation from tribal officials as well as parents of Indian children will be seriously considered.

Information will be included in student handbooks/enrollment packets regarding opportunities to provide input to the District.

The District and Indian Education Committee representatives will schedule meetings with the Ponca Tribe of Oklahoma to discuss ongoing programing goals.

Policy (3): The Ponca City School District will annually assess the extent to which Indian children participate on an equal basis with non-Indian children in the District's education program and activities. [34CFR222.94(a)(3)]

- (i) Share relevant information related to Indian children's participation in the LEA's education program and activities with tribes and parents of Indian children; and
- (ii) Allow tribes and parents of Indian children the opportunity and time to review and comment on whether Indian children participate on an equal basis with non-Indian children.

Procedure 3: The Ponca City School District will take the following measures to annually assess the extent to which Indian children participate on an equal basis with non-Indian children in the District's education program and activities.

- A. The Ponca City School District will monitor Indian student participation in all academic and co-curricular activities.
- B. School district officials will review school data to assess the extent of Indian children's participation in the District's educational programs on an equal basis.
- C. The Ponca City School District will share its assessment of district funding, Indian student participation, related academic achievements and other related data will be shared with the parents of Indian children and tribal officials by (email, posting at tribal offices, etc.).

- D. Parents of Indian children, tribal officials and other interested parties may express their views on participation through direct communication with the school district, at any school board meeting or to the Indian Education Committee
- E. Copies of annual reports will be provided to tribal officials.

Policy (4): The Ponca City School District will modify the IPPs if necessary based upon the results of any assessment or input described in this document. [34CRF222.94(a)(4)]

Procedure 4: During the organization meeting of the Indian Education Committee, the Indian Policies and Procedures will be reviewed and revised if necessary. Once this had happened, the document will be forwarded to the Ponca City School Board as well as the tribal officials and parents of Indian children for review and consideration. If necessary, the Indian Education Committee may suggest revisions at other times of the year as appropriate. Any updates will be sent to parents of Indian children and tribal officials within 14 days of adoption by the Ponca City School Board.

Policy (5): The Ponca City School District will respond at least annually in writing to comments and recommendations made by tribes or parents of Indian children. and disseminate the responses to the tribe and parents of Indian children prior to the submission of the IPPs by the LEA. [34CRF222 .94(a)(5)]

Procedure 5: The Ponca City School District will at least annually respond in writing to comments and recommendations made by the Indian Education Committee, tribal officials, or parents of Indian children. and disseminate the responses to all parties by (mail, email, posting at tribal offices, etc.) prior to the submission of the IPPs by the District.

Policy (6): The Ponca City School District will provide a copy of the IPPs annually to the affected tribe or tribes. [34CR F222.94 (a)(6)J

Procedure 6: The Ponca City School District will annually provide a copy of the current Indian Policies and Procedures to the Ponca Tribe of Oklahoma by email and posting at tribal offices.

APPROVED: December 11, 2017

2.6 DISTRIBUTION OF MATERIALS AND SPONSORING OF CONTESTS

1. DISTRIBUTION BY THE SCHOOL DISTRICT

- A. Materials that are neither school-sponsored nor part of the normal school curriculum may be distributed by the School District upon approval by the Superintendent or his or her designee.
- B. Distribution of such materials by the School District will be authorized if the material is determined to be of educational value to the students.
- C. The School District will not distribute political or commercial materials. Religious flyers and handouts, announcing community events, shall not be singled out for special regulation or prohibition based on content, but are subject to reasonable time, place and manner restrictions imposed by the schools on other non-school related literature.
- D. The School District will not distribute material that interferes with the functioning of the educational process. This prohibition includes but is not limited to material that is:
 - 1) Obscene to Minors, meaning (a) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (b) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors of the age to whom distribution is directed.
 - 2) Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.
 - 3) Vulgar, Lewd or Indecent, meaning material which, taken as a whole, an average person would deem improper for presentation to minors because of sexual connotations or profane language.
 - 4) A Display or Promotion of Unlawful Products or Services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.
 - 5) Group Defamation, meaning material which disparages a group or a member of a group on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. This includes racial and religious epithets, "slurs", insults and abuse.

- 6) Disruptive of School Operations, meaning material which, on the basis of past experience or based on specific instances of actual or threatened disruptions relating to the written material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.
- E. The Superintendent or his or her designee may designate appropriate time, methods, and location of distribution of materials by the School District.

2. DISTRIBUTION BY STUDENTS

- A. Students may distribute written materials at any entrance or exit to a school building for a period of not to exceed thirty (30) minutes prior to the commencement of the earliest class and not to exceed thirty (30) minutes after the end of the last instructional class. Students may distribute written materials at an entrance or exit to a school cafeteria when lunch is being served in the cafeteria. Students may distribute written materials before and after regular school hours at the entrances and exits to school gymnasiums, school stadiums, school auditoriums or other school facilities when those facilities are being used. Students may not distribute written materials at bus loading and unloading areas. Students will not distribute written materials in or on school grounds or facilities except as stated above.
- B. Students shall not distribute written materials in a manner which disrupts a school activity or which impedes the flow of traffic within hallways or entranceways to the school. No person will be compelled to accept any written material. A person who declines to accept written material will not be threatened, treated with disrespect (verbally or by gesture) or impeded in any manner.
 - 1) Clean-Up. Students who distribute written materials will be responsible for removing discarded and leftover materials from the school facility and grounds before the students leave the school premises after distributing the material.
 - 2) Content. The distribution of written material shall not be restricted or denied solely because of the political, religious or philosophical content of the material. However, students must realize that rights go hand-in-hand with responsibilities and that students have a responsibility to refrain from the distribution of written material which is:
 - a) Obscene to Minors, meaning (a) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (b) when an average person, applying

contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors of the age to whom distribution is directed.

- b) Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.
- c) Vulgar, Lewd or Indecent, meaning material which, taken as a whole, an average person would deem improper for presentation to minors because of sexual connotations or profane language.
- d) A Display or Promotion of Unlawful Products or Services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.
- e) Group Defamation, meaning material which disparages a group or a member of a group on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. This includes racial and religious epithets, "slurs", insults and abuse.
- f) Disruptive of School Operations, meaning material which, on the basis of past experience or based on specific instances of actual or threatened disruptions relating to the written material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

Students will have the right, but are not required, to submit written materials to the school principal in advance of distribution. If the school principal concludes that the submitted written material falls within one or more of the categories of prohibited materials described above, the principal shall notify the students in writing stating the reasons within twenty-four (24) hours (excluding nonschool days) of the principal's receipt of the material. Students may elect to distribute written material disapproved by the principal, but students should understand that such distribution may subject them to disciplinary action as provided herein and that the principal may elect to take action to halt distribution of the material.

- C. Students who violate this policy will be subject to disciplinary action, including suspension.
- D. As used in this policy:
 - a) “Distribution” means the circulation of written material by handing out copies, selling or offering copies for sale and accepting donations for copies.
 - b) “Written Material” includes but is not limited to, leaflets, magazines, books, brochures, flyers, petitions, newspapers, buttons, badges or other insignia, computer software and any medium of expression whether audio or visual.
 - c) “Minors” means persons under the age of eighteen (18).
- E. If a student is suspended for violation of this policy or if distribution of a publication is halted by a principal, the student may appeal the decision in accordance with the School District student suspension procedures currently in effect.
- F. This Policy does not apply to official school publications, such as yearbooks or student newspapers published as a part of the school curricula. All schools within the School District shall provide a notice on school bulletin boards and in material distributed generally to students and parents stating that by permitting the on-campus distribution of written materials by students under this policy, the school, the School District and the Board of Education are not approving any written material distributed by students or endorsing, supporting or advocating the content of the material. A copy of this policy will be posted conspicuously in each school building. Any student shall be entitled to a free copy of this policy upon request.

ADOPTED: September 19, 2005

REVISED: August 10, 2009; December 10, 2012; September 14, 2015

2.7 ADVERTISING ON SCHOOL PREMISES

The Board of Education declares its intention that all of its elementary buildings and any school newspapers that may be published by an elementary building are not intended to institute a public forum. With respect to secondary buildings and any school newspapers published by secondary buildings, it is the express intention of the Board of Education that school newspapers produced by or with the assistance of students are curriculum related activities. It is the intention of the Board of Education that the Superintendent or building Principals reserve the right to impose reasonable curriculum related restrictions on any activity of a school newspaper. Any advertising availability of a secondary school newspaper is intended to constitute at most a limited public forum and the district reserves the right to impose reasonable restrictions on advertising that may be placed in secondary newspaper publications, including restrictions on the time, manner and place of advertising.

Persons desiring to request permission to distribute or post advertising or promotional materials in school buildings must make a request of the Principal of that building or the Superintendent. THE Superintendent and building Principals may impose reasonable restrictions on the location of or the place of distribution and time of distribution of any advertising or promotional materials.

ADOPTED: October 21, 1993

REVISED: February 26, 1996

2.7 – 1.0 ADVERTISING IN DISTRICT MEDIA AND AT DISTRICT FACILITIES

Purpose

The board of education has adopted this policy to align advertising in school-sponsored or District-sponsored publications and school or District facilities with the District's educational mission.

The District encourages the use of advertising revenue from businesses and individuals to advance and enhance the educational mission of the District. The District reserves the right to deny advertising space to any business and/or individual who seeks to promote activities or products contrary to the District's mission. Advertising is prohibited in classrooms and on buses.

Publications

School-sponsored publications include, but are not limited to, school newspapers, news-magazines, and yearbooks. The purpose for accepting commercial advertising in school-sponsored publications is to raise revenue in order to finance the publications and to impart journalistic management skills to the District's students.

District-sponsored publications include, but are not limited to, athletic and fine art event programs and social media, local newspaper, district website, or other local media outlets which are distributed as a service to inform school employees and/or patrons of the District's educational mission and school-related sporting and fine art events. The purpose for accepting advertising in District-sponsored publications is to raise revenue to defray the costs in publishing these school-related publications.

No Public Forum

School-sponsored and District-sponsored publications do not create a public forum or a designated public forum available to anyone as an advertising or speech forum. It is the intention of the District to maintain advertising space in school-sponsored and District-sponsored publications as nonpublic forums.

All advertising must be approved prior to the publication's printing. Advertising submitted for District-sponsored publications must be approved by the supervising District administrator. Advertising submitted for school-sponsored publications must be approved by the supervising school administrator.

The following advertisements will NOT be accepted for District-sponsored or school-sponsored publications:

- Advertisements which can reasonably be construed as pornographic, as defined by local community standards or that are obscene, vulgar, or lewd.
- Advertisements which are libelous, racially offensive, religiously offensive, or discriminatory, demeaning or harassing on the basis of sex or any other protected category.
- Advertisements which promote hostility, disorder, or violence.
- Advertisements which are contrary to the educational mission of the District.
- In an effort to maintain neutrality on controversial issues, advertisements which promote, favor, or oppose controversial political or societal issues.
- Advertisements which promote a partisan position on a candidate for public office or promote a partisan position on a bond or budget issue or any public question to be submitted at any election.
- Advertisements which proselytize or espouse religious beliefs or exhort affiliation with any religious organization or religious belief. This restriction does not prohibit religious organizations from advertising their name, address and non-proselytizing messages.
- Advertisements which use any District or school logo without prior approval.
- Advertisements which interfere with existing District marketing programs or any existing District contracts.

Advertisements for any of the following will not be accepted:

- X-or R-rated movies
- Tobacco products
- Alcoholic beverage products, including low point beer

- Drugs or drug paraphernalia
- Firearms or other dangerous weapons
- Birth control products or information
- Tattoos and body piercings

Additionally, advertising of food and beverages must comply with the District's policy on *Wellness*.

Fees to be charged for commercial advertising in school-sponsored and District-sponsored publications are within the discretion of the supervising school administrators and the supervising District administrators, respectively. Similarly, advertising copy deadlines, restrictions on advertisement size, total advertising space, etc., are within the discretion of the supervising administrators.

Advertising on Athletic Facilities

Individual schools (in consultation with the District's Athletic Director may allow advertising on signs on available space at District athletic facilities. All signs at a particular location will be of uniform size, and uniform rates will be charged according to the size of the sign. If the school provides the materials for the sign, the painting of the advertisement language and designs, the sign installation, and sign maintenance, the sign revenue shall be used to defray the operational expense of the school Athletic Department. If the sign materials, painting, installation, and sign maintenance is provided by a booster club, the sign revenue shall be used by the booster club for its school support activities.

The school will determine the locations at a facility where signs will be displayed. The school will establish a maximum number of signs for display at each location.

Each proposed advertiser will submit the proposed sign design, color, and the language of the advertisement in advance for approval. No sign will be prepared until it is approved by the advertiser and the school. The posting of signs on school property does not create an advertising or speech forum available to anyone.

Because spectators may perceive a sign on school property to bear the school's or the District's approval of the advertised product or service and associate the school or the District with a particular advertisement and because children of young age attend school athletic events, signs must conform to the requirements and restrictions for advertising in District-sponsored or school-sponsored publications, as stated in the Publications section of this policy.

Advertising on other facilities or property not specified in this regulation shall be subject to approval by the Superintendent or designee.

ADOPTED: October 8, 2018

2.8 USE OF SCHOOL FACILITIES

Policy

The school district will permit use of school facilities by educational, political, literary, cultural, religious, scientific, civic or recreational community organizations provided that:

1. The intended use of the facility by the organization meets certain established criteria; and
2. When required, a previously established fee is paid by the organization.

Providing every student with the best education possible is the primary function and responsibility of the board. Therefore, school-related functions will be given priority when it is necessary to use school facilities. However, the board is also vitally interested in helping out-of-school activities which support and supplement the efforts of this school district.

School facilities are often useful in carrying on the activities of various non-school organizations. Since many constructive educational activities take place outside the classroom, the administration should do as much as possible to encourage and aid the commendable efforts of many parents and citizens who work with youth to attain objectives which are similar to the goals of this school district.

Procedures for Use of School Facilities

Application

All organizations must make application in writing on a provided application form to the superintendent's office at least ten (10) days prior to the date of the meeting requested.

If the organization's request is one with regularly occurring dates, approval may be given for the entire schedule. Should a conflict develop with a school activity, the school district reserves the right to cancel the permission granted or to require a change to a mutually satisfactory date and time.

Although application by a minor is not acceptable, this does not prohibit the use of school premises by them, provided the application is made by a competent adult who will supervise and be responsible for the group.

Permitted Use

Permission for use of school facilities belonging to this school district may be granted to educational, political, literary, cultural, religious, scientific, civic or recreational organizations for purposes and programs which:

1. Are beneficial to the youth of the school district and to the programs of the school district; and
2. Do not result in an increased monetary burden on the citizens of the school district.

Priority Use

The superintendent or his/her designee is to determine whether the proposed use of the building will conflict with scheduled school programs and is to monitor the building for signs of misuse or abuse.

Prohibited Use

School facilities will not be used for:

1. Meetings which promote subversive teachings and doctrines contrary to the spirit of American institutions;
2. Activities tending to cause unrest in the community or which reflect upon or promote discrimination against citizens of the United States because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information;
3. Any activity that may be destructive or injurious to the buildings, grounds or equipment; or
4. Any purpose in conflict with school objectives.

Payment in Advance

All payments for the use of school facilities must be received at the office of the superintendent at least 72 hours in advance of the meeting time.

Responsibility of Applicant

The applicant and his/her organization will be held responsible for the proper use of the building, for payment for the use of school facilities, for the conduct of persons attending the meeting, and will see to it that activities are confined to the areas requested and to the hours agreed upon in the application. The applicant will indemnify the school district for any theft, loss or damage to school property over and above normal wear which might be expected from his/her use thereof, and will make prompt payment for such theft, loss or damage. An indemnity bond or a deposit may be required if circumstances warrant. It is required that users of school facilities will see that the activities are conducted at all times under competent adult supervision. The superintendent or his/her designee will be the

judge of unwarranted damages to the school property.

All rooms or areas will be left in as good condition as they were found, except the usual accumulation resulting from normal building use. No applicant may sublet any part of the building area named in the application request. All applications for repetitious use of the school facilities will be renewed at the beginning of each school year and are subject to review by the superintendent.

Users of school property must assume responsibility for the safety and protection of the audience, workmen and participants to the extent required by law. The superintendent has the right to require minimum limits of public liability and property damage insurance for all groups using any school facility, and to require that there be evidence presented to the superintendent in the form of a certificate of insurance, showing Independent School District No. 71 of Kay County, Oklahoma, as an additional named insured.

Time Limits

The superintendent of schools shall approve times for all meetings on school property.

Cancellations

Requests for cancellation of the use of school facilities must be received at least 24 hours in advance of the meeting time. Failure to do so will obligate the applicant and his/her organization to pay for all custodial and such other expenses as are incurred in opening the building for his/her use.

Cancellation of permission may be ordered whenever such action is deemed in the best interest of the school district. However, such cancellations will not be made except when unforeseen emergencies arise, and then with as much advance notice as possible. Permission may be canceled by the superintendent if conduct or infraction of regulations warrant.

Holidays

As a general rule school properties will not be available for use by outside organizations on school or national holidays. Should one or more meetings approved as a series of meetings fall on such days, such meeting dates will be automatically canceled for these days only. The superintendent may, in his/her best judgment, authorize limited exceptions to this rule for good cause shown.

Non-School Days

School facilities will be available on non-school days, such as weekends and summer months, provided proper application is made and approved by the superintendent and provided such use is not a conflict with use of the facilities by school organizations or students.

Charges

Charges made for use of school facilities are not rentals as that term is generally used, but are based on the cost of operating expenses that would not otherwise have been incurred, such as utilities, supplies, maintenance of facilities, custodial and cafeteria services, as well as clerical services necessary to process each application. Such reimbursement charges are subject to change as the superintendent may deem necessary. With prior permission of the board of education, a fee in excess of operating expenses may be charged to a facilities user if such user is using school property as a part of a profit-making operation. Such fee will be set by the board of education after recommendation of the superintendent.

Building Use Without Charge

School organizations such as student organizations, school employee groups and educational organizations, such as the OEA, school board organizations, etc., are granted building use without charge as long as such use does not conflict with regular school sessions.

No fee will be assessed against school-affiliated and youth-serving organizations for their regularly scheduled meetings, including but not limited to:

1. Parent-Teacher Association, booster clubs, band parents--monthly meetings (afternoon or night);
2. Cub Scouts--monthly pack and committee meetings (night);
3. Girl Scouts--weekly afternoon meetings and one monthly night meeting;
and
4. Camp Fire Girls--weekly afternoon meetings and one monthly night meeting.

Other groups may present information to the Superintendent so that he/she can establish whether they are school-affiliated and youth-serving organizations for whom fees will be waived for periodic meetings. If there should be additional meetings of the above-mentioned or other school-affiliated and youth-serving organizations, they will be charged for custodial services and/or cafeteria employee services as required, according to the regular fee as determined by the superintendent.

Organizations which qualify for use of meeting space without charge on weekdays will be charged regular rates for meetings held on Saturdays and Sundays, for weekday meetings which extend beyond 11:00 p.m., for use of recreational facilities such as gymnasiums and for all fund-raising activity meetings.

Custodial Care

A school custodian is assigned for continuous duty during the time the group will be using the school facility. The custodian will return to open the building prior to the time set for the meeting, arrange the requested facilities and serve as the official representative of the school district. No one except the qualified custodian will be allowed to operate or adjust equipment in the building. Upon conclusion of the meeting the custodian will clean, properly arrange the facilities and carefully inspect the premises before locking the building. For situations in which the meeting does not materialize and has not been previously canceled, the custodian will remain on duty for one hour after the requested starting time of the meeting and, if no word is received within that period indicating a later starting time, he/she will lock the building.

Custodians are instructed not to open any areas other than those required in the application. Additional space may be arranged by filing an additional application. Emergency needs may be requested by telephone.

Police Guards

Uniformed officers must be on duty when so directed by the superintendent.

Alcohol, Drugs, Tobacco and Dangerous Weapons

The use or possession of alcoholic beverages, low-point beer or controlled substances (drugs) will not be permitted on school property. Organizations using school property for any purpose are expected to comply with district policy concerning the use of tobacco.

Dangerous weapons, including but not limited to firearms, are prohibited on school property, although individuals with a valid handgun license pursuant to the Oklahoma Self Defense Act may possess a firearm in the parking lot and may store that weapon in their vehicle in accordance with Oklahoma law. Individuals who have received prior permission from the principal may possess an inoperable weapon on the premises for participation in a school program, as long as the weapon remains inoperable while at school and the individual uses the weapon in accordance with the permission granted.

Athletic Activities

Permission for athletic activities involving the use of school facilities by non-school groups will be granted. Such groups may not use the apparatus and other special athletic equipment belonging to the school. Practice sessions will be allowed non-school groups provided such sessions do not involve the presence of spectators.

In those instances where team competition is involved, it must be clearly understood that no team sponsored by an organization other than the schools will be identified by name as representing any school in this district.

Apparatus and Equipment

Requests to use public address systems, projection equipment and screens, spotlights, stage sceneries, pianos and so forth will be included in the application. The costs of transparencies, gelatins, special scenery, and special lighting effects are to be paid by the using groups. All such equipment and properties will be operated, moved and controlled only by persons specifically designated by the principal.

As a precaution against fire, no request will be granted for the use of lighted candles or other actual flame equipment in connection with building usage.

Classroom apparatus, such as shop, science, physical education, home-making, music, business education, art laboratory, data processing equipment and athletic equipment which is regularly used for school instruction will not be available for use by non-school groups.

School equipment is not available for use off school premises unless it is beneficial to the district in carrying forward its programs.

Cafeterias

Use of cafeterias will be granted with or without use of kitchen facilities. No organization will have access to the cafeteria kitchen area unless the cafeteria manager is present and in charge, together with such additional paid help from the cafeteria manager's staff as may be required. In planning an event which will use the cafeteria kitchen equipment, the area dietitian, the cafeteria manager, and whatever number of helpers they deem necessary, must all be involved in the planning, operation and supervision of such project. Because of the food supplies and expensive equipment, and because of the rigid requirements of health and sanitation authorities, the use of cafeteria facilities must be under the direct control of the cafeteria department.

Refreshments will be served only in cafeterias, unless other areas have been approved in writing by the principal.

Parking Lots

Parking lots are provided with the use of most school buildings. If use of only a parking lot is desired, application will be made as for use of any school facility. Parking areas are not reserved exclusively for groups using school buildings. Playgrounds will not be used for parking.

Use of School Buses

School buses may be used for "summer youth activities" as approved by the State Department of Education whenever such equipment is not available from commercial firms in the area, and whenever such use is beneficial to the youth of the district,

provided such youth groups are adequately supervised by adults and provided further that all costs for such operations, including any damages to equipment and usual wear and tear, are defrayed by the using group. Only legally qualified drivers may drive school buses.

Use of School Grounds and Recreational Facilities

School grounds will be made available to the general public at times when they are not being used for school purposes. The general public has a responsibility not to cause damage to the property or become a nuisance to adjoining property owners and others in the neighborhood.

The board realizes that each case should be dealt with separately. However, the following regulations will serve as a guide:

1. School playgrounds may be used by organized athletic leagues when not in conflict with school programs, upon approval of application to use such facilities;
2. Approval of such application does not include uses of any building facilities. Application for use of restrooms may be made subject to advance payment of a standard charge;
3. No automobiles, motor scooters, motor bikes or other such licensed vehicles are to be driven on the playgrounds;
4. Sporting activities will be permitted as long as there is no damage to neighboring or school property; and
5. No organized athletic leagues will be permitted on school grounds on Sundays.

Use of School Buildings in Times of Emergency

At times when the district's facilities are already open, school buildings will be available to community members for shelter in the event of severe weather. Any individual wishing to seek shelter during an emergency weather situation must report to the principal's office.

Church Services

Church services by established religious groups may be scheduled in school facilities on a temporary basis due to emergency situations or to early organizational efforts of such groups to build or expand a church facility. Under no circumstances will such usage be beyond one (1) calendar year from first usage.

Concessions

Concession rights at all school facilities are reserved for this school district. These may be assigned to school organizations upon request or may be contracted by outside vendors.

Interpretation of the Policy and Procedures

The superintendent shall interpret and enforce all provisions of this policy and procedures. The superintendent's interpretation shall be final unless at least two board members direct that the issue be brought to the board of education for review.

ADOPTED: September 19, 2005

REVISED: December 10, 2012; October 13, 2014; September 14, 2015

2.9 CHARGES FOR USE OF FACILITIES

Use of any Ponca City Public Schools facility is always subject to the usual rental fees, unless exempted by Superintendent, and provided there is no conflict with school activities.

1. Old Gymnasium and Elementary Gymnasiums: \$40.00 per hour, with a minimum of one cleanup hour at \$20.00 per hour.
2. All Cafeterias: \$80.00 per hour, with a minimum of one cleanup hour at \$20.00 per hour.
3. All Secondary Auditoriums: \$100.00 per hour, with a minimum of one cleanup hour at \$20.00 per hour.
4. Sullins Stadium: \$200.00 per hour, without lights plus \$200.00 with lights, with a minimum of TWO cleanup hours at \$20.00 per hour.
5. Allen Robson Fieldhouse: \$200.00 per hour, plus \$200.00 per hour when cooling, with a minimum of THREE cleanup hours at \$20.00 per hour.
6. High School Commons or Assembly Center: \$150.00 per hour, with a minimum of one cleanup hour at \$20.00 per hour
7. Concert Hall: \$400.00 per hour with two-hour minimum plus \$200.00 per hour when cooling. There will be a \$30.00 per hour clean up fee with a minimum of FOUR clean up hours.
8. Middle School Gymnasiums: \$60.00 per hour, with a minimum of one cleanup hour at \$20.00 per hour.
9. Classrooms and Equipment: Requests to use classrooms or classroom equipment within will be handled on an individual basis with a minimum charge of \$20.00. Approved supervision may be required, and an agreement to repair damaged equipment or to replace missing equipment will be required.
10. Use of School Facility by School Employee for Profit: A \$60.00 annual fee will be assigned per employee for any school employee who wishes to use school facilities for approved private lessons for Ponca City students (e.g., music, academic tutoring, summer camps).
11. Non-School Sponsored Athletic Teams Composed of Ponca City Students: Must have approved insurance and will be charged \$10.00 per hour for available gym use. Payment will be paid in advance for monthly use, with any adjustments to be made for the following month. It is understood that any approval for such use of any gym may have the schedule changed as building needs or re-scheduling of

school sponsored athletic uses have priority. Any other facility use such as using athletic fields will be very limited, should have some precedent for use, and must have the Athletic Director's and Property Committee approval. If granted, charges for such use will be dependent on items such as lights, in-kind type of improvements to the site, or reimbursements from gate receipts or concession monies.

12. Approved athletic groups that use any of the fenced athletic fields must have approved insurance and will need to pay use fees as determined by the following schedule:

No lights are used – Concession stand, restrooms, sound system (if one is installed) and scoreboard are included in fee. If a custodian or other school personnel is required to be present, those personnel costs will be added to the fee.

West Middle School soccer field, West Middle School softball field, and Sr. High baseball field

Fee: \$50.00 for a half day and \$100.00 for an entire day
If cleanup of the facility is required, additional fee up to \$50.00 will be assessed.

IF LIGHTS ARE USED – there is an additional \$10.00 per hour use fee that is part of the above fee schedule for use of all fenced athletic fields except Sullins. The additional fee for using Sullins Field lights is \$200.00 each hour the lights are used.

The use of Sullins Stadium is very restricted and would be available for use by approval on an individual basis. There would not be any approval for use of any group for commercial use. However, the Board of Education may allow the facility to be used for a community event.

<p>NOTE: LIABILITY COVERAGE MUST BE PROVIDED BY ALL PERSONS USING FACILITIES AS REQUIRED BY BOARD OF EDUCATION POLICY. EVIDENCE OF SUCH COVERAGE MUST BE PRESENTED PRIOR TO USE OF ANY FACILITY.</p>
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13. Use of a school facility by school support groups, booster clubs, civic groups, community groups such as League of Women Voters, approved student groups, clubs, organizations may be approved with no fees being charged if the use is during times the custodian is on duty or if a school staff can open/lock the building. If a custodian is required to open/close or is needed to clean up after an event, then the overtime fees will be charged to the organization or group using the facility. Other recognized groups such as Boy Scouts or Blue Birds may also use a facility without charge if the use is during school operating hours.

(This notice is to be included in all letters of approval for use of facilities.)

APPROVED: July 20, 1987

REVISED: October 21, 1993; May 9, 1994; February 26, 1996; September 19, 2005;
December 10, 2012; January 14, 2019

2.10 TENNIS COURT POLICY

The ten (10) tennis courts owned by the Ponca City Board of Education shall be considered public courts and should be used by the public on a first-come, first-serve basis with the schools having precedence.

APPROVED: June 14, 1982

REVISED: October 21, 1993; February 26, 1996

2.11 PARENT AND PATRON PARTICIPATION IN EDUCATION

It is the policy of the Board of Education to encourage the participation of parents and patrons in the system of education.

2.11 - 1.0 COMMITTEE WORK

Members of the general public who have an interest in education are encouraged to participate on advisory committees selected from time to time by the Superintendent. Selection of members of the general public to serve on advisory committees shall be made by the Superintendent or the Board based upon such factors as experience in the subject matter of the advisory committee or the desire to achieve a broad-based representation. Members of the public who have a special desire to be available to serve on advisory committees may contact the office of Superintendent, who will maintain a list of names, addresses and phone numbers of persons who have indicated such an interest. Whenever possible and when the Superintendent deems advisable, the Superintendent shall draw from such list of volunteers in selecting representation for advisory committees.

REVISED: February 26, 1996

2.11 - 2.0 VISITORS TO A SCHOOL OR OTHER FACILITIES

The Board encourages its patrons and parents to visit the district facilities.

Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or groups of the district will be under the jurisdiction of the building Principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.

The Principal has the authority to request aid from any law enforcement agency if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this Board policy and its rules may be subject to the state trespass law and may be prohibited from return to school property for up to six months.

Not every day is the most advantageous time for a parent to view actual instruction or student activity; for example, students may be taking standardized tests. For that reason guidelines have been adopted by the Board to make parent visitations more profitable to each parent. Violators of this Board policy and its rules may be subject to the state trespass law.

Parents should be aware that Oklahoma law prohibits assaults or batteries on school employees. Each school site shall post a sign stating that felony charges may be filed against any person committing an aggravated assault or battery upon any school employee.

Parent visits shall be made in accordance with the following guidelines:

1. Parent conferences shall be scheduled ahead of time, when possible, with the teacher and the building Principal; parent visits are encouraged at any time;
2. Such visits are for the purpose of becoming acquainted with school instruction, programs, personnel, operation and/or the facility; and
3. Parents shall refrain from giving directives or making evaluations of personnel or operating procedures during their visits.

If after a school visit the parent has a concern, the parent is urged to discuss this concern with the building Principal before leaving the building.

Board members who have children in the schools and, therefore, have parental opportunities to converse with their child's teacher, counselor or administrator shall make it clear that they are speaking and/or visiting as a parent and not as a member of the Board.

ADOPTED: October 21, 1993

REVISED: February 26, 1996; July 16, 2001

2.11 - 2.5 RESTRICTIONS ON PRESENCE OF SEX OFFENDERS ON DISTRICT PREMISES

Because a safe learning environment promotes academic and social growth, the district desires to protect students at school from those who might expose students to inappropriate acts of a sexual nature. Those required to register with the state as sex offenders have committed acts totally incompatible with a safe learning environment. Accordingly, registered sex offenders are prohibited from being on any district property or attending district-sponsored activities at all times, and administrators are authorized to direct such offenders off district property and to notify law enforcement for noncompliance with that directive.

Limited Exception for Parent/Guardian

If the registered sex offender is the custodial parent or legal guardian of a child who is enrolled at the district, the registered sex offender may only enter district grounds to:

- enroll their child, after prior notice to the site principal

- deliver or retrieve their child during normal school hours
- deliver or retrieve their child from a district-sponsored extracurricular activity

While performing these delivery/retrieval functions, the registered sex offender may not exit his/her vehicle (unless prior approval has been granted by the site principal). The registered sex offender, who is the parent or legal guardian of a child who is enrolled at the district, may not be on district property or at a district function at any other time. Registered sex offenders who are custodial parents or legal guardians of a child who is enrolled at the district will receive communications about their child by phone, letter or e-mail instead of in-person communication with district personnel.

ADOPTED: September 14, 2015

2.11 - 3.0 DISTRICT WIDE PARENTAL INVOLVEMENT (TITLE I, PART A PROGRAMS)

The purpose of this policy is to establish the district's expectations for parental involvement. *[Section 1118(a)(2), ESEA.]*

The Ponca City School District agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its individual schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools at times when the Title I, Part A allocation exceeds \$500,000.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring –

(A) that parents play an integral role in assisting their child's learning;

(B) that parents are encouraged to be actively involved in their child's education at school;

(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

- The school district will inform parents and parental organizations of the purpose and existence of the parental information and resource center in the state.

ADOPTED: September 19, 2005

REVISED: September 14, 2015

2.11 – 3.5 FEDERAL PROGRAMS COMPLAINTS

The district receives federal funds, and the board has established this policy to help ensure compliance with federal grant requirements. Any student, parent, community member or employee who believes the district has violated any regulation connected with

the expenditure of federal funds should notify the district using the process outlined in this policy. This policy specifically covers, but is not limited to, complaints related to the following issues:

- Use of Title I funds
- Flexible Learning Program
- Parental involvement
- Private school access to federal funds
- Homeless student enrollment, transportation and barriers to education
- Teacher and principal training and recruiting
- Math and science partnerships
- Enhancing education with technology
- English language acquisition
- Safe and drug free schools
- Community learning centers
- Innovative programs
- Small, rural, and/or low-income school programs

Definitions

Grievance Coordinator:

The person designated to process complaints, moderate and keep records during hearings. The grievance coordinator is:

Barbara Cusick, Executive Director of Curriculum
Ponca City Public Schools
613 E. Grand Avenue
Ponca City, OK 74601

Grievant:

The person making the complaint.

Respondent:

The person alleged to be responsible for the improper activity contained in the 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.

Day:

Day means a working day when the district's main administrative offices are open. The calculation of days shall exclude Saturdays, Sundays and legal holidays.

Procedural Steps

Step 1:

Address the problem informally. Prior to filing a written complaint, individuals are encouraged to visit with the responsible party or a school administrator and make reasonable efforts to resolve the problem. School employees are required to participate in this process.

Step 2:

If the problem was not resolved informally, or if a parent, student or patron believes informal resolution is not advisable, the grievant may submit a complaint to the grievance coordinator on the attached form. The form must contain all the requested information.

The grievance coordinator will conduct an impartial investigation within ten (10) days of receipt of the complaint (or as soon as reasonably possible given the circumstances, but not more than thirty (30) days). The investigation will include, but not be limited to, interviewing the grievant, respondent, and witnesses, and reviewing relevant documents. The grievance coordinator will specifically ask the respondent to confirm or deny facts, accept or reject the grievant's requested action, and outline alternatives.

After the investigation, the grievance coordinator will prepare a written decision regarding the results of the investigation. The decision will be mailed to the grievant, respondent, and superintendent within five (5) days of the conclusion of the investigation.

Step 3:

If either the grievant or respondent are dissatisfied with the step 2 decision, he or she may appeal. The grievance coordinator must receive a written notice of appeal within five (5) days of the appealing party's receipt of the step 2 decision or the matter is deemed resolved. The appeal notice must include a specific statement explaining the basis for the appeal.

Within five (5) days of receipt of a timely appeal, the grievance coordinator will refer the matter to the superintendent (or other impartial individual if the superintendent is the respondent).

The superintendent (or other impartial individual if the superintendent is the respondent) will conduct a hearing within ten (10) days of his/her receipt of the appeal. The grievant, respondent and grievance coordinator will all be invited to attend the appeal hearing, and relevant employees are required to participate in

this process.

At the hearing, the superintendent (or other impartial individual if the superintendent is the respondent) will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he/she deems relevant. The grievance coordinator will make arrangements to audiotape any oral evidence presented.

After the investigation, the superintendent (or other impartial individual if the superintendent is the respondent) will prepare a written decision regarding his/her findings. The decision will be mailed to the grievant, respondent, and grievance coordinator within five (5) days of the conclusion of the appeal hearing.

Step 4:

If either the grievant or respondent are dissatisfied with the step 3 decision, he or she may appeal. The grievance coordinator must receive a written notice of appeal within five (5) days of the appealing party's receipt of the step 3 decision or the matter is deemed resolved. The appeal notice must include a specific statement explaining the basis for the appeal.

Within five (5) days of receipt of a timely appeal, the grievance coordinator will notify the board of education clerk. The board will conduct a hearing within thirty (30) days of the clerk's receipt of the appeal. The grievant, respondent and grievance coordinator will all be invited to attend the appeal hearing, and relevant employees are required to participate in this process.

At the hearing, the board may ask for oral and written evidence to be presented by both parties. The board clerk will make arrangements to audiotape any oral evidence presented.

After the hearing, the board clerk will prepare a written decision regarding the board's findings. The decision will be mailed to the grievant, respondent, grievance coordinator, and general counsel of the Oklahoma State Department of Education within five (5) days of the conclusion of the appeal hearing. The board's decision may be appealed by submitting a request to the Oklahoma State Department of Education's general counsel within thirty-five (35) days of the board hearing.

General Provisions

Extension of time:

Any time limits set by these procedures may be extended by mutual consent of the parties involved, although the total number of days from the date the complaint is filed until the board of education issues a final decision shall not exceed one

hundred twenty (120) days.

Confidentiality of Records:

Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the district. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

Representation:

The grievant and the respondent may have a representative assist them through the grievance process and accompany them to any hearing.

Retaliation:

The district prohibits retaliation, intimidation, threats, or coercion related to any aspect of the grievance process, including but not limited to: making a complaint, testifying, assisting, appealing, or participating in any other proceeding or hearing. The district will take steps to prevent retaliation. These steps include notifying students and employees that they are protected from retaliation, making sure grievants know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the district will take strong responsive action.

Basis of Decision:

At each step in the grievance procedure, the decisionmaker will take or recommend appropriate measures based on the facts taken as a whole, as revealed by the investigation and hearing, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

ADOPTED: October 13, 2014

REVISED: September 12, 2016

**2.11 - 4.0 DISTRICT WIDE PARENTAL INVOLVEMENT
(PARENTS' BILL OF RIGHTS)**

The board supports parents' efforts to be involved in the district's education programs. This policy outlines the district's efforts to educate parents and support parent involvement in response to the 2014 Parents' Bill of Rights.

Parents have the right be involved in their minor child's education, including directing that education. Parents are encouraged to exercise their rights in conjunction with district

guidance so as not to inadvertently impede their minor child's compliance with federal and state mandated requirements – including requirements related to graduation. Parents also have the right to review school records related to their minor child.

Parents generally have the right to consent prior to an audio or video recording being made of their minor child. This right does not preempt the district's right to make recordings (without specific parental approval) related to:

- safety, general order and discipline
- academic or extracurricular activities
- classroom instruction
- security/surveillance of the buildings or grounds
- photo ID cards

Parents have the right to receive prompt notice if their minor child is believed to be the victim of a crime perpetrated by someone other than the parent, unless law enforcement or DHS officials have determined that parental notification would impede the related investigation. These notice provisions do not apply to matters which involve routine misconduct typically addressed through student discipline procedures. School personnel will not attempt to encourage or coerce a child to withhold information from parents.

1. The district will promote parent participation at the site level with the goal of improving parent and teacher cooperation in areas such as homework, attendance and discipline. This will be accomplished through activities such as:

- Parent teacher conferences
- Back to school / meet the teacher nights
- District sponsored webpages with class information available to parents
- School newsletters
- Literacy and Math Nights
- Technology Expositions
- Power School Parent Portals
- Parenting Classes

2. The district will inform parents about their children's course of study by disseminating this information:

- During annual enrollment
- In student handbooks
- On the district's webpage
- Power School Parent Portal
- Parent Letters
- RSA letters/forms
- Parent/Teacher Conferences
- Parent/Teacher conferences
- Six Grade Academy

- Parent Transition meetings at grades 5, 7 & 9
- Freshman Academy
- Home Visits

Parents may review learning materials affecting their minor children's course of study, including supplemental materials, by making a request through the building principal.

3. Parents who object to a learning material or activity may withdraw their minor child from the class or program in which the material is used. In order to withdraw a student, the parent must submit a written request, signed and dated by a parent, to the building principal. Parents who choose to withdraw their minor child from a required class are responsible for making alternate arrangements for the child to earn credit for the class.
4. The district offers sex education in grades 6 and 7. Parents who object to their minor child participating in the district's sex education program must submit a written notice, signed and dated by a parent, to the principal in order for their child to be excused from participation. Students who are not participating in the district's sex education program will be permitted to study in the school library or office during sex education instruction.
5. If a teacher is going to provide instruction or presentations regarding sexuality in a course apart from formal sex education, the teacher will send written notice home to parents five (5) days in advance of the presentation. Parents who object to their minor child's participation in such instruction may send a written request to the building principal to have the student excused from the presentation. Any such student will be permitted to study in the school library or office during the presentation.
6. Parents may learn about the nature and purpose of clubs and activities which are part of the school curriculum by reviewing student handbooks and the district's website. The district's extracurricular clubs and activities are also published in student handbooks, the district's policy manual, and are available on the district's website.
7. Parents have numerous rights and decision making responsibilities concerning their minor children. To assist parents in meeting these responsibilities and to fulfill its obligations under the 2014 Parent Bill of Rights, the district has compiled the following information for parents:
 - A. The district provides sex education to students in grades 6 and 7. Parents may opt their student out of the district's sponsored sex education program by following the procedures established in item 4 above.
 - B. Parents who are not residents of the district may enroll their minor

children in the district's schools in accordance with the district's open transfer policy. A copy of that policy is available in the superintendent's office.

- C. The district utilizes a number of resources to educate students. Parents who object to an assignment based on sex, morality or religion may opt their minor child out of the assignment by following the procedures established in item 3 above.
- D. Students are generally required to receive a predetermined set of immunizations prior to enrolling in school and to receive additional boosters throughout enrollment in the district. This requirement may be waived if the parent submits a note from the minor child's physician stating that the child should be excused from the immunization for health reasons or if the parent submits a note objecting to the immunization of the child.
- E. Students are required to meet certain obligations in order to be promoted to a subsequent grade, particularly with regard to learning to read. Parents can learn about these requirements – including efforts the district will take in order to help students become successful readers – by reviewing the district's policies on Reading Sufficiency Act testing, and student promotion. Copies of these policies are available in the superintendent's office.
- F. Students are required to meet certain obligations in order to graduate from high school. Parents can learn about these requirements each year during course enrollment. This information is also available in student handbooks and on the Oklahoma State Department of Education's website (www.ok.gov/sde/).
- G. The district provides AIDS education for students in grades 5, 6 and 7 and in the high school biology classes. Parents may opt their minor student out of this education by submitting a written request, signed and dated by a parent, to the building principal. Students who are not participating in the district's AIDS education program will be permitted to study in the school library or office during the scheduled instruction.
- H. Parents have the right to review student test results related to their minor student. Parents may review the results of classroom exams by contacting their child's teacher. Parents may review the results of state-wide testing by contacting their child's building principal.
- I. Qualifying students have the right to participate in the district's gifted and talented program in accordance with the district's policy regarding the program. A copy of the policy is available through the superintendent's

office.

- J. Parents have the right to review teachers' manuals, films, tapes or other supplementary instructional material if the materials are being used in connection with a research or experimentation program or project. In order to review these materials, the parent should contact the building principal.
- K. Parents have the right to receive a school report card. Information regarding these report cards will be provided through school publications, but a copy of the actual report card is available in the superintendent's office.
- L. Students are required to attend school regularly, and the district is required to notify parents of any student absence unless the parent has already contacted the school to report the absence. The district will send a written notice to parents if their minor student appears to be in danger of exceeding the maximum allowable number of absences and will notify the district attorney and the parent if a child may be considered truant. Parents may contact the child's principal for additional information regarding student absences.
- M. Parents have the right to review the district's courses of study and textbooks. Arrangements for this review can be made through the building principal.
- N. Students may be excused from school for religious purposes provided the parent contacts the building principal to request such an absence.
- O. Parents have the right to review all district policies, including parental involvement policies. Copies of these policies are available through the superintendent's office.
- P. Parents have the right to participate in parent-teacher organizations. Information regarding these groups will be made available during activities such as enrollment, schedule pickups and back to school night. Parents who wish to have additional information regarding these groups can obtain more detail through the principal's office.
- Q. Parents may opt out of selected district level data collection related to state longitudinal student data system reporting. Parents may not opt out of necessary and essential record collecting. Parents may file an opt out request through the superintendent's office.

Parents requesting information outlined in this policy should submit written requests for information through the building principal or superintendent's office, as noted in the

respective section. Appropriate school personnel will either make the information available or provide a written explanation of why the information is being withheld within ten (10) days of the request. Any parent whose request is denied or who does not receive a response within fifteen (15) days may submit a written request for the information to the board of education. The board will include an item on its next public meeting agenda (or the following meeting, if time does not permit inclusion of the item on the agenda) to allow the board to formally consider the parent's request.

ADOPTED: October 13, 2014

2.11 – 5.0 REVIEW OF INSTRUCTIONAL MATERIAL

In order to promote transparency in the education process, the district's instructional materials will be available for parent review. Instructional materials include items such as teacher manuals, films, tapes and other supplementary materials regardless of format.

In order to review these materials, a parent should submit a written request to the building principal. The request must specify the class/subject, teacher, student's name, and the types of items being requested for review. Within ten (10) days the principal will arrange for a mutually convenient time for the review or will notify the parent that a review cannot be permitted. If the principal declines to allow a parent to review the materials, the principal will provide the parent with an explanation of why the material is not available. All reviews will be conducted between the hours of 8:00 a.m. and 12:00 p.m. and 1:00 p.m. – 3:00 p.m. in the Administration Center (613 E. Grand Avenue). Instructional materials may not be removed from the Administration Center.

In the event the requested review is denied or after fifteen (15) days with no response from the principal, the parent may request this information through the board of education in accordance with the district's policy regarding parent rights.

ADOPTED: October 13, 2014

2.12 RELATIONS BETWEEN LOCAL GOVERNMENT UNITS

The Ponca City School District intends to cooperate in its relations with police, legal and other governmental authorities. To carry out its responsibilities, school officials should observe the following procedures.

The police, legal and other governmental authorities will inform the school principal or his/her designee before interrogating a student enrolled in the Ponca City School District on School District property. The term “police, legal and other governmental authorities” does not include agents, officers or employees of the School District, including Ponca City police officers while they are serving as security or resource officers for the School District.

As to child abuse investigations, at the request of appropriately identified investigators of DHS or the district attorney’s office, the school principal or his/her designee will permit the investigators access to a student about whom DHS has received a child abuse or neglect report. The school principal or designee will arrange the interview in a manner that minimizes embarrassment to the child. School personnel will not contact the parent, guardian or other person responsible for the child’s health or welfare prior to the interview.

As to all other interrogations of Ponca City School District students by police, legal or governmental authorities on School District property, the school principal or his/her designee will make a reasonable effort to notify the student’s parent or guardian prior to the interrogation. Any objection to the interrogation by the student’s parent or guardian will be handled between the parent or guardian and the police, legal or other governmental authorities. If an interrogation is to take place on school property, the school principal or designee will make a reasonable effort to arrange the setting in a manner that minimizes embarrassment to the child. One or more school employees will be present during the interrogation, but will not participate in the interrogation of the student. The sole responsibility to ensure compliance with applicable procedural and substantive rights afforded the child by federal, state or local law rests with the police, legal or other governmental authorities conducting the interrogation.

The police, legal or other governmental authorities will notify the school principal or his/her designee before removing a student from school property. The school principal or designee will notify the student’s parent or legal guardian of the removal as soon as possible.

BOARD OF EDUCATION AUTHORIZATION: April 3, 1967
REVISED: July 17, 1989; October 21, 1993; September 19, 2005

2.13 RELATIONS WITH OTHER EDUCATION AGENCIES

2.13 - 1.0 GOALS AND OBJECTIVES

The Board of Education will seek to work harmoniously with all educational agencies having an interest in the schools in the district.

2.13 - 2.0 INTERDISTRICT RELATIONS

The Board of Education will work cooperatively with other districts to provide services to students when it is in the best interest of students and the districts.

2.13 - 3.0 COLLEGES AND UNIVERSITIES

The Board of Education may consider the use of student teachers in classes maintained by the district upon conclusion of appropriate written documents with colleges and universities.

2.13 - 4.0 EDUCATIONAL ACCREDITATION AGENCY RELATIONS

The high school shall remain a member of the North Central Association of Colleges and Secondary Schools. Other schools in the district shall determine the appropriateness of being North Central accredited on a per site basis.

2.13 – 5.0 POLICY IMPLEMENTING THE “PATRIOTIC ACCESS TO STUDENTS IN SCHOOLS ACT (PASS ACT)”

Pursuant to Enrolled House Bill Number 1715 creating the “Patriotic Access to Students in Schools Act (PASS Act)” enacted during the 2017 regular session of the Oklahoma State Legislature, beginning with the 2017-2018 school year, the school district is required to permit use of school facilities by any youth group listed as a patriotic society in Title 36 of the United States Code (“Patriotic Youth Society”).

Under the PASS Act, the District is required to permit, during non-instructional time, a Patriotic Youth Society the use of any school building or property to provide services allowing students to participate in activities provided by the Patriotic Youth Society.

Additionally, the PASS Act requires the principal of each public school to allow representatives of a Patriotic Youth Society the opportunity to speak with and recruit students to participate in their organization during school hours to inform students of how the Patriotic Youth Society may further the students’ educational interests and civic involvement to better their school, communities and themselves. No student shall be

required to attend such a presentation and any presentation scheduled during school hours shall occur only during non-instructional periods.

The Patriotic Youth Society shall provide oral or written notice to the principal of a school district site regarding its intent to speak to students during non-instructional periods during school hours, and the principal shall provide oral or written approval of the specific day and time and place for the Patriotic Youth Society to address the students.

Reference: OKLA. STAT. tit. 70, § 5-130; OKLA. STAT. tit. 70, §1210.229-7

ADOPTED: October 21, 1993

REVISED: February 26, 1996; October 8, 2018

2.14 RELATIONS WITH OTHER ORGANIZATIONS

The Board of Education will seek to establish a satisfactory working relationship with governmental and private agencies having an interest in the operation of public schools.

The Board of Education will seek to foster an atmosphere of cooperation between the schools and community groups and organizations.

The Board of Education will consider the establishment of programs sponsored jointly by the district and community groups or organizations whenever, in the judgment of the Board, such programs cannot be or should not be wholly under the control of the Board.

ADOPTED: October 21, 1993

2.15 GIFTS TO THE DISTRICT

Any organization or individual making a gift to the district shall have the prior approval of the Board. All gifts will be regarded as district property. Persons or organizations desiring to make gifts to the schools should contact the Superintendent in writing.

Any gift or grant accepted by the board or the superintendent as its executive officer will become the property of the board of education and will comply with all state and federal laws, including but not limited to the rules outlined in the FCC's 6th Report and Order. Specifically, E-Rate applicants are prohibited from soliciting or accepting any gift or other thing of value from a service provider participating in or seeking to participate in the E-Rate program. It is a violation for any service provider to offer or provide any gift or other thing of value to those personnel of eligible entities involved with the E-Rate program.

ADOPTED: October 21, 1993
REVISED: February 26, 1996; July 9, 2012

2.15 - 1.0 ENDOWMENTS, MEMORIALS, AND GRANTS FROM PRIVATE SOURCES

Grants of money, securities, property, etc. from private sources will be sought and officially received by the Board for scholarships, staff development, and other educational improvement purposes.

Such grants and/or the income derived from them will be used in keeping with the terms of the gift or bequest and will be administered by the superintendent and his or her designee.

No bequests, endowments, or other gifts will be accepted by the Board if the conditions of gift remove any portion of the public schools from control of the Board.

ADOPTED: February 26, 1996

2.15 - 2.0 EMPLOYEE FUNDRAISING

The board prefers to limit fundraising and seeks to provide all necessary furniture and supplies for district use. This practice safeguards standardization throughout the district's programs, allows for appropriate oversight of activity funds, and ensures the district meets its obligations for equity in its programs.

The board also acknowledges that fundraising is a reasonable way to pay for special projects and activities. In order to ensure that fundraising efforts do not inadvertently impede the district's overall financial plans or create disorder within the district, the

board will annually approve a fundraising schedule at the beginning of the school year. The board may also approve additional fundraising throughout the year as it deems appropriate.

Any employee who wishes to conduct fundraising apart from the master schedule must obtain prior approval from the board. This approval may be sought by submitting a request for board consideration to THE Executive Director of Finance. The Executive Director of Finance has full discretion in determining whether to bring a fundraising request before the board.

Unless the board grants authorization, no employee may solicit donations for any purpose connected with the school. This prohibition includes, but is not limited to: raffles, any type of sale (bake sales, rummage sales, etc.), requests for donations, and/or the use of crowdfunding websites (GoFundMe.com, DonorsChoose.org, etc.).

Any employee who is granted authorization to engage in fundraising activities must adhere to all requirements established by Ponca City Public Schools. These requirements include but are not limited to identifying:

- the group or activity benefitting from the funds
- the individuals who will participate in the fundraiser, including the school site involved
- the type of fundraiser, including specific products or services to be sold, auctioned, etc.
- the proposed dates for the fundraiser
- the employee who will oversee the fundraiser
- the estimated amount of revenue to be generated per unit and in total
- the procedural safeguards to be utilized to ensure the security of all funds
- whether the activity complies with the district's wellness policy or would use one of the site's exceptions.

The Executive Director of Finance is responsible for updating the board at each of its meetings regarding any fundraising activities apart from the board's master schedule.

ADOPTED: May 9, 2016

2.16 COMPLAINTS

The Board encourages all complaints regarding the district to be resolved at the lowest possible administrative level.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the administration for study and possible solution.

The Superintendent shall report any unresolved complaint about policies to the Board at the next regularly scheduled Board meeting.

2.17	CONSULTANTS, RESOURCE PERSONS, AND VISITORS FROM OTHER AGENCIES
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The use of resource persons in classrooms and for staff development is encouraged. Visitors from outside entities and other school districts are welcome. All persons named above shall have the prior approval of the Superintendent or designee.

2.18 BROADCAST OF ATHLETIC EVENTS
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It is the policy of the Ponca City School District that licensing for broadcasting of Ponca City school athletic events shall be by contract and negotiated with the Athletic Director and approved by the Board of Education. Fees shall be consistent with conference rules for regular season games and play-off games. For the purpose of this policy, broadcasting shall include radio and television transmissions excluding delayed broadcast. All broadcasting agreements will be contingent upon maintaining good sportsmanship.

ADOPTED: September 12, 1994

REVISED: February 26, 1996

2.19 NAMING BUILDING FACILITIES

The Ponca City Board of Education will consider requests from school and community groups to: (1) name a portion of a building, (2) name a single building on a campus with multiple buildings, or (3) name a specific area on a campus for a person who is deceased for at least three (3) years or has been retired for three (3) years, provided the proposed name has special significance and/or the person has made an outstanding contribution to the school or the school system. The group making the request must agree to provide approved recognition, such as plaque, portrait, or marker for the school. The Board will consider the request after its approval by the administration.

When a school or building is to be named, the superintendent will appoint a project name committee from the geographic area of that school. The committee will include the principal as chairman, the principal of the nearest like school, and at least five other citizens in the community. Citizens, Board members and school personnel may submit names for consideration by the committee.

The Project Name Committee, in accordance with policy and other guidelines that may be outlined by the Board, will recommend to the Board a proposed name or alternatives for each school or building and will include background information as may be required to support the name(s) selected for recommendation.

In selecting names, special consideration will be given to those names that will have special meaning to students and citizens and will enhance the education and moral and spiritual values of the particular schools or buildings. In the absence of a name that honors an individual, school facilities will be called by the most practical identification that is associated with its function, i.e., Mid-High Auditorium.

Donations that are made in someone's name may be recognized by a plaque or by some other means. Donations made in connection with the naming of a building will be considered on an individual basis by the Board.

Schools or buildings named for a person will retain that person's name as part of the building's name as long as the facility is used for instructional purposes by the district. Exceptions to this may be made by the Board. When it is the wish of a local school community to change the official designated name of an existing school (e.g., from public or middle or elementary, or in any other respect), an appropriate recommendation will be forwarded to the Board by staff, with cost estimates and any other implications.

When the use of a school or building changes and it no longer houses a regular school program, the Board, upon the recommendation of the school administration, will consider changing the name of the facility only if the proposed name has special significance and/or the person has made an outstanding contribution to the school or school system and has been deceased for at least three years.

The official name of all schools will be approved or altered only by motion and approval of the Board after the aforementioned procedures have been followed.

ADOPTED: May 12, 1997

2.20 CLASS MEMORIALS ON SCHOOL PREMISES

The Ponca City Board of Education is appreciative of the alumni support and interest in the district's educational programs and facilities. In order to maintain an orderly, planned, and non-intrusive program for memorials on school premises, the following policy is adopted.

No graduating class can establish a memorial on school premises until a minimum of forty (40) years has passed since graduation. All requests for the establishment for the memorial will go the Property Committee of the Board for consideration and will include a drawing that is consistent with any established memorials. The drawing is to reflect the manner in which the outside memorials will be constructed and materials. The reason for the memorial, a time line, and whether funds will be set aside in an endowment so that the memorial would have future maintenance should also be part of the proposal. If approved, the location of the memorial must be coordinated with the Director of Maintenance to avoid underground utilities or any future maintenance project such as new sidewalks or relocating of underground utilities.

ADOPTED: May 21, 2001

2.21 INTERFERENCE WITH THE PEACEFUL CONDUCT OF SCHOOL DISTRICT ACTIVITIES

The superintendent or anyone designated by the superintendent or the board of education to maintain order in the school district shall have the authority and power to direct any person to leave school district property or any school activity when students are present, who is not a student, officer or employee thereof, and who:

1. Interferes with the peaceful conduct of activities on school district property;
2. Interferes with the peaceful conduct of school activities off school property when students are present;
3. Commits an act that interferes with the peaceful conduct of activities on school district property;
4. Commits an act that interferes with the peaceful conduct of school activities off school property when students are present;
5. Enters school district property for the purpose of committing an act that may interfere with the peaceful conduct of activities on school district property;
6. Enters non-school district property when students are present for the purpose of committing an act that may interfere with the peaceful conduct of school activities

For purposes of this policy, the term “interferes with the peaceful conduct” includes, but is not limited to, actions that directly interfere with any student activities, classes, study, student or faculty safety, housing or parking areas or extracurricular activities or any lawful activity ; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the school district; or direct interference with administration, maintenance or security of property belonging to the school district.

Any person to whom this policy applies, who fails to leave a premises as directed or returns within six (6) months thereafter, without first obtaining written permission from the superintendent or anyone designated by the superintendent or the board of education, shall be guilty of a misdemeanor.

Appeal Process

After receiving a directive to leave the premises under this policy, the person issued the directive may request reconsideration by taking the following steps:

First Level of Appeal

The person may request review of the initial decision by letter to the superintendent. If no written request is received within five (5) calendar days of the person's receipt of written notification of the directive to leave the premises, the directive will be final and nonappealable. If the superintendent issued the initial directive to leave the premises, the person issued the directive may proceed directly to the final level of appeal.

Final Level of Appeal

The person may request review of the superintendent's decision by letter to the superintendent or the clerk of the board of education. If no written request is received within five (5) calendar days of the person's receipt of the superintendent's written notification of his or her decision, the superintendent's decision will be final and nonappealable. The person will be notified in writing of the date, time and place of the board meeting at which the decision will be reviewed. The Board's decision will be final and nonappealable.

The superintendent or person who issues the directive to leave the premises will give the person to whom the directive is issued a copy of this policy within a reasonable amount of time after issuing the directive. During any appeal process, the person given the directive to leave the premises must remain off school property and away from school activities, whether on school district property or not, unless the superintendent, in writing, instructs that the directive is to be stayed pending the appeal process.

ADOPTED: December 10, 2012

2.22 CHARTER SCHOOLS

Introduction

The board may elect to sponsor a charter school to serve any combination of grades Pre-k through 12 within the geographical boundaries of the district if it appears that the proposed charter would provide valuable opportunities for student learning. Charter schools sponsored by the district must be nonsectarian in all programs, including admission and employment practices. The board will not sponsor a charter school which is affiliated with a religious institution or private sectarian school.

If the charter contract is approved by both the district's board of education and the governing board of the charter school, the charter school will be a fully recognized Oklahoma public school. The charter school will be able to serve as many students as specified in the charter contract.

District Responsibilities / Process

The administration will promptly review all charter school proposals which are submitted in accordance with this policy and the Oklahoma Charter Schools Act, OKLA. STAT. tit. 70 § 3-130 ("Act"). The Act is incorporated herein by reference. At the conclusion of the review, the superintendent or his/her designee will prepare a written report which evaluates the proposal and makes a recommendation to the board regarding accepting or rejecting the proposed sponsorship.

The board shall either accept or reject sponsorship of a proposed charter school within ninety (90) days of receipt of the proposal. Applicants whose proposals are rejected are eligible to appeal as specified by the Act.

If the board recommends that an application be approved, the board will work cooperatively to develop a charter contract with the school. Once a contract is fully approved and executed, the district will monitor the charter school's operation, including progress toward its goals and its fiscal operations. The district will also provide the Oklahoma State Department of Education a copy of the charter contract.

The board specifically retains all powers and duties granted to it by the Act.

Applicant / Charter School Responsibilities / Process

Applicants must be familiar with the requirements of the Act and this policy and submit a charter school proposal which meets all necessary requirements. Applicants whose proposals are recommended for sponsorship must work cooperatively with the district's board to develop a charter contract.

The governing board of any approved charter school must work cooperatively with the district's board in accordance with the terms of the charter. This includes, but is not

limited to providing information, documentation, and reports required by the Act or as requested by the district.

Application and Charter Contract Development Process

All charter school applications must be received in the superintendent's office by September 1 (or the next workday if the superintendent's office is closed on September 1) for a proposal to begin the following school year.

All charter school applications must utilize the template provided by the board and meet any deadlines established by the board. Any application which does not provide all required information in the prescribed format will be rejected. Any applicant which does not comply with stated timelines will be rejected.

Term and Renewal

An initial charter contract will be for a term of five (5) years. A charter contract may be renewed for addition five (5) year terms, or less, based on the performance, demonstrated capacities and particular circumstances of a charter school. Renewal proposals must be submitted before beginning the last contract year of operation as stated in an existing charter contract. A renewal proposal must contain, at a minimum:

- a complete progress report related to the charter school's existing goals and objectives, including student achievement;
- a list of newly defined or continuing goals through the entirety of the proposed renewal period;
- any improvements the charter school has implemented or planned;
- a complete financial statement;
- copies of all annual financial audits;
- any other evidence the charter school wishes to provide to support the renewal application; and
- any other information requested by the district.

Failure to meet the renewal deadline will waive the renewal option, although the charter school may submit a regular application as outlined in this policy and Oklahoma law.

Prior to the beginning of the final year of the charter contract, the district will issue a performance report and renewal guidance which summarizes the charter school's performance to date and outlines information regarding any issues which may negatively impact the charter school's renewal. The guidance will provide information about the specific criteria which will guide the district's decision related to the renewal. All renewal decisions will be based on the criteria established by the Act.

Termination

The board may terminate a charter contract during its term for any of the following

reasons:

- failure to meet student performance requirements contained in the charter contract;
- breach of the charter school contract;
- failure to meet specified or required fiscal management requirements;
- legal violations; or
- other good cause.

The district's board will notify the charter school at least ninety (90) days prior to terminating a charter contract. If the charter school wishes to dispute the board's decision, the governing body must make a written request for an informal hearing within fourteen (14) days of receipt of the notice. If, after the hearing, the district's board still decides to terminate the charter contract, the charter school may pursue the remedies outlined in the Act to the extent legally permissible.

If a charter contract is terminated or not renewed, the charter school will develop a transition team to work with the district to close the charter school in an orderly manner. This will include but not be limited to areas such as:

- transferring students, records, and school funds;
- regular communication with families, employees, and stakeholders;
- notifications pertinent to the closure; and
- general business related to the conclusion of the charter school's work.

Regardless of the pending closure of any charter school, the charter school is required to continue to provide educational services pursuant to the terms of the charter for the duration of the school year in question.

Teacher Rights

Teachers will not lose any salary or benefit status provided by law upon returning to the district after teaching at a district-sponsored charter school. A teacher who leaves the district to teach at a district-sponsored charter school will also be given employment preference if the teacher re-applies for employment within three (3) years after ending employment with the district, contingent upon the availability of an appropriate position.

ADOPTED: September 14, 2015

2.23 PRIVACY AT SCHOOL

The board expects all actions and activities associated with the school to be conducted within the confines of the law and with the best interests of students and staff in mind.

To (a) ensure compliance with state and federal privacy laws,(b) reduce the risk of stifling the free exchange of ideas, (c) shield young people from potential embarrassment, and (d) otherwise limit the disruption of the educational environment for students and staff, the district does not permit the audio or visual recording of communications or activities occurring in classrooms, offices, or common areas during the regular school day without prior written consent of a district administrator and upon such terms and conditions deemed appropriate by the district administrator. Any person who believes that consent has been unreasonably withheld may appeal the decision to the superintendent of schools, whose decision shall be final.

ADOPTED: September 12, 2016

REVISED: September 11, 2017