

Board of Education Regular Meeting
Monday, August 14, 2023 6:00 PM

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

Agenda

- I. ORDER OF BUSINESS
 - A. Call meeting to order
 - B. Roll call and record names of members present
 - C. Pledge of Allegiance
- II. PRESENTATIONS
 - A. Recognize and hear from visitors (public participation)
 - B. Financial Report
 - C. Director's Report
 - D. Principal's Report
 - E. Assistant Superintendent's Report
 - Professional Development
 - Federal Programs
 - Teaching and Learning
 - F. -Title IX Compliance Report
 - G. Shariff Nickens from SFE
 - H. Superintendent's Report
 - Personnel Changes
 - Accreditation
 - Safety and Security
 - Possible upcoming projects
- III. CONSENT AGENDA (These items may be approved by one Board motion, unless any Board member desires to have a separate vote on any or all of these items).
 - A. Discussion and Consideration for approval of the minutes of the Regular Board meeting on July 10, 2023
 - B. Discussion and Consideration for approval of the following warrants and encumbrances:
 - General Fund Encumbrances: 127-176
 - General Fund Warrants: 1-78
 - Building Fund Encumbrances: 29-41
 - Building Fund Warrants: 1-34
 - Building Bond Funds Encumbrance: 1, 38-191, 38-292
 - C. Discussion and Consideration for approval of financial reports, (General Fund, Building Fund, Building Bond Funds, Activity Funds).
 - D. Discussion and Consideration of the approval of the following Activity Fund Transfers:
 - 2-7

- E. Discussion and Consideration for approval of the following fundraiser requests:
-#176 through #178
- F. Discussion and Consideration for the approval of the following Out-of-State or Overnight Field trip requests:
 - OHS FFA to National Convention in Indiana from 10-31 to 11-3
 - OHS Softball to Softball Tournament in Tuttle, OK from 8-10 to 8-11
 - OHS Volleyball to Volleyball Tournament in Enid, OK from 9-22 to 9-23

IV. ADMINISTRATIVE

- A. Consideration and Action on appointment of Superintendent as Purchasing Agent for Oologah-Talala Public Schools, Authorized Representative for all Federal Programs including E-Rate and Child Nutrition and Designated Custodian for the general fund, building fund, bond fund, all federal programs including E-Rate, all State programs, and all other school programs and activities not listed for the 2023-2024 school year
- B. Recommendation, Consideration, and Action on approving updates to the OTPS Student Mental Health Protocol for the 23-24 school year
- C. Recommendation, Consideration, and Action on approving a proposal to form a chapter of National Junior Honor Society for grades seven through nine
- D. Recommendation, Consideration, and Action on approving a contract with Incident IQ
- E. Recommendation, Consideration, and Action on approving the following Anatomy and Physiology Adjunct Instructors:
 - Nancy Harris, Claremore Campus
 - Tammy Osburn- Kansas Campus
 - Kim Foster- Kansas Campus
 - Debbie Hendrix- Pryor Campus
- F. Recommendation, Consideration, and Action on approving the OTPS Teaching and Learning Plan for the 2023-2024 school year
- G. Recommendation, Consideration, and Action on approving a contract with Oklahoma Department of Career and Technology Education for the 2023-2024 school year
- H. Recommendation, Consideration, and Action on approving a contract with Junior Achievement BizTown for the 2023-2024 school year
- I. Recommendation, Consideration, and Action on approving a contract with Remind for the 2023-2024 school year
- J. Recommendation, Consideration, and Action on approving a contract with the Board of County Commissioners of Rogers County on behalf of Rogers County Sheriff's Office for the 2023-2024 school year
- K. Recommendation, Consideration, and Action on approving OTPS Student Mental Health Protocol for the 2023-2024 school year
- L. Recommendation, Consideration, and Action on approving updates to the Elementary and Secondary Student Handbooks for the 2023-2024 school year
- M. Recommendation, Consideration, and Action on approving Interlocal Agreement for Services between OTPS and Rogers County Board of County Commissioners effective July 1, 2023

- N. Recommendation, Consideration, and Action on approving a contract with Oklahoma Department of Rehabilitation Services for Pre-Employment Transition Services for the 2023-2024 school year
- O. Recommendation, Consideration, and Action on approving a Memorandum of Understanding with Alliance Mental Health for the 2023-2024 school year
- P. Recommendation, Consideration, and Action on approving a Memorandum of Understanding between Grand Mental Health and OTPS for the 2023-2024 school year
- Q. Recommendation, Consideration, and Action on approving the 2023-2024 OTPS Instructional Coaching Plan
- R. Recommendation, Consideration, and Action on approving OTPS Bus Driver Handbook for the 2023-2024 school year
- V. PERSONNEL
 - A. Proposed executive session to discuss Resignations, Hiring of Personnel and/or Extra Duty Assignments. Pursuant to 25 O.S. Sect. 307(B)(1) and (7) of the Open Meeting Law. Items to be discussed are:
 - Resignations: Teresa Platner, Neely Cole
 - Hiring: Scott Talley, Caleb Branscum, Jessica Morgan, Jessica Porter, Josie Wood, Madalyn Bellatti, Marit Skjerseth, Shara Gardner
 - Hiring Extra Duty: Nicole Mader, All Extra Duty Listed on Exhibit A (See Attachment)
 - B. Acknowledge Board has returned to open session.
 - C. Statement of Board President of executive session minutes compliance
 - D. Vote to accept or not accept submitted resignation(s) as listed below:
 - Teresa Platner- Paraprofessional, effective July 27, 2023
 - Neely Cole- Sign Language Interpreter, effective July 26, 2023
 - E. Motion and vote to employ or not employ the recommended applicants as listed below:
 - Scott Talley- Custodian for the 2023-2024 school year
 - Marit Skjerseth- HS Paraprofessional with start date of August 21, 2023 for the 2023-2024 school year
 - Madalyn Bellatti- UE Paraprofessional for the 2023-2024 school year
 - Shara Gardner- OLE Paraprofessional for the 2023-2024 school year
 - Caleb Branscum- MS Teacher and Head Basketball Coach on a temporary Contract for the 2023-2024 school year
 - Josie Wood- OLE Paraprofessional for the 2023-2024 school year
 - Jessica Porter- OLE Paraprofessional for the 2023-2024 school year
 - Jessica Morgan- Lower Elementary Teacher on a temporary contract for the 2023-2024 school year
 - F. Motion and vote to approve or not approve the extra duty assignments/contracts as listed below:
 - All extra duty listed on Exhibit A
 - Nicole Mader- Elementary Caseload
- VI. NEW BUSINESS
- VII. MOTION AND VOTE TO ADJOURN

**Oologah-Talala Public Schools
Board of Education Regular Meeting
Board of Education Independent School District No. 4 Board Room, Board/Adm. Bldg,
Oologah-Talala Public Schools 10700 South 169 Highway Oologah, Oklahoma 74053
Monday, July 10, 2023 at 6:00 PM**

MINUTES

I. ORDER OF BUSINESS

Attendance Taken at 6:00 PM. Lyle Blakley: Present, Brent Kellogg: Present, Joe Koster: Present, Robert Powell: Present, Don Tice: Present.

I.A. Call meeting to order

I.B. Roll call and record names of members present

I.C. Pledge of Allegiance

II. PRESENTATIONS

II.A. Recognize and hear from visitors (public participation)

II.B. Financial Report

Mrs. Rogers shared with the Board that FY 23 had been successfully closed out. She shared that the carryover was lower than her initial projections due to inflation hitting the district harder in some areas than expected.

II.C. Director's Report

-Sarah Noble- Curriculum and instruction update

Mrs. Noble updated the board on the Really Great Reading Curriculum. Everything will be shipped within the next week. There are a lot of teachers who have started and completed the training. She met with Mrs. Bell to help set expectations for her building. We are also going to pilot this program at the middle school. Mrs. Proctor is going to implement it at the 6th grade level to help those students who are still struggling. She also highlighted the new Literacy Plan for the District. The first several pages are goals and plans for the sites. There was a considerable amount of contribution from each building, and there was a lot of thought put into it with regards to expectations. Literacy involves reading, writing, listening, and

speaking. Much thought went into ensuring that our students can fully grasp those communication skills.

She finished by talking about updating the Teaching and Learning Plan with plans for several meetings to continue working on vertical alignment.

II.D. Principal's Report

Mrs. Morsey talked about the Discipline Matrix, and how thankful she and Mrs. Bell are for the thought and processes that went into this. She shared that she is impressed at the lengths that others have gone to in order to compile data for various areas of discipline.

II.E. Assistant Superintendent's Report

-Professional Development

-Federal Programs

-Teaching and Learning

Mrs. Adkins spoke about Professional Development. There will be many components of the Literacy Plan woven into PD for this next year. She has worked hard with the principals to find PD that was meaningful and specific to our needs as a district. Mrs. Noble spoke briefly about requesting vocabulary strategies. Additionally, they have sought out high-quality hands-on strategies for students that are tactile learners. She is working to find meaningful training for our new administrators, but what she has found has been very costly.

With regards to Federal Programs, she profusely thanked Mrs. Rogers for her help and expertise. We have completed our Return to Learn Plan and all closeouts have been completed for FY 23.

The Teaching and Learning Plan will be presented next month.

II.F. -Title IX Compliance Report

Mrs. Adkins said there is not much to report on Title IX. She said Oologah had the honor of presenting at the CCOSA Conference and sharing about our journey. The District Title IX Committee met last week, and agreed on some very minor changes to our Title IX Plan. She shared how thankful she was to Mr. Doss stepping up and taking the Deputy Title IX Coordinator.

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

III.A. Discussion and Consideration for approval of the following minutes of the OTPS Board of Education:

- Regular Meeting on June 12, 2023
- Special Meeting on June 28, 2023

Motion made to Approve Consent Agenda Items A-E.

Motion made by: Robert Powell Motion 2nd by: Lyle Blakley.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Robert Powell: Yes
Don Tice: Yes

III.B. Discussion and Consideration for approval of the following warrants and encumbrances:

- General Fund Encumbrances: 1-126
- General Fund Warrants: 4088-4581
- Building Fund Encumbrances: 1-28
- Building Fund Warrants: 657-752
- Building Bond Funds Encumbrance: 38-190
- Building Bond Funds Warrants:
- Sinking Fund: 2

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

III.D. Discussion and Consideration for approval of the following activity fund transfers:
78-82

III.E. Discussion and Consideration for approval of the following fundraiser requests:
- 1-87

IV. ADMINISTRATIVE

IV.A. Recommendation, Consideration, and Action on approving an MOU with TCC for their Dual Credit Program for the 2023-2024 school year

Motion made to Approve MOU with TCC.

Motion made by: Lyle Blakley Motion 2nd by: Robert Powell.

Motion Passed

Lyle Blakley: Yes

Brent Kellogg: Yes

Joe Koster: Yes

Robert Powell: Yes

Don Tice: Yes

IV.B. Recommendation, Consideration, and Action on approving an agreement with BradyIFS for dispenser installation

Motion made to Approve agreement with Brady IFS.

Motion made by: Don Tice Motion 2nd by: Joe Koster.

Motion Passed

Lyle Blakley: Yes

Brent Kellogg: Yes

Joe Koster: Yes

Robert Powell: Yes

Don Tice: Yes

IV.C. Recommendation, Consideration, and Action on approving a contract with Bit by Bit for therapeutic horseback riding services for the 2023-2024 school year

Motion made to Approve contract with Bit by Bit.

Motion made by: Joe Koster Motion 2nd by: Don Tice.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Robert Powell: Yes
Don Tice: Yes

IV.D. Recommendation, Consideration, and Action on approving a contract with Integrative Physical Therapy, PC for physical therapy services for the 2023-2024 school year

Motion made to Approve contract with Integrated Physical Therapy.

Motion made by: Robert Powell Motion 2nd by: Don Tice.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Robert Powell: Yes
Don Tice: Yes

IV.E. Recommendation, Consideration, and Action on approving a contract with Pediatric Assessment and Counseling Services, LLC for the 2023-2024 school year

Motion made to Approve contract with Pediatric Counseling.

Motion made by: Don Tice Motion 2nd by: Robert Powell.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Robert Powell: Yes
Don Tice: Yes

IV.F. Recommendation, Consideration, and Action on approving a contract with the Department of Rehabilitation Services for transition school to work services for the 2023-2024 school year

Motion made to Approve contract with DRS.

Motion made by: Joe Koster Motion 2nd by: Don Tice.

Motion Passed

Lyle Blakley: Yes

Brent Kellogg: Yes

Joe Koster: Yes

Robert Powell: Yes

Don Tice: Yes

IV.G. Recommendation, Consideration, and Action on approving a contract with Wink Educational Consulting, Inc for PD services for the 2023-2024 school year

Motion made to Approve contract with Wink Educational Services.

Motion made by: Don Tice Motion 2nd by: Lyle Blakley.

Motion Passed

Lyle Blakley: Yes

Brent Kellogg: Yes

Joe Koster: Yes

Robert Powell: Yes

Don Tice: Yes

IV.H. Recommendation, Consideration, and Action on approving a contract with Beth Anne Manipella, PLLC for OT and PT services for the 2023-2024 school year

Motion made to Approve contract with Beth Anne Manipella.

Motion made by: Robert Powell Motion 2nd by: Joe Koster.

Motion Passed

Lyle Blakley: Yes

Brent Kellogg: Yes

Joe Koster: Yes

Robert Powell: Yes

Don Tice: Yes

IV.I. Recommendation, Consideration, and Action on approving OTPS Literacy Plan for the 2023-2024 school year

Motion made to Approve OTPS Literacy Plan.

Motion made by: Lyle Blakley Motion 2nd by: Robert Powell.

Motion Passed

Lyle Blakley: Yes

Brent Kellogg: Yes

Joe Koster: Yes

Robert Powell: Yes

Don Tice: Yes

IV.J. Recommendation, Consideration, and Action on approving OTPS Title IX Plan for the 2023-2024 school year

Motion made to Approve Title IX Plan.

Motion made by: Joe Koster Motion 2nd by: Robert Powell.

Motion Passed

Lyle Blakley: Yes

Brent Kellogg: Yes

Joe Koster: Yes

Robert Powell: Yes

Don Tice: Yes

IV.K. Recommendation, consideration, and action on approving Discipline Matrix for Lower and Upper Elementary.

Motion made to Approve Discipline Matrix for LE and UE.

Motion made by: Lyle Blakley Motion 2nd by: Don Tice.

Motion Passed

Lyle Blakley: Yes

Brent Kellogg: Yes

Joe Koster: Yes

Robert Powell: Yes

Don Tice: Yes

V. PERSONNEL

V.A. Proposed executive session to discuss Resignations, Hiring of Personnel and/or Extra Duty Assignments. Pursuant to 25 O.S. Sect. 307(B)(1) and (7) of the Open Meeting Law.

Items to be discussed are:

-Hiring: Staci Streater, Morgan Aman

-Extra Duty: Layle Devilbiss

Motion so made.

Motion made by: Robert Powell Motion 2nd by: Joe Koster.

Motion Passed

Lyle Blakley: Yes

Brent Kellogg: Yes

Joe Koster: Yes

Robert Powell: Yes

Don Tice: Yes

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

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

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

V.E. Motion and vote to employ or not employ the recommended applicants as listed below:

-Staci Streater- HS Secretary for the 2023-2024 school year

-Morgan Aman- UE/ MS Music Teacher on a temporary contract for the 2023-2024 school year

Motion made to Approve recommended applicants.

Motion made by: Robert Powell Motion 2nd by: Lyle Blakley.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Robert Powell: Yes
Don Tice: Yes

V.F. Motion and vote to approve or not approve the extra duty assignments/contracts as listed below:

- Layle Devilbiss- HS Head Baseball Coach for the 2023-2024 school year
- Tristan Owens- Head Cross Country Coach for the 2023-2024 school year

Motion made to Approve Extra Duty as listed.

Motion made by: Lyle Blakley Motion 2nd by: Joe Koster.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Robert Powell: Yes
Don Tice: Yes

VI. NEW BUSINESS

VII. MOTION AND VOTE TO ADJOURN

Motion so made.

Motion made by: Robert Powell Motion 2nd by: Lyle Blakley.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Robert Powell: Yes
Don Tice: Yes

**PURCHASE ORDER
OOLOGAH-TALALA PUBLIC SCHOOLS
P.O. BOX 189
10700 S. 169 HWY
OOLOGAH, OK 74053**

SHIP TO:	OOLOGAH-TALALA PUBLIC SCHOOLS P.O. BOX 189 10700 S. 169 HWY Oologah, OK 74053	P.O. NO:	2024-38-192
		P.O. AMOUNT:	\$7,460.83
		P.O. DATE:	August 10, 2023

TO: Key Construction
5477 S 108th E Ave
Tulsa, OK 74146

Encumbered by: _____

Requested by: Breanna Rogers

Description	Unit Price	Quantity	Ext. Price
2019 Combined General Purpose Bond Pay application 5 Mezzanine Repairs	\$7,460.83	1	\$7,460.83
TOTAL			\$7,460.83

TO OWNER/CLIENT:
 Oologah-Talala Public Schools
 10700 S Hwy 169
 Oologah, Oklahoma 74053

PROJECT:
 Oologah-Talala Public Schools Mezzanine Repairs
 10700 US 169
 Oologah, Oklahoma 74053

FROM CONTRACTOR:
 Key Construction Oklahoma, LLC
 5477 S. 108th E. Ave.
 Tulsa, Oklahoma 74114

VIA ARCHITECT/ENGINEER:
 Jay T. Boynton (BWA Architects)
 2651 E 21st St Suite 510
 Tulsa, Oklahoma 74114

CONTRACT FOR: Oologah-Talala Public Schools Mezzanine Repairs
CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. Original Contract Sum \$ 401,042.00
2. Net change by change orders \$ 0.00
3. Contract sum to date (line 1 ± 2) \$ 401,042.00
4. Total completed and stored to date (Column G on detail sheet) \$ 358,691.59
5. Retainage:
 - a. 5.00% of completed work: \$ 17,934.58
 - b. 0.00% of stored material: \$ 0.00
6. Total retainage (Line 5a + 5b or total in column I of detail sheet) \$ 17,934.58
7. Less previous less retainage (Line 4 less Line 5 Total) \$ 340,757.01
8. Less previous certificates for payment (Line 6 from prior certificate) \$ 333,296.18
9. Current payment due: \$ 7,460.83
- Balance to finish, including retainage (Line 3 less Line 6) \$ 60,284.99

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$ 0.00	\$ 0.00
Total approved this Month:	\$ 0.00	\$ 0.00
Totals:	\$ 0.00	\$ 0.00
Net change by change orders:	\$ 0.00	\$ 0.00

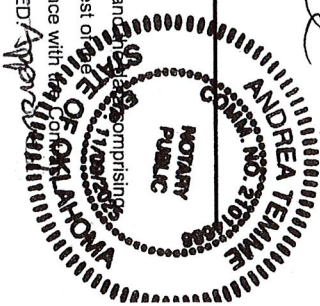
APPLICATION NO: 5
 INVOICE NO: 5
 PERIOD: 07/01/23 - 07/31/23
 PROJECT NO: 23-05-003
 CONTRACT DATE: 02/09/2023
 DISTRIBUTION TO:
 T22001A

The undersigned certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

CONTRACTOR: Key Construction Oklahoma, LLC
 By: Caleb Lundy Caleb Lundy, Project Manager
 Date: 7/25/2023

State of: OK
 County of: Tulsa
 Subscribed and sworn to before me this 25th day of July 2023

Notary Public: Andrea Temme
 My commission expires: 11/9/2025



ARCHITECTS/ENGINEERS CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the on-site observations and information furnished to me by the Contractor, I, the undersigned, certify that to the best of my knowledge, information and belief, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED: Approved \$ 7,460.83

AMOUNT CERTIFIED: Approved \$ 7,460.83
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm to the amount certified) Approved
 ARCHITECT/ENGINEER: Approved
 By: Approved Date: 27 July 23

This certificate is not negotiable. The amount certified is payable only to the contract named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

**PURCHASE ORDER
OOLOGAH-TALALA PUBLIC SCHOOLS
P.O. BOX 189
10700 S. 169 HWY
OOLOGAH, OK 74053**

SHIP TO:	OOLOGAH-TALALA PUBLIC SCHOOLS P.O. BOX 189 10700 S. 169 HWY Oologah, OK 74053	P.O. NO:	2024-38-191
		P.O. AMOUNT:	\$39,892.12
		P.O. DATE:	August 10, 2023

TO: **KMS
5004 E Archer St.
Tulsa, OK 74115**

Encumbered by: _____

Requested by: Breanna Rogers

Description	Unit Price	Quantity	Ext. Price
2019 Combined General Purpose Bond			
HVAC work at OLE Pay app #5	\$39,892.12	1	\$39,892.12
TOTAL			\$39,892.12

Application and Certificate for Payment

To Owner: BWA Architects
 2651 E 21st St
 Ste 510
 Tulsa, OK 74114

Project: BWA/Oologah-Talala Lower Elem
 10700 S Highway 169
 Oologah, OK 74053

From Contractor: KMS + ELS
 5004 E Archer
 Tulsa, OK 74115

Via Architect:

Application No: 5
Period To: 5/31/2023
Contract For:
Contract Date: 4/26/2022
Project Nos: T22001B

CONTRACTOR'S APPLICATION FOR PAYMENT

- 1) Original Contract Sum 343,849.00
- 2) Net change by Change Orders 2,791.00
- 3) Contract Sum to Date 346,640.00
- 4) Completed and Stored to Date 321,640.00
- 5) Retainage:
 - a. Completed Work 16,082
 - b. Stored Material 0
 - Total Retainage 16,082.00
- 6) Total Earned less Retainage 305,558.00
- 7) Less Previous Certificates for Payment 265,665.88
- 8) Current Payment Due 39,892.12
- 9) Balance to Finish, including Retainage 41,082.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	2,791.00	0.00
Total approved this Month	0.00	0.00
TOTALS	2,791.00	0.00
NET CHANGES by Change Order	2,791.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

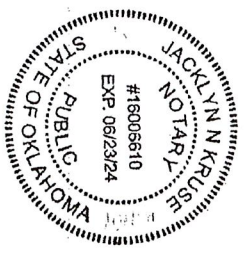
CONTRACTOR:

By: Barbara Adkins Date: 05/26/23
 Darlene Adkins

State of: Oklahoma
 County of: Tulsa

Subscribed and sworn to before me this 26 day of May, 2023

Jackelyn Nicole Kruse
 Notary Public: Jacklyn Nicole Kruse
 My Commission expires: 6/23/2024



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect ~~states~~ certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT ~~CERTIFIED~~ Approved

AMOUNT ~~CERTIFIED~~ Approved \$39,892.12

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount ~~certified~~ Approved)

By: [Signature] Date: 27 July 23
 This Certificate is not negotiable. The AMOUNT ~~CERTIFIED~~ Approved is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 127 - 176, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	127	07/11/2023	60240	JPMORGAN CHASE BANK, N.A.	035-New Flags for all District Sites	1,200.00
11	128	07/11/2023	20328	UMB BANK NA	000-PAYING AGENT FEES	600.00
11	129	07/11/2023	10126	CCOSA	000-NEW PRINC ACADEMY	900.00
11	130	07/11/2023	13069	THOMPSON BOOK & DEPOSITORY	333-MS Science books	529.42
11	131	07/12/2023	60254	SPC OFFICE PRODUCTS	000-Office Furniture	3,146.39
11	132	07/12/2023	10221	OKLA STATE SCHOOL BOARD ASSOC	000-OSSBA CONF REGISTRATION	2,700.00
11	133	07/12/2023	60380	WINK EDUCATIONAL CONSULTING INC	000-PD Program	4,000.00
11	134	07/17/2023	60150	RIDDELL/ALL AMERICAN	065-FB Helmets	4,491.10
11	135	07/18/2023	29507	AGILE SPORTS TECHNOLOGIES	065-Hudl AD Package	10,600.00
11	136	08/08/2023	20229	BSN SPORTS LLC	065-SB Uniforms and Scorebooks	2,000.00
11	137	07/18/2023	10221	OKLA STATE SCHOOL BOARD ASSOC	000-FINANCE WEBINAR	60.00
11	138	07/20/2023	14007	YATES TRUCKING CO., INC.	060-Dirt for Softball	700.00
11	139	07/20/2023	20719	ADVANCE ELECTRICAL SERVICES INC	412-Electrical Work in Ag Bldg	2,225.88
11	140	07/21/2023	20229	BSN SPORTS LLC	065-Hats for Athletics	350.00
11	141	07/26/2023	60240	JPMORGAN CHASE BANK, N.A.	070-HELPDESK	10,441.06
11	142	08/01/2023	69801	FIRETROL PROTECTION SYSTEMS INC	070-ANNUAL FIRE ALARM MONITORING	2,000.00
11	143	08/01/2023	79921	NWEA	333-NWEA	12,997.50
11	144	08/01/2023	60240	JPMORGAN CHASE BANK, N.A.	412-FCS class supplies, etc	1,000.00
11	145	08/01/2023	60240	JPMORGAN CHASE BANK, N.A.	412-Embroidery software, supplies etc.	1,500.00
11	146	08/01/2023	19664	AMAZON.COM	412-FCS class supplies, labs, etc.	750.00
11	147	08/01/2023	69832	UNIVERSITY OF OKLAHOMA	130-Writing PD	4,200.00
11	148	08/01/2023	60240	JPMORGAN CHASE BANK, N.A.	115-100 Calculators for MS Math	508.00
11	149	08/01/2023	29440	TEACHER SYNERGY LLC	000-MS Health Curriculum	382.50
11	150	08/02/2023	60383	EDCLUB INC	000- 1 Year Full Access Student Licenses	800.15
11	151	08/02/2023	18014	ALERT SERVICES, INC.	065-Sports Medicine	2,000.00
11	152	08/02/2023	28172	GAME TIME SPORTS	065-Music for Sports	2,000.00
11	153	08/02/2023	29684	JILL HOISINGTON	000-SB Belts and Socks	1,035.00
11	154	08/02/2023	60240	JPMORGAN CHASE BANK, N.A.	000-OSSBA CONF HOTEL, MEALS etc	2,300.00
11	155	08/02/2023	60240	JPMORGAN CHASE BANK, N.A.	006-Para testing	650.00
11	156	08/02/2023	60240	JPMORGAN CHASE BANK, N.A.	006-Vision Screening Supplies	150.00
11	157	08/02/2023	60240	JPMORGAN CHASE BANK, N.A.	049-UE Books for Library	400.00
11	158	08/03/2023	60240	JPMORGAN CHASE BANK, N.A.	412-OKACTE LEADERSHIP CONF	600.00
11	159	08/03/2023	19664	AMAZON.COM	070-BLANKET TECH SUPPLIES	10,000.00
11	160	08/04/2023	60240	JPMORGAN CHASE BANK, N.A.	049-HS Library book, supplies etc	1,000.00
11	161	08/04/2023	19664	AMAZON.COM	049-HS Library materials, cricut,3dprinter	2,000.00
11	162	08/04/2023	29938	REALLY GREAT READING CO LLC	333-MS subscriptions	600.00
11	163	08/04/2023	60240	JPMORGAN CHASE BANK, N.A.	412-TSA Consumable supplies	1,700.00
11	164	08/04/2023	19664	AMAZON.COM	412-TSA supplies	1,000.00
11	165	08/04/2023	28901	VEX ROBOTICS INC	412-TSA supplies/consumables	3,000.00

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 127 - 176, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	166	08/04/2023	60240	JPMORGAN CHASE BANK, N.A.	412-TSA dues, fees	745.00
11	167	08/04/2023	11480	FROMAN OIL CO.	040-Tank Rental	390.00
11	168	08/04/2023	60382	WORKHEALTH SOLUTIONS LLC	040-Physicals & Drug Screening	8,600.00
11	169	08/04/2023	87088	AARON D WARREN	040-CDL Reimbursement	18.00
11	170	08/04/2023	86080	DANIEL R PRUETT	040-CDL Reimbursement	18.00
11	171	08/04/2023	86908	DAVID MICHAEL SMITH	040-CDL Reimbursement	36.00
11	172	08/04/2023	86008	SHAWN R DRIVER	040-CDL Reimbursement	18.00
11	173	08/04/2023	60240	JPMORGAN CHASE BANK, N.A.	067-Prof Membership renewals	300.00
11	174	08/05/2023	10582	SAIED MUSIC	067-Circle the state w/song sheet music	500.00
11	175	08/07/2023	11868	J W PEPPER AND SON INC	067-Blanket for music purchases 23/24	1,000.00
11	176	08/07/2023	12391	OKLAHOMA ASBO	000-MEMBERSHIP 23/24SY	1,000.00
Non-Payroll Total:						\$109,142.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$109,142.00

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 29 - 41, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	29	07/11/2023	28169	OKLAHOMA DEPT OF LABOR	037-Inspections/Certifications	1,500.00
21	30	07/11/2023	60240	JPMORGAN CHASE BANK, N.A.	035-New Flag Poles for District Sites	1,200.00
21	31	07/12/2023	28326	GLASS MAN WADE LLC	036-Enrollment Glass for Door Frame	300.00
21	32	07/26/2023	79776	SLAYDEN MECHANICAL SERVICES	035-District HVAC Repairs	5,000.00
21	33	07/28/2023	69669	SWEET & SONS PLUMBING AND DRAIN	035-Plumbing Repairs and Supplies	5,000.00
21	34	08/02/2023	60296	DEPARTMENT OF CORRECTIONS	035-Signage for District	500.00
21	35	08/03/2023	31017	SCHOOL SPECIALTY LLC	036-Enrollment Office Cabinets	14,000.00
21	36	08/04/2023	69784	PRISTINE CARPET & TILE CLEANING	045-Carpet Cleaning	3,256.42
21	37	08/08/2023	70080	TREAT'S SOLUTIONS, INC.	045-Custodial Misc. Supplies, Equipment	3,500.00
21	38	08/08/2023	70215	KARCHER NORTH AMERICA INC	045-Custodial Supplies	3,000.00
21	39	08/08/2023	60377	BRADY INDUSTRIES OF KANSAS LLC	045-Custodial Misc. Supplies	5,000.00
21	40	08/07/2023	78147	BANCFIRST	000-RENT PYMT	1,500.00
21	41	08/09/2023	60261	DNR SERVICE LLC	035-Ice Machine Repairs	1,000.00

Non-Payroll Total:	\$44,756.42
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Payroll Total:	\$0.00
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Balance Forward:	\$0.00
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Report Total:	\$44,756.42
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Oologah-Talala Public Schools

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 1 - 1, Fund Codes: 38

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
38	1	08/07/2023	78147	BANCFIRST	000-ACQ PYMT	1,257,000.00
Non-Payroll Total:						\$1,257,000.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$1,257,000.00

Oologah-Talala Public Schools

Cash Balances

Options: Fiscal Years: 2022-2024, Funds: 11-41, As Of Date: 7/31/2023, Account Types: All

Cash By Account and Fund

AC	0101	RCB BANK		
	2022	11	GEN FUND-FOR OP	\$16,096.64
	2022	21	BUILDING FUND	\$2,241.52
	2022	34	TRANSPORTATION EQUIPMENT	\$0.00
	2022	35	CAPITAL IMPROVEMENTS	\$0.00
	2022	37	BUILDING BOND FUND OF 2010	\$0.00
	2022	38	BOND FUND 2019-2020	\$0.00
	2022	41	Sinking	\$0.00
	2023	11	GEN FUND-FOR OP	\$1,802,848.11
	2023	21	BUILDING FUND	\$430,261.26
	2023	34	TRANSPORTATION EQUIPMENT	\$7,346.00
	2023	35	CAPITAL IMPROVEMENTS	\$33,587.90
	2023	37	BUILDING BOND FUND OF 2010	\$0.00
	2023	38	BOND FUND 2019-2020	\$2,729,658.48
	2023	41	Sinking	\$138,201.87
	2024	11	GEN FUND-FOR OP	(\$703,150.10)
	2024	21	BUILDING FUND	(\$59,341.55)
	2024	41	Sinking	\$23,103.12
			Total AC 0101	\$4,420,853.25
AC	0103	OLAP		
	2023	21	BUILDING FUND	\$11,724.20
	2024	11	GEN FUND-FOR OP	\$0.00
	2024	21	BUILDING FUND	\$8,355.70
			Total AC 0103	\$20,079.90
				\$4,440,933.15

Cash By Fund

2022	11	GEN FUND-FOR OP	\$16,096.64
2022	21	BUILDING FUND	\$2,241.52
2022	34	TRANSPORTATION EQUIPMENT	\$0.00
2022	35	CAPITAL IMPROVEMENTS	\$0.00
2022	37	BUILDING BOND FUND OF 2010	\$0.00
2022	38	BOND FUND 2019-2020	\$0.00
2022	41	Sinking	\$0.00
2023	11	GEN FUND-FOR OP	\$1,802,848.11
2023	21	BUILDING FUND	\$441,985.46
2023	34	TRANSPORTATION EQUIPMENT	\$7,346.00
2023	35	CAPITAL IMPROVEMENTS	\$33,587.90
2023	37	BUILDING BOND FUND OF 2010	\$0.00
2023	38	BOND FUND 2019-2020	\$2,729,658.48
2023	41	Sinking	\$138,201.87
2024	11	GEN FUND-FOR OP	(\$703,150.10)
2024	21	BUILDING FUND	(\$50,985.85)
2024	41	Sinking	\$23,103.12
			\$4,440,933.15
			\$4,440,933.15



P.O. Box 189
Claremore, OK 74018-0189

855.226.5722
RCBbank.com



Date 7/31/23 Page 1
Primary Account XXXXXXXXXXXX5424
Total Enclosed 78

Oologah ISD 4
Attn Breanna L Rogers
PO Box 189
Oologah OK 74053-0189

CHECKING ACCOUNTS

Account Title: Oologah ISD 4
Attn Breanna L Rogers

*****IMPORTANT CHANGES TO YOUR ACCOUNT*****
Effective 6/27/23, we have added an additional tier to this account for balances greater than or equal to \$2,500,000.00. The current rates for this account are 1.24% Rate/1.25% APY for balances up to \$2,499,999.99 and 1.98% Rate/2.00% APY for balances greater than or equal to \$2,500,000.00. Rates may change at any time, call us at 855-226-5722 if you have questions.

Public Funds Interest		Images Enclosed	78
Account Number	XXXXXXXXXXXX5424	Statement Dates	7/03/23 thru 7/31/23
Previous Balance	1,297,737.15	Days in the statement period	29
33 Deposits/Credits	143,518.32	Average Ledger	1,072,152.81
88 Checks/Debits	1,021,851.39	Average Collected	1,072,152.81
Service Charge	.00	Interest Earned	1,056.29
Interest Paid	1,144.47	Annual Percentage Yield Earned	1.25%
Current Balance	420,548.55	2023 Interest Paid	14,695.63

DEPOSITS AND OTHER CREDITS		
Date	Description	Amount
7/03	CC DEPOSIT PARAGON SOLUTION 9362403762 23/07/03	24.12
	936200017281361 CCD	
7/03	OOLOGAH-TALALA PUBLIC AchBatch Rogers County 1736006412 23/07/03	74,376.13
	473519 CCD	
7/06	Oologah Talala Schools Checking Deposit	1,526.79
7/06	DEPOSIT MERCHANT BANKCD G592126793 23/07/06	450.00



P.O. Box 189
 Claremore, OK 74018-0189

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 RCBbank.com



Date 7/31/23 Page 1
 Primary Account XXXXXXXXXXXXX4092
 Total Enclosed

Oologah ISD 4
 Attn Breanna L Rogers
 PO Box 189
 Oologah OK 74053-0189

CHECKING ACCOUNTS

Account Title: Oologah ISD 4
 Attn Breanna L Rogers

*****IMPORTANT CHANGES TO YOUR ACCOUNT*****
 Effective 6/27/23, we have added an additional tier to this account for
 balances greater than or equal to \$2,500,000.00. The current rates for this
 account are 1.24% Rate/1.25% APY for balances up to \$2,499,999.99 and
 1.98% Rate/2.00% APY for balances greater than or equal to \$2,500,000.00.
 Rates may change at any time, call us at 855-226-5722 if you have questions.

Public Funds Interest		Images Enclosed	0
Account Number	XXXXXXXXXXXX4092	Statement Dates	7/03/23 thru 7/31/23
Previous Balance	10,699.86	Days in the statement period	29
Deposits/Credits	.00	Average Ledger	10,699.86
Checks/Debits	.00	Average Collected	10,699.86
Service Charge	.00	Interest Earned	10.55
Interest Paid	11.27	Annual Percentage Yield Earned	1.25%
Current Balance	10,711.13	2023 Interest Paid	76.83

DEPOSITS AND OTHER CREDITS		
Date	Description	Amount
7/31	Interest Deposit	11.27

DAILY BALANCE INFORMATION			
Date	Balance	Date	Balance
7/03	10,699.86	7/31	10,711.13



P.O. Box 189
Claremore, OK 74018-0189

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RCBbank.com



Date 7/31/23 Page 1
Primary Account XXXXXXXXXXXXX8499
Total Enclosed

Oologah ISD 4
Attn: Breanna L Rogers
PO Box 189
Oologah OK 74053-0189

CHECKING ACCOUNTS

Account Title: Oologah ISD 4
Attn: Breanna L Rogers

*****IMPORTANT CHANGES TO FUNDS AVAILABILITY FOR ITM/ATM DEPOSITS*****
Effective 9.15.23: If you make a check deposit at an Interactive Teller Machine (ITM) or Automated Teller Machine (ATM) owned by RCB Bank, we will limit the amount of your deposit immediately available to \$225.00 per deposit, per day. Additional amounts will be available the next business day.

my Premier Business Money Mkt		Images Enclosed	0
Account Number	XXXXXXXXXXXX8499	Statement Dates	7/03/23 thru 7/31/23
Previous Balance	1,983,377.72	Days in the statement period	29
Deposits/Credits	.00	Average Ledger	1,983,377.72
Checks/Debits	.00	Average Collected	1,983,377.72
Service Charge	.00	Interest Earned	5,814.83
Interest Paid	6,215.85	Annual Percentage Yield Earned	3.75%
Current Balance	1,989,593.57	2023 Interest Paid	69,689.51

DEPOSITS AND OTHER CREDITS		
Date	Description	Amount
7/31	Interest Deposit	6,215.85

DAILY BALANCE INFORMATION			
Date	Balance	Date	Balance
7/03	1,983,377.72	7/31	1,989,593.57



OLAP Monthly Statement
Oologah-Talala Public Schools

Please Note:
THE FUND WILL BE CLOSED SEPTEMBER 4TH IN OBSERVANCE OF THE LABOR DAY HOLIDAY

Activity Summary (22096-101) General

7/1/2023 - 7/31/2023

Investment Pool Summary		Daily Liquid
Beginning Balance		\$2,011,724.20
Dividends		\$8,355.70
Purchases		\$0.00
Redemptions		\$0.00
Ending Balance		\$2,020,079.90
Average Monthly Rate		4.890%
Share Price		\$1.000
Total		\$2,020,079.90
Total Fixed Income		\$0.00
Account Total		\$2,020,079.90

Oologah-Talala Public Schools
Breanna Rogers
PO Box 189
Oologah, OK 74053



PMA Financial Network
2135 CityGate Lane, 7th Floor
Naperville, IL 60563

Your PMA Representative
Anita Tracy
(515) 224-2725
atracy@pmanetwork.com

Oologah-Talala Public Schools

Revenue/Expenditure Summary

Options: Fund: 61, Date Range: 7/1/2023 - 7/31/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
819 ATHLETICS	\$0.00	\$5,455.50	\$19,286.95	\$2,753.86	\$21,988.59	\$317.50	\$21,671.09
820 SPORTS CAMPS	\$0.00	\$9,204.00	\$18,142.81	\$7,877.00	\$19,469.81	\$1,169.00	\$18,300.81
901 LOWER ELEMENTARY MISC	\$0.00	\$433.35	\$22,648.78	\$27.98	\$23,054.15	\$4,568.05	\$18,486.10
902 LOWER ELEM ADULT POP	\$0.00	\$0.00	\$1,582.41	\$0.00	\$1,582.41	\$0.00	\$1,582.41
903 LOWER ELEMENTARY LIBRARY	\$0.00	\$0.00	\$3,489.50	\$0.00	\$3,489.50	\$0.00	\$3,489.50
905 LOWER ELEM DONATIONS	\$0.00	\$3,500.00	(\$3,500.00)	\$0.00	\$0.00	\$0.00	\$0.00
906 UPPER ELEMENTARY MISC	\$0.00	\$274.02	\$7,295.96	\$0.00	\$7,569.98	\$2,250.00	\$5,319.98
907 UPPER ELEM ADULT POP	\$0.00	\$0.00	\$866.02	\$0.00	\$866.02	\$0.00	\$866.02
909 LIFE SKILLS CLASS	\$0.00	\$0.00	\$14,424.91	\$0.00	\$14,424.91	\$0.00	\$14,424.91
911 MIDDLE SCHOOL MISC	\$0.00	\$66.61	\$8,872.02	\$0.00	\$8,938.63	\$0.00	\$8,938.63
912 MIDDLE SCHOOL DONATIONS	\$0.00	\$100.00	(\$100.00)	\$0.00	\$0.00	\$0.00	\$0.00
913 MIDDLE SCHOOL LIBRARY	\$0.00	\$0.00	\$2,452.49	\$0.00	\$2,452.49	\$0.00	\$2,452.49
915 MIDDLE SCHOOL STUDENT COUNCIL	\$0.00	\$0.00	\$4,199.38	\$0.00	\$4,199.38	\$0.00	\$4,199.38
917 MIDDLE SCHOOL GIFTED	\$0.00	\$0.00	\$26.81	\$0.00	\$26.81	\$0.00	\$26.81
918 7TH, 8TH, 9TH CHEERLEADERS	\$0.00	\$2,249.00	\$3,860.83	\$500.00	\$5,609.83	\$4,539.75	\$1,070.08
920 MIDDLE SCHOOL SCIENCE	\$0.00	\$0.00	\$393.83	\$0.00	\$393.83	\$0.00	\$393.83
922 HS ROBOTICS	\$0.00	\$0.00	\$2,006.28	\$0.00	\$2,006.28	\$0.00	\$2,006.28
923 TECHNOLOGY STUD. ASS'N (TSA)	\$0.00	\$0.00	\$7,226.14	\$5,124.60	\$2,101.54	\$75.00	\$2,026.54
925 HIGH SCHOOL MISC	\$0.00	\$66.62	\$21,784.25	\$1,394.74	\$20,456.13	\$2,205.24	\$18,250.89
927 HS YEARBOOK	\$0.00	\$0.00	\$7,397.59	\$0.00	\$7,397.59	\$0.00	\$7,397.59
928 HIGH SCHOOL DONATIONS	\$0.00	\$5,058.25	(\$5,058.25)	\$0.00	\$0.00	\$0.00	\$0.00
929 HIGH SCHOOL BAND	\$0.00	\$1,425.00	\$9,576.01	\$0.00	\$11,001.01	\$1,000.00	\$10,001.01
930 OOLOGAH SPECIAL TEAMS	\$0.00	\$0.00	\$5,418.81	\$0.00	\$5,418.81	\$0.00	\$5,418.81
931 HIGH SCHOOL ART	\$0.00	\$0.00	\$58.02	\$0.00	\$58.02	\$0.00	\$58.02
933 F.F.A.	\$0.00	\$505.00	\$19,247.87	\$1,549.81	\$18,203.06	\$6,175.00	\$12,028.06
937 HS STUDENT COUNCIL	\$0.00	\$0.00	\$128.93	\$0.00	\$128.93	\$0.00	\$128.93
940 HIGH SCHOOL PROM	\$0.00	\$0.00	\$18,877.87	\$0.00	\$18,877.87	\$0.00	\$18,877.87
941 FCCLA	\$0.00	\$0.00	\$8,405.93	\$85.91	\$8,320.02	\$1,914.09	\$6,405.93
942 HIGH SCHOOL LIBRARY	\$0.00	\$0.00	\$2,181.56	\$0.00	\$2,181.56	\$109.00	\$2,072.56
943 BUSINESS PROF OF AMER	\$0.00	\$0.00	\$4,490.37	\$0.00	\$4,490.37	\$0.00	\$4,490.37
944 HIGH SCHOOL COUNSELOR	\$0.00	\$0.00	\$911.94	\$0.00	\$911.94	\$0.00	\$911.94
945 SPANISH CLUB	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
946 HIGH SCHOOL SPEECH	\$0.00	\$0.00	\$3,865.95	\$0.00	\$3,865.95	\$0.00	\$3,865.95
947 VOCAL MUSIC	\$0.00	\$0.00	\$4,413.34	\$0.00	\$4,413.34	\$0.00	\$4,413.34
948 STUDENTS IN THE LIGHT	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
949 ASIAN CLUB	\$0.00	\$0.00	\$2.06	\$0.00	\$2.06	\$0.00	\$2.06
953 HS HISTORY CLUB	\$0.00	\$0.00	\$1,184.84	\$0.00	\$1,184.84	\$0.00	\$1,184.84
954 NATIONAL HONOR SOCIETY	\$0.00	\$0.00	\$369.10	\$0.00	\$369.10	\$0.00	\$369.10
956 HS SENIOR CLASS	\$0.00	\$0.00	\$4,329.19	\$0.00	\$4,329.19	\$0.00	\$4,329.19
958 HIGH SCHOOL SCIENCE	\$0.00	\$0.00	\$5,152.69	\$0.00	\$5,152.69	\$0.00	\$5,152.69
960 ADULT POP	\$0.00	\$1,545.75	\$8,337.31	\$529.00	\$9,354.06	\$2,903.49	\$6,450.57
961 SCHOOL NURSE MISC	\$0.00	\$0.00	\$868.19	\$0.00	\$868.19	\$0.00	\$868.19
962 UE SPECIAL TEAMS	\$0.00	\$0.00	\$945.97	\$0.00	\$945.97	\$0.00	\$945.97
963 TECHNOLOGY	\$0.00	\$0.00	\$2,460.77	\$0.00	\$2,460.77	\$0.00	\$2,460.77
Total	\$0.00	\$29,883.10	\$238,725.43	\$19,842.90	\$248,765.63	\$27,226.12	\$221,539.51

ACTIVITY FUND TRANSFERS

JULY 1 - 31, 2023

ADJ ENT #	DATE	TRANSFER FROM:	TO:	AMOUNT
2	7/10/2023	905 LE DONATION	901 LE MISC ACTIVITY	3,500.00
3	7/18/2023	928 HS DONATION	925 HS MISC ACTIVITY	500.00
4	7/19/2023	928 HS DONATION	819/819 ATHLETICS	1,347.07
5	7/21/2023	928 HS DONATION	819/819 ATHLETICS	3,144.03
6	7/28/2023	960 CO ADULT POP	925 HS MISC ACTIVITY	799.92
6	7/28/2023	960 CO ADULT POP	911 MS MISC ACTIVITY	524.15
6	7/28/2023	960 CO ADULT POP	907 UE ADULT POP	189.70
6	7/28/2023	960 CO ADULT POP	902 LE ADULT POP	31.98
7	7/31/2023	928 HS DONATION	819/819 ATHLETICS	67.15
			Total	10,104.00

OOLOGAH-TALALA PUBLIC SCHOOLS OVERNIGHT/OUT-OF-STATE FIELD TRIP REQUEST

This form is to be used by school personnel requesting an overnight/out-of-state trip to any planned event (Academic Competition, Athletic Competition, Band Trip/Competition, State Competition, etc.)

Out-of State Trip plans must be filed with the building principal at least two (2) months prior to the planned trip for approval of the Superintendent and/or School Board. Please attach an Agenda and the information requested.

1. You must submit the district overnight trip form to the AD's office. **This includes State Competitions.**
2. If you are taking boys & girls you must have a Chaperone for **both** genders. You must provide the names of the Chaperones for each gender.
3. You must meet with your group prior to departure to cover trip policies & procedures. Discuss school policies along with the athletic/activity handbook code of conduct.
4. You must provide the name of the hotel & location. You must also submit a master list of room assignments along with procedures you will use for room checks & curfews to the AD office.
5. You must also submit an itinerary including activities that will be occurring outside of the competitions. (Dining, movies, etc)
6. Prior to departure you should do a luggage/equipment check & review the behaviors expected on the school vehicle.
7. Each time you make a stop you should review the behavior expected by our district & leave that location in a positive manner.
8. Roll call should be taken prior to departing to your next location.
9. You should be in constant contact with your students on the trip & free time should be limited.
10. Make sure the school vehicle is clean & returned to the transportation building in better shape than when you found it. No matter what time you arrive.

Name of School: Oologah HS Grade Level(s): 9-12
 Activity/Event: Varsity Volleyball Date: 9/22-9/23/23 Place: Enid, OK (OK Bible Academy)
 Purpose of Trip: Varsity Volleyball tournament Student Cost: \$0
 No. of Persons to be transported: Students: 11 Sponsors: 2 Chaperones: _____ Total: 13
 Chartered Bus: NO YES If Yes-Name of Charter _____
 Place/Date/Time of Departure: 9/21/23, evening - OHS
 Place/Date/Time of Return: 9/23/23, evening - OHS
 Name/Address of Lodging (if applicable): TBD
 Name of Teachers &/or Sponsors Accompanying Group: Alday Pina, Alli Wills

Principal Signature: [Signature] Date: 7/20/23 Approved _____ Disapproved _____
 AD Signature: [Signature] Date: 7/20/23

Superintendent and/or School Board: _____ Approved Disapproved _____
 Signature: [Signature] Date: 8/7/2023

The Superintendent or his/her designee may revoke permission for a scheduled field trip if a natural or manmade incident(s) should reach a level that would potentially create an unsafe environment for our students and staff.

Date Submitted: _____

OOLOGAH-TALALA PUBLIC SCHOOLS OVERNIGHT/OUT-OF-STATE FIELD TRIP REQUEST

This form is to be used by school personnel requesting an overnight/out-of-state trip to any planned event (Academic Competition, Athletic Competition, Band Trip/Competition, State Competition, etc.)

Out-of State Trip plans must be filed with the building principal at least two (2) months prior to the planned trip for approval of the Superintendent and/or School Board. Please attach an Agenda and the information requested.

1. You must submit the district overnight trip form to the AD's office. **This includes State Competitions.**
2. If you are taking boys & girls you must have a Chaperone for **both** genders. You must provide the names of the Chaperones for each gender.
3. You must meet with your group prior to departure to cover trip policies & procedures. Discuss school policies along with the athletic/activity handbook code of conduct.
4. You must provide the name of the hotel & location. You must also submit a master list of room assignments along with procedures you will use for room checks & curfews to the AD office.
5. You must also submit an itinerary including activities that will be occurring outside of the competitions. (Dining, movies, etc)
6. Prior to departure you should do a luggage/equipment check & review the behaviors expected on the school vehicle.
7. Each time you make a stop you should review the behavior expected by our district & leave that location in a positive manner.
8. Roll call should be taken prior to departing to your next location.
9. You should be in constant contact with your students on the trip & free time should be limited.
10. Make sure the school vehicle is clean & returned to the transportation building in better shape than when you found it. No matter what time you arrive.

Name of School: Oologah High School Grade Level(s): 9-12
 Activity/Event: Softball - Varsity Date: Aug 10-11 Place: Tuttle High School
 Purpose of Trip: Softball tournament Student Cost: _____
 No. of Persons to be transported: Students: 18 Sponsors: _____ Chaperones: 2 Total: 20
 Chartered Bus: (NO) YES If Yes-Name of Charter _____
 Place/Date/Time of Departure: Indoor facility, 9am, August 10, 2023
 Place/Date/Time of Return: Indoor facility, 5pm, August 11, 2023
 Name/Address of Lodging (if applicable): Comfort Inn & Suites Newcastle - OKC
 Name of Teachers &/or Sponsors Accompanying Group: Aaliyah Sebock

Principal Signature: [Signature] Date: _____ Approved Disapproved _____

AD Signature: [Signature] Date: 7/19/23

Superintendent and/or School Board: _____ Approved _____ Disapproved _____

Signature: [Signature] Date: 7/19/23

The Superintendent or his/her designee may revoke permission for a scheduled field trip if a natural or manmade incident(s) should reach a level that would potentially create an unsafe environment for our students and staff.

Date Submitted: _____

OOLOGAH-TALALA PUBLIC SCHOOLS OVERNIGHT/OUT-OF-STATE FIELD TRIP REQUEST

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3. You must meet with your group prior to departure to cover trip policies & procedures. Discuss school policies along with the athletic/activity handbook code of conduct.
4. You must provide the name of the hotel & location. You must also submit a master list of room assignments along with procedures you will use for room checks & curfews to the AD office.
5. You must also submit an itinerary including activities that will be occurring outside of the competitions. (Dining, movies, etc)
6. Prior to departure you should do a luggage/equipment check & review the behaviors expected on the school vehicle.
7. Each time you make a stop you should review the behavior expected by our district & leave that location in a positive manner.
8. Roll call should be taken prior to departing to your next location.
9. You should be in constant contact with your students on the trip & free time should be limited.
10. Make sure the school vehicle is clean & returned to the transportation building in better shape than when you found it. No matter what time you arrive.

Name of School: Oologah High School Grade Level(s): 10-12

Activity/Event: National FFA Convention Date: 10/31-11/3 Place: Indiana

Purpose of Trip: National Competition Student Cost: meals

No. of Persons to be transported: Students: 15 Sponsors: 2 Chaperones: 0 Total: 17

Chartered Bus: NO YES If Yes-Name of Charter _____

Place/Date/Time of Departure: 6:00 AM Ag Building 10/31/23

Place/Date/Time of Return: 10:00 PM Ag Building 11/4/23

Name/Address of Lodging (if applicable): Hampton Inn Airport

Name of Teachers &/or Sponsors Accompanying Group: Kacie Smith & Seth Jackson

Principal Signature: [Signature] Date: 7-28-23 Approved Disapproved

AD Signature: [Signature] Date: 7/24/23

Superintendent and/or School Board: Approved Disapproved

Signature: _____ Date: _____

The Superintendent or his/her designee may revoke permission for a scheduled field trip if a natural or manmade incident(s) should reach a level that would potentially create an unsafe environment for our students and staff.

Date Submitted: _____

School Board Memorandum

To: Dr. David Wilkins, Superintendent

From: Sarah Noble, Director of Teaching and Learning

Date: August 4, 2023

Re: Proposal to form NJHS Chapter

Recommendation: I recommend the board approve the proposal to form a chapter of National Junior Honor Society for grades seventh through ninth.

Additional Notes: Please see the attached proposal.



Oologah Middle School

National Junior Honor Society is a premier organization established to recognize outstanding middle school students. Membership is based upon excellence in four areas: citizenship, leadership, scholarship, and service. Being a part of NJHS elevates our school's commitment to these values.

To be eligible for membership, a student must have a GPA of at least 3.5. In addition to the academic requirement, potential inductees will complete an application to the Faculty Selection Committee. Each applicant will be evaluated by the following criteria:

1. Attitude
2. Respect for others
3. Class Conduct
4. Attendance and Punctuality

Seventh grade students who maintain a 3.5 grade point average consisting of A's and B's during their second semester of 6th grade and the first semester of seventh grade are invited to join in the Spring.

Eighth grade students who maintain a 3.5 grade point average consisting of A's and B's during their first and second semester of seventh grade are invited to join in September. Service participation will require at least one group service project throughout the school year, 3 hours of school service and 3 hours of community service. Membership will continue through eighth and ninth grades as long as the requirements for membership continue to be met. Members will be invited to join the National Honor Society in tenth grade.

The district's annual cost for membership is \$385. Members will pay a \$20 fee to cover a portion of the district cost and a t-shirt.

An induction ceremony will be held in September to honor the students chosen. Induction ceremonies will take place each September to recognize new members.

Handbook addition:

Junior High School National Honor Society

The National Junior Honor Society is an organization sponsored by the National Association of Secondary School Principals. The organization is based on leadership, citizenship and character. Selection to NJHS is a privilege, not a right. Students eligible for NJHS are 7th & 8th graders who have a prerequisite cumulative GPA of 3.5. Once a student qualifies, he or she is given an application form to fill out based upon four criteria: leadership, service, and character. The faculty committee votes on the selection of NJHS membership. Membership will continue through eighth and ninth grades as long as the requirements for membership continue to be met. Members will be invited to join the National Honor Society in tenth grade.



Quote Name Oologah Talala (OK) - August PO
 Company Address 750 Glenwood Ave SE Suite 320
 Atlanta, GA 30316
 US

Created Date 7/26/2023
 Expiration Date 8/18/2023
 Quote Number 35077

Contract Start Date 8/15/2023
 Contract End Date 6/30/2024

Contact Name Richard Fisher *AW*

Bill To Name OOLOGAH-TALALA
 Bill To Post Office Box 189
 Oologah, OK 74053
 United States

Ship To Name OOLOGAH-TALALA
 Ship To Post Office Box 189
 Oologah, OK 74053
 United States

Product Code	Product	Product Description	Sales Price	Quantity
IIQ-6200	iiQ Assets	Incident IQ Assets product (add-on), Subscription	\$2,238.23	1.00
IIQ-8600	iiQ Enhanced Approval Workflow	Incident IQ Enhanced Approvals Workflow (add-on), Subscription	\$479.62	1.00
IIQ-6300	iiQ Facilities	Incident IQ Facilities product (add-on), Subscription	\$2,238.23	1.00
IIQ-9000	iiQ Launchpad On-boarding Services	Implementation of Incident IQ Cloud Services, one-time fee	\$2,287.50	1.00
IIQ-1000	iiQ Platform with Ticketing	Incident IQ Platform with iiQ Ticketing core product, Subscription	\$3,197.48	1.00

Total Price \$10,441.06

All Incident IQ products and services are purchased and delivered pursuant to the Incident IQ Cloud Services Master Subscription Agreement, as found at <https://www.incidentiq.com/legal/master-services-agreement>, along with any applicable Supplements (available at <https://www.incidentiq.com/legal>). All of the aforementioned are incorporated into this ordering document by reference to the maximum extent permitted by local, state, and federal laws and regulations. For any legal questions, please contact us at legal@incidentiq.com.



David Wilkins <david.wilkins@oologah.k12.ok.us>

Anatomy and Physiology

6 messages

Roger Crutchfield <roger.crutchfield@netech.edu>
To: "Wilkins, David" <david.wilkins@oologah.k12.ok.us>

Mon, Jul 17, 2023 at 10:52 AM

Hello David,

I trust this email finds you well and that you've had a great summer.

In a recent conversation with Bunny Farley at the Oklahoma State Department of Education, she recommended that I reach out to you and ask if you would consider the following agenda item at your August board meeting so your district could award a laboratory science credit for Anatomy and Physiology taken with Northeast Tech.

Recommendation, Consideration, and Vote to Approve the following Anatomy and Physiology Adjunct Instructors.

- Nancy Harris - Claremore Campus
- Tammy Osburn - Kansas Campus
- Kim Foster - Kansas Campus
- Debbie Hendrix - Pryor Campus

Once approved, please forward your agenda to me and I will submit it to the OSDE. I appreciate your partnership and do invite you to call me if you have any questions or concerns.

Sincerely,

--

Roger W. Crutchfield
Superintendent - Northeast Tech

David Wilkins <david.wilkins@oologah.k12.ok.us>

Mon, Jul 17, 2023 at 11:21 AM

To: Kevin Hogue <kevin.hogue@oologah.k12.ok.us>, Kendra Adkins <kendra.adkins@oologah.k12.ok.us>, Scott Doss <scott.doss@oologah.k12.ok.us>

Does anyone see anything negative about doing this?

David Wilkins, Ed. D.
Superintendent
Oologah-Talala Public Schools



"Unity is strength, when there is teamwork and collaboration, wonderful things can be achieved"

[Quoted text hidden]

David Wilkins <david.wilkins@oologah.k12.ok.us>
To: Roger Crutchfield <roger.crutchfield@netech.edu>

Mon, Jul 17, 2023 at 11:23 AM

Roger,
It's great to hear from you. I'll reach out to our HS Principal and get his take on this. It does great for our kiddos as an option. Do we have to do any additional paperwork for the adjunct professor piece for our district? or does your group handle it since the classes are on your campus?

Thank you!

David Wilkins, Ed. D.
Superintendent
Oologah-Talala Public Schools



"Unity is strength, when there is teamwork and collaboration, wonderful things can be achieved"

[Quoted text hidden]

Kevin Hogue <kevin.hogue@oologah.k12.ok.us>
To: David Wilkins <david.wilkins@oologah.k12.ok.us>
Cc: Kendra Adkins <kendra.adkins@oologah.k12.ok.us>, Scott Doss <scott.doss@oologah.k12.ok.us>

Mon, Jul 17, 2023 at 12:46 PM

It is all positive. Recent changes have made it nearly impossible for students to attend tech if they have any other interest(band or sports). This allows a pathway to getting their cores without having to do an extra course.

Kevin

[Quoted text hidden]

--

Kevin Hogue
OHS Principal
www.oologah.k12.ok

Roger Crutchfield <roger.crutchfield@netech.edu>
To: David Wilkins <david.wilkins@oologah.k12.ok.us>

Mon, Jul 17, 2023 at 1:40 PM

I plan on collecting from each partner school and submitting them en masse. Bunny seemed to like that approach.

Let me know if you have any questions.

Roger

[Quoted text hidden]

Kendra Adkins <kendra.adkins@oologah.k12.ok.us>
To: Kevin Hogue <kevin.hogue@oologah.k12.ok.us>
Cc: David Wilkins <david.wilkins@oologah.k12.ok.us>, Scott Doss <scott.doss@oologah.k12.ok.us>

Tue, Jul 18, 2023 at 9:46 AM

I think this is a great idea! Anything that allows our students a bit more flexibility to reach their goals is good!

[Quoted text hidden]



OTPS
Teaching and
Learning Plan
2023-2024





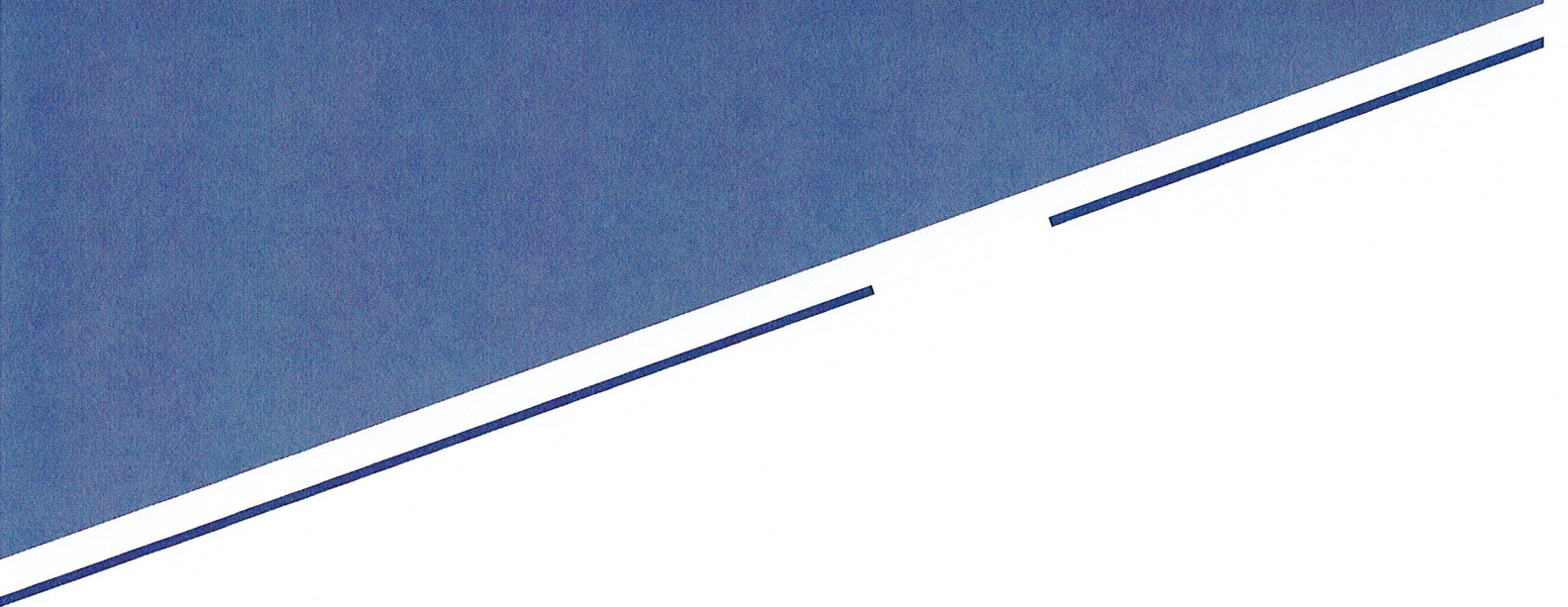
Purpose

Our Teaching and Learning plan is designed to give our teachers and students continuity and align with our district

Core Values. Our plan will focus on working together collaboratively and striving to be our best. We believe that

OTPS has great students and teachers and this plan will support and give guidance to the outstanding work that is already happening. **Within this plan you will find specific**

strategies to continuously improve student learning outcomes and experiences.



Oologah-Talala Public Schools Core Values

OOLOGAH-TALALA PUBLIC SCHOOLS

VISION

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



Our Core Values

We believe that our core values should be the catalyst to all of our successes and words that we live by.

Community

Mustang Family

We believe that we are better together and that we should support one another in successes and failures.

Character

Be Your Best

We believe that we should strive every day to be our best in everything that we do.

Teaching and Learning Pillars of Focus

How did we decide on these?

A committee that consisted of teachers and administrators from all buildings collaborated and came to consensus on the following pillars of focus for the OTPS district.

Teachers:

- Whole Child
- Professional Learning Communities (PLC's)
- Vertical Alignment

Learners:

- Student Wellness
- Personal Accountability
- Individual Career Pathways

WHOLE CHILD LEARNING

Goal

Use data and collaboration to meet the basic social, emotional and behavioral needs of all students so that they can be successful.

Actions:

- Teachers will refer students to site counselors when they notice a significant change in behavior.
- OTPS will continue to partner with mental health agencies to provide therapists on site.
- Teachers will discuss students that have had a significant change in behavior in PLC's so that all resources can be made available to that student.
- Teachers will discuss students that are chronically absent in PLC's so that all team members are aware and seek resources to assist the student with improvement in attendance.
- Administrators will ensure that teachers are aware of basic needs and mental health resources available for students.
- Counselors and administrators will communicate with families of students that need support.
- The district will provide PD for all staff on the mental health needs of students.

PROFESSIONAL LEARNING COMMUNITIES- PLC'S

Goal

Collaborate with colleagues to discuss the four essential questions using common assessments to ensure that each student is achieving mastery of the essential skills.

Actions:

- Teachers will meet with their grade level or subject teams & use the district PLC agenda to drive their collaboration.
- Teachers will show commitment to the PLC process by collaborating, participating in discussions and putting those ideas into action.
- Teachers will fill out the PLC reflection form and turn it into their site administrator after each PLC meeting.
- Site administrators will structure the PLC schedules to ensure efficiency and that all team members are available.
- The site administrators will follow up with teachers in regards to what supports are needed.
- District administrators will protect the PLC time to ensure that all team members will be present in PLC meetings.

PROFESSIONAL LEARNING COMMUNITIES- PLC'S

Goal

Use data to drive instruction so that students are making sufficient growth.

Actions:

- Teachers will examine data from the common formative assessments (CFA's) and discuss their data with their PLC team.
- Teachers will use the data from the CFA's to plan instruction.
- Teachers will re-teach skills or change instruction based on the data discussed and using different teaching strategies to seek different/better results.
- Teachers will share teaching strategies and ideas that have been successful.
- Teachers will provide immediate and specific feedback to students to guide their learning.

PROFESSIONAL LEARNING COMMUNITIES- PLC'S

Goal

Use data to drive instruction so that students are making sufficient growth.

Actions, cont'd:

- Teachers will continuously partner with parents to discuss, plan and strategize for the best learning experience for their child.
- Site administrators will conduct walkthroughs periodically to ensure that teachers are using data discussed in PLC's to drive instruction and will give quality feedback about teachers instructional practices.

VERTICAL ALIGNMENT

Goal
Continuously work to vertically align curriculum and essential skills so that students are taught all state standards without gaps and that essential skills are spiraled for the best learning outcomes.

Actions:

- Teachers on the vertically alignment committee will meet each semester and use the agenda provided to discuss the essential skills to be taught at each grade level.
- Teachers will align vertically from top down. (See vertical alignment plan for details)
- Teachers on the committee will report back to their team about the outcome of each meeting.
- Administrators at each site will select teachers per grade or subject to be on the vertical alignment committee.
- Site Administrators will follow up with the lead teachers to ensure that they have shared necessary information with their teammates.
- The district will hire subs when necessary to facilitate the semester meetings of the vertical alignment committee.

Goal Student wellness is the District's top priority.

Actions:

- Students and their parents will be given information on school resources & personnel to assist students with their individual needs.
- A team approach will be taken to identify students needs.
- Input from the student, parents, teachers, counselors and others will be considered and used to develop personalized plans.

PERSONAL ACCOUNTABILITY

Goal

Empower students to be responsible and accountable for their learning.

Actions:

- Students will set academic goals & create a plan of action to achieve those goals.
- Teachers will assist students at all levels in setting goals and creating plans of action.

PERSONAL ACCOUNTABILITY

Goal

Students are engaged so that they can achieve their goals.

Actions:

- Students will understand how attendance affects their academic success.
- Students will be actively engaged in classes through various learning experiences.

INDIVIDUAL CAREER PATHWAYS

Goal

Equip students with the awareness, knowledge and skills to create their own individualized, meaningful exploration of college and career opportunities.

Actions:

- Students will explore career pathways.
- Students will learn about career pathways and begin to choose a career pathway as early as middle school.
- Students will know what it means to be "Life ready".

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
 NOTICE OF ALLOCATION
 OF STATE PROGRAM ASSISTANCE & SALARY SUPPLEMENTS FOR FY 24

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

TYPE OF AID	Project Code	Revenue Code	Amount
Program Assistance	412	3812	
2.00 AG EDUCATION			\$26,000.00
2.00 BUS & INFO TECH ED			\$26,000.00
1.00 FAM AND CONSUMER SCIENCES			\$8,000.00
1.00 SCIENCE TECHNOLOGY ENGINEERING AND MATH			\$9,500.00
Summer Salary	411	3811	
2.00 AG EDUCATION			\$15,840.00
State Teacher Supplement	411	3811	
2.00 AG EDUCATION			\$5,200.00
2.00 BUS & INFO TECH ED			\$4,400.00
1.00 FAM AND CONSUMER SCIENCES			\$2,200.00
1.00 SCIENCE TECHNOLOGY ENGINEERING AND MATH			\$2,200.00
Total:			\$99,340.00

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

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

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

Lisa Batchelder
 Chief Financial Officer
 Oklahoma Department of Career and Technology Education

7/18/2023 10:54 AM

Date

School Board Memorandum

To: Dr. David Wilkins, Superintendent

From: Hilary Morsey, Oologah Upper Elementary Principal

Date: July 25, 2023

Re: Junior Achievement BizTown Contract Renewal

Recommendation: I recommend the board approve a contract renewal with Junior Achievement BizTown for the 2023-2024 school year.

Additional Notes: This is a yearly contract we have with Junior Achievement BizTown for our fifth graders who will visit BizTown in the spring for a field trip. Students will also participate and engage in the curriculum supplied by Junior Achievement of Oklahoma. This is a highlight of the students' fifth grade year and provides lifelong learning opportunities!

“Empowering young people to own their economic success”

CONTRACT

This Agreement is made and entered into this 14 day of August, 2023, by and between Junior Achievement of Oklahoma, Inc., an Oklahoma non-profit corporation (“Junior Achievement”) and The Independent School District No. 1000 of Rogers County, Oklahoma a/k/a Dologah Talala Public Schools (the “District”), for the purpose of securing certain services to be provided by Junior Achievement for the 2023-2024 academic school year.

RECITALS:

WHEREAS, Junior Achievement is the owner and operator of a Junior Achievement Facility used for interactive instructional programs (including, but not limited to “JA BizTown®”); and

WHEREAS, Junior Achievement provides, at the Junior Achievement Facility, a hands-on learning environment designed to supplement and reinforce student curriculum correlated to the Oklahoma PASS Objectives) in language arts, social studies, and mathematics through the use of technology and real-life application in Junior Achievement’s “JA BizTown Program”; and

WHEREAS, Junior Achievement has agreed to provide the District with access to the JA Tulsa Facility and to the JA BizTown Program on the terms and conditions set forth herein.

NOW, THEREFORE, Junior Achievement and the District agree as follows:

1. Junior Achievement agrees to enroll 100% of the District’s 5 (grade options for curriculum delivery 4-5-6) grade students in the JA BizTown Program. In addition, Junior Achievement agrees to provide the following services and materials in support of the JA BizTown Program:
 - Technical assistance and training for teachers and staff of the District, including curriculum and program materials and such other materials and assistance as are necessary for the implementation of the JA BizTown Program in the District’s curriculum.
 - On-line training of parent/community volunteers or onsite, if required, at the Junior Achievement Facility.
 - On-site training of teachers at the Junior Achievement Facility.
 - Support and program assistance at the Junior Achievement Facility for each school group participating in the JA BizTown Program.
 - All necessary materials for implementation of the JA BizTown Program as a part of the District’s in-school curriculum and on-site participation.
2. Junior Achievement will provide the JA BizTown Program in a safe and appropriate facility that supports and fosters learning. This facility is located at 3947 South 103rd East Avenue, Tulsa, Oklahoma.

- If for any reason (ie: inclement weather, school district decision to cancel school day, or an Act of God) students are not able to attend the on-site portion of the JA BizTown Program as scheduled, Junior Achievement will make every attempt to reschedule with the District. If no arrangements can be made for the on-site portion of the JA BizTown Program, Junior Achievement will refund 25% of the student fees for those students who are unable to be rescheduled. Twenty-five percent of the student fee represents that portion of the on-site visit. Seventy-five percent of the student fee represents program pieces that occur prior to or are delivered in the classroom to participating students.
3. On behalf of the District, the Cherokee Nation Foundation will pay Junior Achievement for **100%** of the District's students who enroll in the JA BizTown Program. The District will pay Junior Achievement Thirty Dollars (\$30.00) per student for the remaining 0 % of the District's students who enroll in the JA BizTown Program, including the experiential learning on-site portion of the Program, not to exceed a maximum of _____ N/A _____ Dollars (\$ _____) for the 2023-2024 year.
- Payment is due within **30 days** of receipt of JA BizTown student materials.
 - Registration of students who will participate in the JA BizTown Program will be delivered to Junior Achievement at the beginning of each semester.
 - By accepting the District's registration and payment, Junior Achievement agrees to provide the JA BizTown Program (both curriculum and on-site experience) to each enrolled student.
4. In addition to the fee for enrollment, the District agrees to provide the following personnel and/or support for its students participating in the JA BizTown Program:
- The District will provide a coordinator for each school who will act as liaison and will assist Junior Achievement and individual teachers and students in their participation in the JA BizTown Program.
 - The District will require participating teachers to attend a JA BizTown training session and assume the responsibility for providing any necessary substitute teachers with notification to Junior Achievement of staff changes pertaining to the JA BizTown Program curriculum.
 - Use the JA BizTown Program curriculum and materials with the understanding that they are the sole property of Junior Achievement and may not be shared, given away, copied or in any way distributed to or used by any party other than those set forth in this contract.
 - The District will provide transportation to and from the Junior Achievement Facility for all enrolled students.
 - On the day of the site visit, the District will provide at least 14 (and a maximum of 18-20) Junior Achievement trained volunteers for students participating in the JA BizTown Program to facilitate the individual JA BizTown businesses and assist with the day's activities.
 - The District will implement the JA BizTown Program into its curriculum so that students are prepared to participate in advance of their attendance at the Junior Achievement Facility. If the students have not been adequately prepared prior to their visit to the on-site facility they will not receive maximum learning benefit of the program.

- The District will obtain and maintain a parental consent form and a photo release form for each participating JA BizTown Program student with notification to Junior Achievement staff. Students may be present during Junior Achievement media opportunities. Junior Achievement will notify the school of any scheduled media visits.
 - The District will schedule individual classes from participating schools through coordination with Junior Achievement and JA BizTown Program staff. There is a maximum of 114 students who can participate on any given JABT day. Allowance for additional students must be discussed with the JA BizTown Manager.
 - The District will provide or make arrangements for student lunches for each student enrolled in the JA BizTown Program.
5. Junior Achievement agrees that it will maintain student privacy and confidentiality, as required by state and federal law and implementing regulations.
 6. Junior Achievement agrees to and shall defend, indemnify and hold the District, its officers, employees and agents harmless from and against any and all liability, loss, expense, including reasonable attorney's fees, or claims for injury or damages that are directly caused by or directly result from the gross negligence or willful misconduct of Junior Achievement, its officers, agents, employees or contractors.
 7. Junior Achievement agrees that, prior to entering into this Agreement, Junior Achievement has obtained a commercial general liability insurance policy insuring Junior Achievement in an amount not less than \$125,000 for personal injury to or the death of any individual, and \$1,000,000 in the aggregate for personal injury or death. Junior Achievement must maintain such insurance policy at all times while this Agreement is in effect. Junior Achievement agrees to furnish the District, upon request, with a copy of its current insurance policies, together with assurance that, if its insurance policies are cancelled during the term of this Agreement, Junior Achievement must immediately notify the District.
 8. This Agreement may only be amended or modified in writing, executed by both parties.
 9. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns.

Dated this 14th day of August, 2023.

Junior Achievement of Oklahoma, Inc.

The Independent School District No. W-104 of
Hogers County, Oklahoma,
a/k/a Dologah-Talala Public Schools

By: Shannan Beeler
Shannan Beeler, President

By: _____
President, Board of Education

"Empowering young people to own their economic success"



NEW ORDER FORM

P.O. Box 1077
San Ramon, CA 94583
United States

Quote Number: Q-84447
Valid Until: 8/15/2023

Customer Information:

SOLD TO:

Customer Name Oologah-Talala Public Schools
Contact Name Richard Fisher
Address OK United States
Email richard.fisher@oologah.k12.ok.us
Phone 9184436000

BILL TO:

Contact Name Richard Fisher
Address OK United States
Email richard.fisher@oologah.k12.ok.us
Phone 9184436000

Order Form Summary:

Services Start Date 8/15/2023 Payment Terms Net 30
Services End Date 6/30/2025 Currency USD
Auto Renew Yes

Product	Quantity	Unit Amount*	Line Item Amount
Remind Hub: Premium Plan	1,750	\$4.95	\$16,260.98
Add-On: Included Enhanced Data Dashboard	1	\$0.00	\$0.00
			Initial Term Charge: \$16,260.98

*The Unit Amount shown above has been rounded to two decimal places for display purposes. As many as eight decimal places may be present in the actual price. The totals for this order were calculated using the actual price, rather than the Unit Amount displayed above, and are the true and binding totals for this order

Terms and Conditions:

- PARTIES:** This Order Form (the "Order Form") is entered into by and between Remind101, Inc. ("**Remind**") and Oologah-Talala Public Schools (the "**District**" or "**Customer**") as of the District's date of signature below (the "**Order Form Effective Date**").
- AGREEMENT:** This Order Form hereby includes, incorporates and shall be governed by the terms and conditions of the Remind District Plan Standard Agreement located at <https://www.remind.com/district-agreement> (together with the Order Form, the "**Agreement**"). Unless otherwise stated in this Order Form, all terms defined in the Agreement shall have the same meaning in this Order Form. If there is an inconsistency or conflict between the terms and conditions of this Order Form and the Agreement, the terms of this Order Form shall control with respect to the subject matter of this Order Form.
- SERVICES, FEES & PAYMENT:** Unless noted otherwise above, Customer will be invoiced at the start of the service period for the Initial Term Charge, plus any additional applicable taxes.

- 4 **AUTO-RENEWAL:** This Order Form shall remain in full force and effect from the Order Form Effective Date through the Services End Date. This Order Form will thereafter automatically renew for additional **12**-month terms (each, a '**Services Term**' and collectively with the Initial Services Term, the 'Order Form Term'), unless: (i) either party gives the other party written notice of its intent not to renew this Order Form at least **60** days' prior to the end of the then-current term, (ii) this Order Form is specifically superseded by a new Order Form; or (iii) Remind and the District agree in writing to subsequent Services Terms that are longer in duration than 12 months. Unless specified otherwise above in the Order Form Summary, for the next Services Term, each Product shall renew at a Price that is **10.0%** above the Unit Price in effect immediately prior to the start of such subsequent Services Term. Additionally, upon renewal, Customer will be invoiced at the start of the renewed Service Term.

Other Notes:

Oologah-talala High School, Oologah-talala Lower Elementary School, Oologah-Talala Ms, Oologah-Talala Upper Es

Additional Terms:



P.O. Box 1077
San Ramon, CA 94583
United States

NEW ORDER FORM

Quote Number: Q-84447
Valid Until: 8/15/2023

IN WITNESS WHEREOF, by signature below of duly authorized representatives, the parties have caused this Order Form to be executed as of the Order Form Effective Date.

Remind101, Inc.

Oologah-Talala Public Schools

Signature:	Signature:
Name:	Name:
Title:	Title:
Date:	Date:

AGREEMENT FOR SERVICES

This Agreement for Services (“Agreement”) is entered into this 1st day of August, 2023, by and between the **BOARD OF COUNTY COMMISSIONERS OF ROGERS COUNTY** (“Rogers County”) on behalf of the **ROGERS COUNTY SHERIFF’S OFFICE** (“RCSO”) and **INDEPENDENT SCHOOL DISTRICT NO. 4 OF ROGERS COUNTY, OKLAHOMA, commonly known as OOLOGAH PUBLIC SCHOOLS** (“OPS”).

RECITALS:

WHEREAS, OPS desires to contract with RCSO for the furnishing by RCSO of a law enforcement and school resource officer at the school site while school is in session;

WHEREAS, Rogers County is authorized to enter into a contract with OPS for the furnishing of a School Resource Officer (“SRO”) pursuant to OKLA. STAT. tit. 19, §§ 1 and 339(A)(24) and OPS is an independent school system with the powers of a corporation, including the authority to contract pursuant to OKLA. STAT. tit. 70, § 5-105;

WHEREAS, Rogers County and OPS have jointly considered the needs of the school district and Rogers County believes that implementing and operating a School Resource Officer Program can provide a positive benefit to both the citizens of Rogers County and the students and faculty of OPS; and

WHEREAS, it is mutually beneficial for the parties to enter into an agreement which establishes the duties, assignments, responsibilities, and obligations of the School Resource Officer, Rogers County, RCSO, and OPS.

NOW, THEREFORE, in consideration of the fees provided herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and the mutual covenants and agreements contained herein, the parties agree as follows:

1. SERVICES TO BE PROVIDED BY RCSO

- a. RCSO agrees to provide OPS one CLEET certified, uniformed deputy sheriff to perform the services enumerated on Exhibit “A” during the hours of 7:30 a.m. to 3:30 p.m., Monday through Friday, when school is in session.
- b. In addition to law enforcement security functions, the RCSO deputy will act as a School Resource Officer (“SRO”) for OPS in conjunction with required law enforcement duties.
- c. RCSO will utilize marked, fully equipped RCSO patrol cars and uniformed deputies on foot patrol. One marked RCSO vehicle will be present during the hours designated in this contract.
- d. RCSO and the SRO shall endeavor to work with OPS personnel on a cooperative basis.

2. TERM OF THE AGREEMENT

- a. The term of this Agreement shall be for an initial period from August 1, 2023, to June 30, 2024. After the initial period, this Agreement may be renewed annually by mutual agreement of the Parties.

3. COMPENSATION

- a. As compensation to RCSO for services provided under this Agreement, OPS agrees to pay RCSO a monthly fee of \$3,360 for full school months and a fee of twenty-one dollars per hour (\$21.00) for partial months during the term of this Agreement.
- b. If a deputy is absent during a school day for any reason, RCSO will attempt to provide another qualified deputy to perform the duties in this Agreement, provided however, that RCSO shall not be obligated to

provide additional deputies due to the absence of the assigned SRO.

- c. In the event that the monthly fee in Section 3(a) is reduced on a prorated daily basis, such a daily basis shall be calculated using school days, which are defined as those days when school is in session.
- d. Fees under Section 3(a) will be paid no later than the 15th of each month for services rendered during the prior month.

4. INDEPENDENT CONTRACTOR

- a. RCSO is and at all times shall be deemed an independent contractor and shall be wholly responsible for the manner in which RCSO performs the services required by the terms of the Agreement. Nothing contained herein shall be construed as creating the relationship of employer and employee, or principal and agent, between RCSO and OPS or any of RCSO's agents or employees. RCSO assumes exclusive responsibility for the acts of its employees as they relate to the services provided during the course and scope of their employment, including services provided under this Agreement. RCSO, its agents and employees, shall not be entitled to any rights or privileges of OPS employees, beyond those required for the performance of SRO duties, and a SRO shall not be considered in any manner to be an OPS employee.
- b. RCSO and OPS will work cooperatively to provide the best working relationship possible to ensure that the needs of the individual schools, students, principals, school staff, and deputies are met. To facilitate this, RCSO will designate a point of contact for routine questions, scheduling, and day-to-day operational issues. OPS administrators, RCSO's designated representative, and RCSO's deputies assigned to a School Site will meet as needed to facilitate scheduling and operation of the program.
- c. While OPS will not directly supervise RCSO's deputies in the day-to-day performance of duties as a law enforcement officer or SRO, OPS may provide input or feedback to RCSO regarding performance. If OPS objects to the assignment of any personnel under this Agreement, OPS will review those objections with the designated representative of RCSO for final resolution of the objections.
- d. The point of contact for the purposes of this Agreement are as follows:

Board of County Commissioners of Rogers County
Attn: Chairman
200 S. Lynn Riggs Blvd.
Claremore, OK 74017

AND

Rogers County Sheriff's Office
Attn: Sheriff
114 S. Missouri Ave.
Claremore, OK 74017

OPS

5. ADDITIONAL PERSONNEL

- a. Nothing contained in this Agreement shall limit the right of OPS to engage the SRO or any other law enforcement or private security personnel for special events or other school-related activities as OPS deems necessary. In the event OPS elects to engage additional personnel, OPS shall be responsible for payment of all fees and/or compensation for any special events or other school-related activities. OPS shall coordinate all such services with RCSO.

6. GENERAL DUTIES

- a. A description of general duties for RCSO deputies providing services under this Agreement, which includes SRO duties, is attached as Exhibits "A" and "B".
- b. It is anticipated that it may be necessary to amend Exhibits "A" and "B" from time-to-time to better reflect the scope of the general duties. The parties are hereby authorized to make written, mutually agreed upon amendments to Exhibits "A" and "B" as needed. Any amendments to this Agreement shall require the written approval of both parties.

7. INSURANCE

- a. RCSO shall provide workers' compensation insurance in the amount required by Oklahoma law for all RCSO employees who are performing work under this Agreement.

8. TERMINATION AND ASSIGNMENT

- a. This Agreement may be terminated with or without cause by either party at its sole option and without prejudice by giving sixty (60) days written notice of termination to the other party.
- b. Neither party shall assign, transfer, or sub-contract any of its rights, burdens, duties, or obligations under this Agreement without the prior written permission of the other party to this Agreement.

9. SEVERABILITY

- a. If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions, or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

10. ENTIRE AGREEMENT

- a. This Agreement constitutes the entire understanding between the parties. No other agreements, oral or written, pertaining to the performance of this Agreement exists between the parties. Except as provided under Section 6, this Agreement can be modified only by a writing signed by both of the parties.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

Executed this 10th day of July, 2023.

**THE BOARD OF COUNTY COMMISSIONERS
OF ROGERS COUNTY, ON BEHALF OF THE
ROGERS COUNTY SHERIFF'S OFFICE**

**INDEPENDENT SCHOOL DISTRICT NO. 4 OF
ROGERS COUNTY, OKLAHOMA A/K/A
OOLOGAH PUBLIC SCHOOLS**

By: 
Chairman

By: _____
President, Board of Education

APPROVED AS TO FORM:

By: 
District Attorney

By: _____
Sheriff

Exhibit A
RCSO Deputy / School Resource Officer (“SRO”) Duties

1. The primary purpose of the School Resource Officer (SRO) is to provide for the safety of the students and faculty and provide campus security. Specifically, the SRO will assist in limiting access to the school grounds to authorized persons, provide police protection of school property, personnel and students, investigate criminal acts on school grounds and serve as a liaison between the school, law enforcement, juvenile officials, probation officials, courts, and other agencies of the juvenile justice system.
2. A school administrator, such as a principal, or designee, shall retain authority regarding all school issues. The SRO shall have sole authority relating to all law enforcement issues. The SRO shall communicate with the school administration regarding all law enforcement incidents at OPS or at school related activities.
3. The SRO shall participate in mandatory training under state law and/or RCSO policy. The SRO should also participate in reasonable training programs provided by OPS that directly impact ability and skills as a SRO.
4. The SRO will make reasonable efforts to be available as a resource to provide information on topics on which the officers have special competence due to their law enforcement training. The SRO will make reasonable efforts to identify and counter deviant behavior and any other behavior that would be disruptive or unsafe to the students, faculty or district property. The SRO will notify OPS of any such behavior as soon as possible.
5. The SRO will take reasonable steps to make himself or herself visible in a public relations role in order to provide a highly visible crime deterrent on school property in order to effectively promote security and order in the schools.
6. At the request of OPS and with the approval of RCSO, the SRO may provide guidance and direction for students, parents and staff when appropriate, to work with the school administrators to resolve school-police problems, and to work with parents of troubled youth.
7. The SRO shall not enforce OPS regulations or rules unless the violation of such rule or regulation constitutes a violation of a federal, state or municipal law.
8. Nothing in this Agreement shall limit or eliminate the need to utilize the 9-1-1 reporting system, or the use of law enforcement officers to handle or supplement calls for service. Use of 9-1-1 is encouraged for emergency calls even if the SRO is also called.
9. Except in an emergency, the SRO should not be called away from their assigned school to handle incidents, as this may be disruptive to the teacher/SRO/student relationship. Notwithstanding the foregoing, RCSO shall retain in its sole discretion the right to dispatch the SRO to respond to emergencies on behalf of the RCSO when reasonably necessary to provide public safety.
10. SROs shall maintain a close liaison with RCSO officers and other law enforcement officers, as needed, around their assigned schools. The SRO’s duties may include exchanging information regarding suspects, incidents, and potential problems to ensure reasonably consistent enforcement from officer to officer to the extent permitted by law.

11. The SRO may be required to meet with school officials and the building level administrators of the school to which he or she is assigned during contract hours to discuss incidents, potential problems, and issues surrounding the SRO program. The primary purpose of these meetings will be to increase the effectiveness of the SRO program.
12. RCSO reserves the right to assign the SRO to a non-school function or issue in the event of an emergency or situation that dictates a call-up of sheriff personnel as directed in RCSO policy and procedures. Emergency situations shall be determined by RCSO in its sole discretion and may include, but are not limited to, public safety, tornado, wildfire, etc.

Attachment B
School Resource Officers and School Discipline

The purpose of this Memorandum of Understanding (MOU) is to establish a collaborative agreement on school security and school discipline to guide and define the relationship between Oologah Public Schools (“OPS”) and the Board Of County Commissioners of Rogers County, on behalf of the Rogers County Sheriff’s Office (“RCSO”) (collectively referred to as "the Parties") in the use of a School Resource Officer ("SRO").

The Parties acknowledge that law enforcement plays an essential role in maintaining safety in the community and at OPS. However, the use of arrests and referrals to the criminal justice system for minor or typical school behaviors can adversely affect students and erode confidence in and respect for both the school administration and law enforcement. The Parties have developed this guidance to ensure a consistent approach to law enforcement and school discipline that emphasizes cooperation in the handling of school-based student misbehavior. Emphasis is placed on handling incidents uniformly while ensuring that each case is addressed on an individualized basis. The manner in which each incident is handled is dependent upon many factors unique to each child. This includes, but is not limited to, behavioral history, present circumstances, disciplinary record, academic record, general demeanor and disposition toward others, disability, special education status, and other factors. Accordingly, the Parties concur that students involved in the same incident or similar incidents may receive different and varying responses depending on the factors and needs of each student.

To address these issues and ensure that all students have access to a safe and productive learning environment, the Parties agree that cooperation is essential. Among other benefits, committed cooperation can enhance appropriate responses and use of resources, when responding to school-based misbehavior. For purposes of this MOU, student misbehavior is considered to be breaches of the Code of Student Conduct, disruptions, and other minor infractions or omissions by a student that occurs on school grounds, school transportation or during a school sponsored or related event.

Responding to Student Misbehavior

In the event a student misbehaves, the school principal and their designees will be the primary source of intervention and disciplinary consequences. The SRO is responsible for criminal law issues—not school discipline issues. The Code of Student Conduct provides detailed information on consequences and interventions and shall guide the response to particular types of misbehavior. In addition, school officials should make reasonable efforts, where applicable, to connect students to school or community-based support services, such as counseling, mentoring, or extra-curricular activities.

Many types of minor student misbehavior may technically meet the statutory requirements for non-violent misdemeanors (e.g. theft, vandalism, disorderly conduct, loitering, incidents relating to alcohol, threats, harassment, etc.), but may be handled outside of the criminal justice system. Absent a real and immediate threat to students, teachers, or public safety, incidents involving public order offenses such as those above and including disturbance/disruption of school or public assembly; trespass; loitering; profanity; and fighting that does not involve physical injury or a weapon, may be considered school discipline issues to be handled by school officials, rather than criminal law issues warranting formal law enforcement intervention (e.g., issuance of a criminal citation, ticket, or summons, filing of a delinquency petition, referral to a probation officer, or actual arrest) as may be appropriate on a case-by-case basis. Behavior that rises to the level of a felony offense is not included within this category.

All individuals involved in school discipline decisions shall consider the surrounding circumstances including the age, history, disability or special education status, and other factors that may have influenced the behavior of the student, the degree of harm caused and the student's genuine willingness to repair the harm and accept responsibility for the student's action.

The SRO will avoid arresting students at school, where possible, unless the child poses a real and immediate threat to student, teacher, or public safety, or a judicial warrant specifically directs the arrest of the student in a school. The RCSO and OPS building level administrators shall be consulted prior to an arrest of a student where practicable, and the student's parent or guardian shall be notified of a child's arrest as soon as practicable.

Further Incidents

Repeated incidents of non-violent misdemeanors shall result in graduated levels of school-based interventions and consequences by the administrators on campus, according to the Code of Student Conduct, and referral to law enforcement for certain incidents.

Student Rights

Absent a real and immediate threat to student, teacher, or public safety, the SRO may conduct or participate in a search of a student's person, possessions, or locker only where there is probable cause to believe that the search will reveal evidence that the student has committed or is committing a criminal offense.

- The SRO shall inform school administrators prior to conducting a probable cause search where practicable.
- The SRO shall not ask school officials to search a student's person, possessions, or locker in an effort to circumvent these protections.

A school official may conduct a search of a student's person, possessions, or locker only where there is reasonable suspicion to believe that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school, and the search is justified in scope given such suspicion.

- Absent a real and immediate threat to students, teachers, or public safety, a school official shall not ask an SRO to be present or participate in such a search.

Absent a real and immediate threat to students, teachers, or public safety, an SRO may question or participate in the questioning of a student about conduct that could expose the child to court-involvement or arrest only after informing the child of Miranda rights and only in the presence of the child's parent or guardian.

It is the policy of RCSO to investigate all complaints against the SRO, or of alleged SRO misconduct, to equitably determine whether the allegations are valid or invalid, and take appropriate action. Any student, parent, teacher, and principal or other school administrator may submit a complaint, orally or in writing, of abuses or misconduct by the SRO to RCSO.

- Parents shall be permitted to submit a complaint in their native language.
- The complaint system must be confidential and protect the identity of the complainant from the SRO to the extent consistent with the SRO's due process rights.
- Complaints shall be investigated and resolved, and complainants shall be furnished with a written explanation of the investigation and resolution.

The SRO may be requested to create and maintain activity reports and submit monthly summaries of these reports to district-level school administrators and the relevant law enforcement agency. The monthly summaries may

include the numbers and descriptions of all incidents or calls for service; names of school officials involved (referring teachers, principals, etc.); student searches; student questioning; tickets, citations, or summonses; filing of delinquency petitions; referrals to a probation officer; actual arrests; and other referrals to the juvenile justice system.

Discretion of Law Enforcement

Nothing in this MOU is intended to limit the discretion of law enforcement. Officers responding to an incident or consulting with school officials are encouraged to use their discretion in determining the best course of action, especially when using alternatives to arrest. While the option to use the criminal justice system is available for many incidents, the totality of the circumstances should be taken into consideration and any less punitive alternatives that ensure the safety of the school community should be considered.

**OOLOGAH-TALALA UPPER AND LOWER ELEMENTARY SCHOOL
STUDENT HANDBOOK 2023-2024**

Student Name

PRINCIPALS' MESSAGE

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

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

Hillary Morsey, Upper Elementary Principal
Kaysha Bell, Lower Elementary Principal

TELEPHONE NUMBERS

OOLOGAH-TALALA SCHOOLS 443-6000

Upper Elementary School	443-6000, ext. 6041
Lower Elementary School	443-6000, ext. 6141
High School	443-6000, ext. 6211
Middle School	443-6000, ext. 6151
Superintendent	443-6000, ext. 6080

State Safe Call 1-877-723-3225

SCHOOL HOURS

PreK.....	8:00-2:15
K – 2 nd Grade.....	8:00-2:55
3 rd - 5 th Grade.....	8:00-2:55

MASCOT: MUSTANGS
COLORS: BLUE/GOLD

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

FAMILY EDUCATION RIGHTS AND PRIVACY REGULATIONS (FERPA)

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

VISITORS

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

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

BUILDING HOURS

The Upper Elementary opens at 7:15 a.m. The Lower Elementary opens at 7:30 a.m. Do **NOT** drop students off before the buildings are open. When students arrive, they must report to the cafeteria. They will be released to go to their classrooms at 7:50 a.m. Classes begin at 8:00 a.m. and dismiss at 2:50 p.m. **(PreK students go to their classrooms at 7:30 am and leave at 2:00).**

MISSION STATEMENT

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

PLEDGE OF ALLEGIANCE

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

MOMENT OF SILENCE

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

CONDUCT OF STUDENTS

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

STUDENT RESPONSIBILITIES

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

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

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

PARENT RESPONSIBILITIES

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

SCHOOL RESPONSIBILITIES

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

CUSTODIAL AND NON-CUSTODIAL PARENTAL RIGHTS

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

ADMISSIONS

Certain requirements for admission into the schools of Oklahoma are set forth by the legislature and recorded in the "Oklahoma School Code."

It is the policy of the Board of Education (4.16) that children who are at least four (4) years of age but not more than five (5) years of age on or before September 1 and have

not attended a public school kindergarten may be enrolled in a full-day non-compulsory, early childhood program free of charge. No child shall be enrolled in Kindergarten unless the child has reached five years of age on or before the first day of September of the year the child intends to enroll. No child shall be enrolled in the first grade unless the child will have reached the age of six (6) on or before September 1 of the school year.

Students must have:

1. Authority for Birth

A. Authority for birth is documentation that can be used to verify school age.

Examples of Authority for Birth are:

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

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

2. Basis of Admission

A. A student is admitted to the school because the student meets certain criteria.

Examples of Basis of Admission are:

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

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

The district requires proof of residence for enrollment purposes.

RELEASE OF INFORMATION

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

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

STUDENT RECORDS

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

BREAKFAST/LUNCH MONEY ACCOUNT

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

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

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

ACADEMICS

COMPUTERS

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

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

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

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

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

COUNSELOR

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

PROFICIENCY-BASED PROMOTION

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

REPORT CARDS AND PROGRESS REPORTS

Students in Pre-K to 2nd will receive a skill-based report card at the end of each quarter. Students in 3rd through 5th grades will receive progress reports at the conclusion of the 1st and 3rd quarters. Report cards are sent home with these students at the conclusion

of each semester as listed on the school calendar. Students in grades 3-5 will receive the following traditional letter grades:

A-Excellent	100-90%
B-Above Average	89-80%
C-Average	79-70%
D-Below Average	69-60%
F-Failing	59-0%
I-Incomplete	
S-Satisfactory	
U-Unsatisfactory	
P-Working to capacity, but not fulfilling course requirements	

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

CHEATING

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

HOMEWORK

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

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

MAKE-UP WORK

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

LIBRARY

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

TEXTBOOKS

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

ELIGIBILITY FOR GIFTED AND TALENTED ACTIVITIES

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

PROMOTION AND RETENTION

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

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

A grade mark on a report card at the end of the grading period shall not fulfill the teacher's responsibility in reporting a child's progress to the child's parent(s) or guardian. Informal notes and personal conferences are necessary to help the teacher and the parent(s) or guardian understand the child's development and progress. The

parent(s) or guardian shall be informed, and a conference scheduled if the parent(s) or guardian desires when it becomes apparent that a child may need to remain at a grade level.

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

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

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

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

READING SUFFICIENCY ACT

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

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

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

ARRIVAL AND DEPARTURE FOR STUDENTS

Upper Elementary:

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

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

Lower Elementary:

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

Car Rider Pick-up:

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

ATTENDANCE POLICY

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

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

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

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

Oklahoma School Attendance Law-"If a child is absent four or more days or parts of days within a four week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. Furthermore, any person having control of a child between five (5) and eighteen (18) years of age is required to compel that child to attend school. Failure to do so may result in fines up to one hundred dollars (\$100) and/or imprisonment."

ABSENCES AND TARDIES

The bell rings at 8:00 a.m. This bell signifies the beginning of school. It is important that your child is here and ready to begin the day. If a student is habitually late or absent to school, a letter will be sent home to the parents and kept on file at the school. If the

problem continues the student's attendance records will be turned over to the Roger's County District Attorney to be addressed in Truancy Court. If it is necessary for your child to be absent, please call the attendance office or write a note to provide notification on the day of absence or the day of return to school. All absences are recorded on the student's attendance record. The upper elementary attendance number is **443-6000, ext. 6041**. The lower elementary attendance number is **443-6000, ext. 6141**.

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

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

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

WITHDRAWAL FROM SCHOOL

When a student withdraws from school, he or she must report to the enrollment office with parents/guardians on the morning of their last official day. The student will receive a withdrawal form, which will be taken to each of his or her teachers for "clearance." The student should make certain that all school property has been returned, any fines owed have been paid, and all work completed in order to be cleared. The withdrawal form should then be returned to the office for a parent's signature. The office will not release records to the receiving school until all books and school property have been returned and all fines and/or fees have been paid. Transcripts will not be sent to the receiving school until the student is "cleared" from Oologah-Talala Public Schools. A student's records cannot be obtained by anyone other than an educational institution without the parent or guardian signing a release form.

CHECKING OUT OR LEAVING CAMPUS

Students leaving school during the school day for any reason must have their parents or guardian check them out through the elementary office. Checking out by phone is not allowed. Students will not be released from their classroom until notified by the office that their parent/guardian is here to pick them up. Students should check in at the elementary office if they return before school is out. All students checked out for an

on-campus activity are considered absent from class. Students who are checked out early may be assigned a tardy or absence, depending on how much class time is missed.

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

TRESPASSING OR LOITERING

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

CLASSROOM PARTIES

All grades will have two class parties during the year: Fall and Valentine's Day. Individual birthday celebrations will not be allowed for students. The building will celebrate all students' birthdays each month, and snacks will be provided by the office.

FUNDRAISING

All fundraising activities must be approved by the Principal.

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

STUDENT RESPONSIBILITIES

TOYS

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

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

TELEPHONE

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

STUDENT CELL PHONES

Personal cell phones are to be turned off and stored in a backpack or locker during the school day. If a parent wishes to have their child bring a cell phone to school, it will remain turned off and stored away during the school day. When a phone comes into conflict with the learning environment it is subject to confiscation by members of the faculty without consent of the student or parent. The phone may be turned in to the principal. The school will assume no responsibility for lost or stolen cell phones.

PETS

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

GUM

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

DRESS CODE

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

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

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

LOCKERS

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

- You are expected to keep your locker in good condition.
- School officials may search lockers at any time.

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

LOST AND FOUND

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

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

SEXUAL HARASSMENT POLICY

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

1. For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented “kidding”, “teasing”, double meanings and jokes.
2. Report, Investigations, and Sanctions.
It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance Policy.
3. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student’s immediate administrator or teacher is the alleged offending person, the

report will be made to the next higher level of administration or supervision or to any responsible adult person.

4. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension, or other appropriate punishment subject to applicable procedural and due process requirements.

BULLYING

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

CAFETERIA RULES

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

- Students should not take books or other items to the cafeteria.
- Students are to walk when in the cafeteria.
- Students may not cut in line. Saving places/giving "ups" is not permitted.
- Sharing lunches is not permitted.
- Students are encouraged to bring healthy food and drinks. Please do not send pop for breakfast or lunch.
- Students must remain in the seat that they choose until the lunch period is over.
- Do not throw food.
- When finished, students are to throw away their trash and return their trays.
- After returning to their table, students are to remain seated until they are dismissed by a faculty member.
- Do not take food or drinks from the cafeteria.
- Students are encouraged to social distance in the serving lines and at the cafeteria tables.
- Parents or guardians may bring lunch for their child, but only for their child.

STUDENT SEARCHES

When there is reasonable suspicion to search a student while the student is on school premises, in transit to or from a school event while under school authority, or attending any function sponsored or organized by the school district, then such search can be made by an administrator or their designee. Students have no reasonable expectation of privacy toward the contents of a school locker, desk, or other school property. School

lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time, and no reason shall be needed for such a search.

TRANSPORTATION

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

BUS CONDUCT

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

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

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

- Remain seated at all times while the bus is in transit.
- Be on time at bus stops. Always pass in front of the bus. Never walk behind it.
- Refrain from eating and drinking on the bus.
- Refrain from scuffling and keep all parts of the body inside the bus at all times.
- Remember loud talking and laughing diverts the driver's attention and may result in an accident.
- Stay completely silent at Railroad crossings.
- No profanity, vulgar language, and name calling.
- Keep hands and feet to yourself.
- Riding a school bus is a privilege and the privilege may be temporarily or permanently removed for not abiding by the bus rider rules.
- Maintain possession of lunches, books, and other articles, and keep the aisles clean at all times.
- Never throw objects on the bus.
- Students are not allowed to ride any bus other than the one assigned.
- Balloons and glass objects are not allowed on the bus.

- Transportation is not provided for Pre-K students.

WALKING – BICYCLES

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

PLAYGROUND RULES

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

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

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

CONTROL & DISCIPLINE

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

STUDENT DISCIPLINE POLICY

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

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

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

(The Lower Elementary Pre-K program is optional. Students demonstrating a pattern of repeated disruptive behavior may be asked to leave the program.)

HABITUAL OFFENDER

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

WEAPONS-FREE SCHOOLS

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

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

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

Such firearms or weapons will be confiscated and released only to proper legal authorities.

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

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

Any student who violates this policy will be subject to discipline which may include suspension not less than one full calendar year (for firearms) or for any term less than one calendar year

(For weapons other than firearms) as determined by the superintendent or the superintendent's designee.

SCHOOL DRUG POLICY

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

Students transporting onto campus, buying, or selling controlled dangerous substances:

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

1st Offense: 8 weeks out-of-school suspension

2nd Offense: Suspension from school for up to 18 weeks

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

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

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

1st Offense: 10 days of out-of-school suspension

2nd Offense: 10 days of out-of-school suspension

Other offenses may result in suspension for the remainder of the school year.

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

TOBACCO/VAPING POLICY

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

campus. Any student found to be in possession of tobacco, imitation tobacco, or vapor products while attending any school-sponsored event or while traveling on district-provided transportation to or from an event or while on school premises shall be subject to the following disciplinary action:

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

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

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

The following link will direct you to the state statute regarding minors and tobacco/vaping products:

<https://www.ok.gov/able/documents/Prevention%20of%20Youth%20Access%20to%20Tobacco.pdf>

GENERAL

UNEXPECTED CLOSING OF SCHOOL

In case of emergency dismissal during school hours, it is necessary for parents to have a prearranged plan for students. Please fill out and send the emergency form to your child's teacher.

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

KTUL, CHANNEL 8

KJRH, CHANNEL 2

KOTV, CHANNEL 6

KOKI, CHANNEL 23

KRMG, AM 740

FACEBOOK-Oologah Lower Elementary or Oologah Upper Elementary
School Website and app

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

EMERGENCY DRILLS

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

PARENT VOLUNTEERS

There is an active parent volunteer program at our school. If you are interested there are forms available in the Lower and Upper Elementary offices. Anyone interested in volunteering at the school will have to attend an informational meeting with the building principal and have an official background check through the Roger's County Sheriff's Office completed before they are able to help. This is done at the volunteer's expense.

NOTICE OF COMPLIANCE

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

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

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

HEALTH AND PERSONAL INFORMATION

HEALTH ROOM

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

COVID-19

The safety of our students and staff is of the utmost importance, and we have implemented new procedures to try and help alleviate the effects of COVID-19 at OLE and OUE. The following guidelines will be followed:

- All students and staff will participate in daily health screenings and temperature scans.
- Any student or staff member who identifies any potential health issue related to COVID-19 using the health screener or who has a temperature above 100.4 will not be allowed to attend school.
- Students who are sent home due for health reasons related to COVID-19 will not be allowed to return for a specific period of time, depending on their situation:
 - Students who have tested positive for COVID-19 will be quarantined for 14 calendar days.
 - Students who have tested negative for COVID-19 will not be allowed to attend school for three calendar days after being fever free without the aid of medication.
 - Students who do not receive a COVID-19 test will not be allowed to attend school for 14 calendar days.
- For more information on our district's response to COVID-19, please see the OTPS COVID-19 Response Guide.

MEDICATION AT SCHOOL

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

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

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

1. Student's name
2. Name of medication
3. Amount to be given

4. Time to be given
5. Parent/Guardian signature
6. Physicians name

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

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

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

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

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

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

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

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

CONTAGIOUS ILLNESS OR CONDITIONS

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

ILLNESS OR INJURY

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

IMMUNIZATION REQUIREMENTS FOR 2022-2023

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

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

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

INSURANCE

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

GENERAL HEALTH CONSIDERATIONS

1. Any child with a temperature above 100.4 degrees will be excluded from school. Children **MUST** be fever-free for 24 hours without the aid of fever-reducing medications before returning to school. Any child sent home with a fever may not return to school the day they are sent home or the following school day unless special exceptions are made by the nurse.—Any child with an unidentified rash needs to be seen by a physician and will be excluded from school until the rash is cleared or written notification from a physician is obtained.
3. Medications (prescription and non-prescription) to be given three times a day, should be given in the morning, after school, and at bedtime unless advised otherwise by a physician.
4. If your child has special health needs at school, contact the school nurse in advance.
5. Please keep your contact information updated. We need to be able to contact parents for emergencies and urgent health needs.

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

SNACKS

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

NONDISCRIMINATION

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

Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability)

Name and/or title: Special Services Director
Address: P O Box 189 Oologah, OK 74053
Telephone number: 918-443-6000, ext. 6057

Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color, and national origin)

Name and/or title: Assistant Superintendent
Address: P O Box 189 Oologah, OK 74053
Telephone number: 918-443-6000, ext. 6080

Title IX Coordinator (for questions or complaints based on sex)

Name and/or title: Assistant Superintendent
Address: P O Box 189 Oologah, OK 74053
Telephone number: 918-443-6000, ext. 6080

Age Act Coordinator (for questions or complaints based on age)

Name and/or title: Assistant Superintendent
Address: P O Box 189 Oologah, OK 74053
Telephone number: 918-443-6000, ext. 6080

Boy Scouts Act (for questions or concerns based on access for youth groups)

Name and/or title: Assistant Superintendent

Address: P O Box 189 Oologah, OK 74053

Telephone number: 918-443-6000, ext. 6080

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

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

REFERRAL

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

SCREENING

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

EDUCATIONAL SCREENING

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

with the local school district. Students shall be screened as needed or upon request of the parent, legal guardian, or teacher.

EVALUATION

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

CHILD FIND NOTICE

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

COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION

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

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

- To inspect the student's education records;
- To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the student's privacy or other rights;
- To consent to disclose education records, except where consent is not required to authorize disclosure;

- To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington, D.C. 20202, concerning the alleged violations of the requirements of FERPA (34CFR&99.1-99.67); and
- To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator.

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

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

PUBLIC COMPLAINTS

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

Types of Complaints

The complainant may submit a formal or informal complaint.

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

Procedures

No reprisals of any kind will be taken by the board of education or by any member of the school staff against any complainant or person accompanying or representing a

complainant. All meetings and hearings at Levels One and Two under these procedures will be conducted in private and will include parties in interest and their designated or selected representatives.

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

Level One (Principal)

1. A formal or informal complaint may be lodged with the appropriate building principal with the objective of discussing and resolving the matter. The complaint must be submitted within ten working days after the incident that sparked the complaint.
2. At Level One, the complainant will present the complaint on his/her own behalf in a meeting with the principal. The complainant may submit any documents that he/she believes support the complaint. The principal may ask other persons to attend the meeting to discuss the issues raised in the complaint. The principal will conduct any further investigation he/she believes appropriate.
3. Within two school days after the meeting with the complainant, the principal will make his/her decision. Written decisions concerning formal complaints will include the reason supporting the decision.
4. If the Level One meeting involved an informal complaint, the decision of the building principal will be final.

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

Level Two (Superintendent)

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

Level Three (Board of Education)

1. If the complainant is not satisfied with the superintendent's Level Two decision, she/he may, within five school days of receipt of the superintendent's decision, request a review of that decision by the Board of Education. A request for board

review must be made in writing to the superintendent or the clerk of the board of education. The review process will be included as an agenda item at the next regular school board meeting. The superintendent will provide the board with copies of all documentation concerning the complaint, including the decisions, at the board meeting.

2. The superintendent will notify everyone who participated in the Level One and Two meetings of the date, time, and place of the board hearing. The complainant may be represented at the Level Three meeting by anyone of his/her choosing, but the complainant must be present at the meeting.
3. The purpose of the review process before the board is to allow the complainant an opportunity to explain why he/she believes the principal and superintendent erred in their decisions. The principal and superintendent will also have the opportunity to explain their decisions. The superintendent may ask other persons to attend the meeting to discuss the issues raised in the request for review. The board will review the documentation submitted from the Level One and Two meetings.

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

ASBESTOS POLICY

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

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS

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

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual's moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,

- (7) Any individual should feel discomfort, guilt, anguish, or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

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

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

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

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

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

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

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

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

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

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

TO: _____,

This must be submitted in writing either in person or via email.

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

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

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

The district may interview the following individuals:

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

Complainant

Oologah-Talala Public Schools MS/HS Student & Parent Handbook 2023-2024



Mustang PRIDE

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

Oologah High School

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

Website: www.oologah.k12.ok.us

Facebook: search Oologah-Talala High School

Oologah Middle School

Phone: (918) 443-6000, ext. 6155 Fax: (918) 443-4201

Website: www.oologah.k12.ok.us

Twitter: @OMSmustangs

Facebook: search Oologah Middle School

Instagram: search oologahms

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Oologah-Talala Public Schools

Board of Education

Mr. Brent Kellogg – President
Mr. Don Tice – Vice President
Mr. Robert Powell – Clerk

Mr. Joe Koster – Deputy Clerk
Mr. Lyle Blakely – Member

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

Vision Statement

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

Administration and Staff

Kevin Hogue, High School Principal	918-443-6000, ext. 6211
Scott Doss, High School Assistant Principal	918-443-6000, ext. 6221
Staci Streater, OHS Principal's Secretary	918-443-6000, ext. 6211
Sonja Giertz, OHS Attendance Registrar	918-443-6000, ext. 6221
Kelli Dixon, Middle School Principal	918-443-6000, ext. 6161
Boone Upky, Middle School Assistant Principal	918-443-6000, ext. 6155
Janet Thoenen, OMS Principal's Secretary	918-443-6000, ext. 6161
Nicole Moffett, OMS Attendance Registrar	918-443-6000, ext. 6155
Brady DeSpain, Director of Operations	918-443-6000, ext. 6320
Dru Dixon, Director of Athletics and Activities	918-443-6000, ext. 6220
Sherry Hutchinson, Director of Special Education	918-443-6000, ext. 6164
Rick Fisher, Technology Director	918-443-6000, ext. 6349
Donna Parrett, Central Enrollment	918-443-6000, ext. 6055
Breanna Rogers, Business and Finance Manager	918-443-6000, ext. 6079
Leslie Dunavent, Activity Fund Custodian	918-443-6000, ext.6080

Counselors

Sharon Holmes, 11 th and 12 th grade Counselor	918-443-6000, ext. 6214
Amber Fitzgerald, 9 th and 10 th grade Counselor	918-443-6000, ext. 6212
Melissa Gibson, Middle School Counselor	918-443-6000, ext. 6161

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

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

Core Values

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

Mustang Family (Community)

We believe that we are better together and that we should support one another in successes and failures.

Be Your Best (Character)

We believe that we should strive every day to be our best in everything that we do.

U.S. Flag Pledge of Allegiance

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

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

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

Moment of Silence

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

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

Attendance

School Day for Students

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

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

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

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

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

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

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

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

Absence Explained (AE):

- **High School**

Upon notification by the parent/guardian by noon on the day following an absence, a student **may** be excused from school and allowed to make-up schoolwork missed for absences related to illness, medical appointments, family emergencies or college visits. The parent/guardian is to contact the attendance office at 443-6000, ext 6221 or via email at sonja.giertz@oologah.k12.ok.us when your child is absent from school.

- **Middle School**

"Absence Explained" indicates absences in which the attendance office has been notified by a parent/guardian. This type of absence will count against a student's allowable absences per semester. The parent/guardian is to contact the attendance office at 443-6000, ext. 6155 or via email at nicole.moffett@oologah.k12.ok.us when your child is absent from school.

Absent Unexcused (AU):

"Absent Unexcused (AU)" indicates absences in which the attendance office *has not* been notified by a parent/guardian. This type of absence will count against a student's allowable absences per semester.

Truant

Students are considered truant when they are absent without proper notification from or without the knowledge of their parents, or more than 10 minutes late in reporting to class. Discipline, including ISD, may be assigned at the discretion of the administration.

- **High School only**

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

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

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The following constitute examples of truancy:

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

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

Early Dismissal

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

- Have parent call the attendance office or come to the main school office to sign out the student.
- Sign out in the attendance office before leaving campus.
(Students will not be allowed to sign out without parent/guardian permission.)
- Students who check out of 7th hour 10 minutes before the end of the day bell will be considered tardy to 7th hour. This will be considered an early check out and carries the status of "Tardy".

Tardy

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

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

Closed Campus

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

Make-up/Late Work Procedures

Absence Unexcused – Work can be made up. Students will be given one (1) day to make up work for each day of class missed. It is the student's responsibility to make up work in the allotted time.

Work cannot be made up for students who are TRUANT. (High School only).

Absence Explained – Work can be made up. Students will be given one (1) day to make up work for each day of class missed. It is the student's responsibility to make up work in the allotted time.

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

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

Student/Parent Responsibility for Getting Make-Up Work Extended (more than 3 days) for Excused Absences

- Absences in excess of three consecutive days must require a parent request for assignments.
- The due date for requested make up work begins the day the assignments are available to the parent in the main office.
- Circumstances that prevent a student from properly completing assignments during an extended excused absence may only be excused through administrative approval.

Student's Responsibility for Late Work

- It is the responsibility of the student to turn in work on the due date assigned by the classroom teacher. Work is considered late when turned in after the assigned due date.
- Unless approved by the individual teacher, any work turned in after the teacher's assigned due date will be given 5 days to turn in work for full credit. After the 5th day, the assignment grade will result in half credit (50% of the original points assigned).

Student's Responsibility in Getting Help for Missed Assignments

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

Student's Responsibility for Absences Known in Advance

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

Student's Responsibility for Assignments Known in Advance

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

Student's Responsibility for Scheduled Tests

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

Student's Responsibilities for make-up tests

1. Each teacher will establish a time for make-up testing consistent with his or her class structure. This schedule will ensure timely completion of the assignment and provide the student no more than one working week to take the test.

2. It is the student's responsibility to know the make-up test schedule of the exam missed and verify the appointment with the teacher. Students who miss the scheduled make-up test period will receive a zero, unless excused by the teacher or site administrator. Any exceptions to this procedure shall be limited to those approved by the building principal.

Make-Up Extension Time for Extending Beyond a Grading Period

If the allowed time for makeup work extends beyond the normal reporting period or if work is returned after grades are recorded, an Administrative Grade of "P" (Incomplete) will be issued. This grade reflects only the fact that work is still **pending** and allowed. After the extension time has been exhausted, all work will be graded and the final grade recalculated and recorded.

STANDARDS OF BEHAVIOR

Student Code of Conduct

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

Most school discipline is addressed through a progressive level of increasing consequences: 1) after school detention, 2) intervention room (extended detention), 3) in school detention, 4) suspension, 5) expulsion. The level of discipline may be modified to fit the individual or unique circumstances, and certain behaviors exist for which there is zero tolerance. The importance of student behavior has been identified as one of Oologah-Talala School District's objectives.

- **Middle School** – Click [OMS Discipline Rubric](#) to access the OMS Discipline Rubric or refer to Appendix C in the back of the handbook.
- **High School** - Click [OHS Discipline Rubric](#) to access the OHS Discipline Rubric or refer to Appendix D in the back of the handbook.

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

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

Classroom Management: Students who disrupt the class are often those whose struggle with school achievement as well. Teachers will inform the parents of disruptive students and offer suggestions for improvement. Open communication between the parents and teachers help with proper expectations, and avoid most problems that inhibit a student's education. Disruptive classroom behavior also interferes with the rights of others to learn, and for this reason, some students must be removed from the classroom. Teachers manage classroom behavior and may assign consequences including after school detentions, as well as extra learning assignments as disciplinary consequences. The teacher is the authority figure in the classroom. Students who refuse to comply with the reasonable requests of their teachers should expect to receive consequences.

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

Classroom Rules: Teachers will discuss classroom rules and involved consequences. Generally, the teacher will impose an in-class consequence and can assign After School Detention.

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

Classification of Disciplinary Consequences:

Consequences (administration will determine consequence assigned)

Student Conference

Teacher or Administration assigned ASD

Intervention Room (ISD)

Short Term Out of School Suspension

Long Term Suspension/ Possible Expulsion

Disciplinary Consequences Explanation

After School Detention (ASD)

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

- **High School** - Students will bear the responsibility to communicate the assignment and cause of the detention to his/her parent/guardian.
- **Middle School** – Teacher/Administrator will contact a parent/guardian to set the ASD date.

Intervention Room

Intervention Room (Extended Detention) is on Tuesdays and Thursdays from 3:00pm until 6:00pm in a designated area. Any infraction of the following rules will result in the student being asked to leave. The follow-up discipline will be at the discretion of the administration:

- Late arrivals will not be admitted.
- No food or drink is allowed.
- School dress code is in effect.
- The student must have enough work to keep busy.
- Talking is not permitted.
- Students will be allowed a water and bathroom break each hour as a group.
- Students who are disruptive or fail to work during their detention will be dismissed and further consequences will result.

Any time a student has been assigned Detention or Intervention and a pattern has been established indicating the failure of the previous discipline measures to modify unacceptable behavior, ISD, or Suspension will be imposed.

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In-School Detention (ISD)

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

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

Out of School Suspension

Short-term suspensions may range from three (3) to ten (10) days. Students may also be suspended **long term**, which may range from 11 days to one calendar year. Students who are suspended are not permitted to come on campus before, during, or after school until they are reinstated unless they have permission from an administrator. Students who are suspended are not permitted to attend, practice for, or participate in ANY Oologah-Talala School District Activity.

- If a student is suspended, the district will provide an educational plan.
- Students under long-term suspension will be given an education plan to complete for core classes only. A grade of *P* (passing) or *NC* (no credit) may be assigned based upon completion of the work.

Habitual Offender

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

Dress Code

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

- *For safety purposes, all middle school and high school students must wear their school ID badge with a lanyard around their necks at all times while in school.* If this becomes an issue, it will fall under the dress code violation. Replacing a lost badge will cost \$10.00.
- Hemlines of skirts (including cheerleading skirts) and shorts must be no higher than six (6) inches above the knees or equivalent to a 3"-5" inseam.
- **High School** - Shorts, dresses, tunics worn with leggings, and skirts should be a length that sufficiently covers all private parts, including the buttocks.
- Tank-top type shirts may be worn if no cleavage, excessive back, or undergarment is showing. The strap of this type of shirt must be a minimum of 2 inches wide at the thinnest part of the strap.
- Tops - Students may not wear any top that "rides up" when they are moving or are seated. Any time a student's torso (including chest, belly, side and back) is not completely covered, the student is out of dress code. This includes "crop" tops.
- Clothing displaying disruptive or suggestive lettering or symbols is not appropriate. Items advertising alcoholic beverages, drugs, or tobacco are not permitted. In addition, any sexually suggestive clothing will be prohibited.
- Hoods, headscarves, and sunglasses are not to be worn inside the school building during the school day. If any of these items are not removed, a dress code violation will be recorded; the item in question may be confiscated. Medical exceptions may be made by the administration.
- Any gang related clothing is prohibited. This may include but is not limited to sagging and bandanas. Sagging occurs *anytime* boxers or underwear is worn above the top of the pants.

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- Students are not to wear clothing that has tears or holes where skin is revealed six (6) inches above the knees. If clothes are patched, they must be done so permanently. Safety pins, staples, or anything less than a piece of cloth securely sewn eliminating a hole is prohibited.
- Wallet chains are not allowed.
- No hair paint unless approved by administration.

Enforcement of Dress Code

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

Discipline for Dress Code Violations

High School

1st Offense: Warning/change clothes, 2nd Offense: ASD, 3rd Offense: ISD

Middle School

1st Offense: Warning/Change Clothes, 2nd Offense: Call Parents/Change Clothes, 3rd Offense: 5 Days of ISD/Change Clothes

Tobacco/Vaping Possession

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

- **1st Offense:** *Middle School* - 5 Days OSS, *High School* - 10 Days OSS
- **2nd Offense:** *Middle School* - 10 Days OSS, *High School* - 20 Days OSS
- **3rd Offense:** *Middle School* - Out of School Suspension or any term up to the remainder of the school year determined at the discretion of school administration.
High School - Out of School Suspension for the remainder of the school year.

Nuisance Items

Any item that may create a nuisance should not be brought to school and may be confiscated.

The following items are illegal at school:

- Explosives of any kind (including firecrackers and shells)
- Alcohol, narcotics, and drugs (including cigarettes, smokeless tobacco or vapor products)
- Obscene or pornographic materials
- Gambling equipment (dice & cards) of any type
- Knives and shooting devices of any kind (including guns, darts, slingshots, bow and arrows)
- Skateboards, roller blades, skates or shoes with wheels (Heelys)
- Lighters or matches
- Water guns or water balloons
- Laser lights or other devices which may cause a disruption in the classroom or at a school activity
- Any item of apparel, jewelry, emblem, badge, symbol, sign, accessory, notebook or manner of grooming, which by virtue of color, arrangement, trademark or any other attribute, is recognized as, or denotes membership or affiliation with any gang
- Student notebooks and materials must remain free of inappropriate graffiti and writing
- Any gaming device not intended for educational purposes

No Tolerance for Fighting

Fighting will not be tolerated at the middle/high school. Neither verbal abuse nor any other non-physical provocation

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shall be an excuse for physical violence. Any student who strikes another person on the Oologah-Talala Middle/High school campus or during a sanctioned activity is subject to suspension up to the remainder of the semester and/or the following:

High School

- 1st Offense: Ten (10) day Out of School Suspension/In-School Detention and/or combination of both
- 2nd Offense: Forty-five (45) day out-of-school suspension
- 3rd Offense: Suspension for remainder of the semester plus a semester

Middle School

- 1st Offense: Five (5) day Out of School Suspension/In-School Detention and/or combination of both
- 2nd Offense: Ten (10) day Out of School Suspension or a combination of OSS/ISD
- 3rd Offense: Suspension for the remainder of the semester and possible continuation into the next semester

Physical and Verbal Assaults on Adults

Any act of physical violence directed at the administration, teacher, staff member, and/or bus driver will result in suspension up to one (1) calendar year.

Bullying, Harassment, and Hazing

It is the policy of the school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Threatening behavior, harassment, intimidation, and bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment; if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

Click [Bullying, Harassment, and Hazing](#) to access the full OTPS policy regarding Bullying, Harassment, and Hazing. *Policy is also available on the OTPS website or is available in hard copy upon request.

Vandalism

Any act of vandalism will result in a requirement of restitution and may include a suspension up to one year.

No Tolerance for Alcohol and Controlled Dangerous Substances

The school prohibits students from using, possessing, furnishing, distributing, selling, or conspiring to sell or being in the chain of sale or distribution of illicit drugs, controlled dangerous substances, or any substance represented to be illicit drugs or dangerous controlled substances including alcohol.

Illicit drugs include steroids, prescription and over-the-counter medications not used in compliance with the prescription or directions for use. Mood altering substances include paint, glue, aerosol sprays, and similar substances.

Students possessing or under the influence of any of the above on school grounds or during any school-sponsored activity will be subject to the following consequences:

High School

- 1st Offense: 18 Weeks Out of School Suspension/Early Return Option**
- 2nd Offense: Semester + 1 OSS**
- 3rd Offense: Semester + 1 OSS**

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Middle School

- 1st Offense: 18 Weeks Out of School Suspension/Early Return Option**
2nd Offense: 36 Weeks Out of School Suspension
3rd Offense: Out of School Suspension for 1 Calendar Year

Administration reserves the right to consider early reinstatement for first time offenders if the student completes drug/alcohol counseling, possible community service requirement, and provides a negative drug test.

Search and Seizure

Pursuant to OK State Tit. 24 S 102 (1991), the Oologah-Talala Board of Education has adopted a student search and seizure policy. The policy authorizes the school principal or his/her designee to detain and search any student and property in the student’s possession and require a specimen for urinalysis upon reasonable suspicion that a violation of the law or school rules has occurred or is occurring. In addition, school personnel may open and search school lockers, desks, and other school property at any time and without cause. Students have no reasonable expectation of privacy rights in the contents of lockers, desks, and other school property.

Students who drive a vehicle onto school property do so as a privilege afforded to them by the school district and not as a right. Accordingly, any student who drives a vehicle of any kind to school and parks that vehicle on school property is deemed to authorize a search of the vehicle by the principal or his/her designee at any time for any reason deemed appropriate by the school principal or the Superintendent of Schools. Any student who refuses to peaceably submit his/her vehicle to a search when requested to do so may face out of school suspension for such refusal.

Policy Prohibiting Possession of Weapons in School

It is the policy of the Oologah-Talala School District to comply fully with the Gun Free Schools Act. As such:

- Any student in this school who possesses a firearm at school, any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for not less than one full calendar year.
- Firearms are defined in Title 18 of the United States Code, Section 921, as (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge or more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.
Such firearm will be confiscated and released only to proper legal authorities.
- Oklahoma Statutes, Title 21, section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such a person’s possession on any public or private school property or while in any school bus or vehicle used by any school for transportation or students or teachers any weapon as defined:
“...Any firearm, knife, or any other offensive weapon”
- Any student who violates this policy will be subject to discipline that may include suspension for up to one full calendar year.

Police Involvement

Any time an incident infringes upon local, state, or federal law, law enforcement may be involved. Confiscated items that are illegal to possess at school will be turned over to the police.

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent of the situation.

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Parents are advised that in suspected child abuse cases, Services to Children and Families Division or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

Due Process Procedures

A student who has been suspended out of school for more than ten (10) days of school has the right to appeal the administrative decision.

The following procedure must be followed:

Suspension for Ten (10) Days or Less:

- Within five (5) days from the date of the suspension, the student and/or the parent/guardian may request in writing a review by a Suspension Review Committee. The Suspension Review Committee may be composed of teachers and/or administrators.
- The SRC will meet to review the suspension as soon as possible. The parent/guardian of the suspended student will be notified of the date, time and place for the review hearing.
- The student and the student's parent/guardian may attend the hearing and present evidence and witnesses to support their position. Either party may have legal counsel present and must give the other party 24 hours advance notice in the event that legal counsel will be present.
- The SRC will sustain, rescind, or modify the original suspension decision. The decision of the SRC will be final and cannot be appealed.

Suspension for Over Ten (10) Days:

- Within five (5) days from the date of the suspension, the student and/or the parent/guardian may request in writing a review of the suspension by the Superintendent of Schools or his designee.
- The Superintendent or designee will schedule a hearing as soon as possible and make notification of the hearing date, time and place to the parent/guardian.
- The student and the student's parents may attend the hearing and present evidence and witnesses to support their position. Either party may have legal counsel present and must give the other party 24 hours advance notice in the event that legal counsel will be present.
- The Superintendent or designee will review the suspension and may sustain, rescind, or modify the original suspension.
- After receiving the decision by the Superintendent of Schools, the parent/guardian may have the suspension reviewed by the Board of Education. The Superintendent or his designee will advise the parent/guardian as to their rights for a School Board Review.

Honesty and Integrity of Student Work Policy

The principle of honesty must be upheld if the integrity of student writing, assignments, projects and testing is to be maintained by the OTPS academic community. We expect both teachers and students to honor this principle and thus protect the fairness of student grading. For students, all homework, tests, quizzes, long-term projects and other forms of student work (including any work created through computer resources), will be done by the student to whom it is assigned, without copying the work of another student or another person.

Teachers will exercise care in planning and supervising student assignments and testing, so that honest effort by students will be encouraged. Students are expected to complete the assigned work for a course in accordance with the teacher's standards. It is the student's responsibility to seek clarification from the teacher if the student does not understand the teacher's expectations.

No student shall engage in any activity that involves cheating, plagiarism (the taking of ideas or writing from another and passing them off as one's own), or copying another student's homework or tests or allowing another student to copy his or her work or tests. No student shall engage in activity for the purpose of receiving a grade by means other

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than honest work.

For example:

- No student shall plagiarize or copy the work of another person and submit it as his/her own work.
- No student shall complete any examination or assignment for another person.
- No student shall alter graded class assignments or tests and then resubmit them for re-grading or submit substantially the same material in more than one course.
- No student shall knowingly obtain, provide or accept any unauthorized material that contains questions or answers to any test, quiz or assignment to be given by the teacher at a subsequent time.
- No student shall copy a computer file that contains another student's assignment and submit it as his or her own work or use it as a model for his or her own work.
- No student shall knowingly allow another student to copy or use his or her own computer files and submit that file, or a modification, as that student's individual work.
- Students shall not work together on an assignment (unless authorized by the teacher), sharing the computer files or programs involved, and then submit individual copies of the assignment as each one's own individual work.

Consequence for cheating:

Students caught cheating will receive a grade of "0" on the assignment/project/test.

ACADEMICS & COUNSELING

Counseling Offices

The school guidance service provides opportunity for students to have conferences with the counselor.

- **The High School Counselors** help students with personal and social problems, planning their high school programs, class schedule changes, post-high school education, and managing student ICAP plans (careers). Informational material about professional training, scholarships, colleges, college entrance examinations, aptitude tests, achievement tests, part-time work, and military services are available.
- **The Middle School Counselor** helps students with personal, social problems and academic issues, planning for school programs, summer programs, class schedules, class schedule changes, and managing student ICAP plans (career exploration), and achievement tests.

ICAP – Individual Career Academic Plan

An Individual Career Academic Plan is a multi-year process that intentionally guides students as they explore career, academic, and postsecondary opportunities. School districts are required to incorporate and put into operation the ICAP each year.

The term ICAP refers to both a process that helps students engage in academic and career development activities and a product that is created and maintained for students' academic, career and personal achievement.

ICAP is a student-driven, ongoing process that actively engages students, enabling them to:

- Understand their own interests, strengths, values, and learning styles
- Create a vision for the future
- Develop individual goals
- Prepare a personal plan for achieving their vision and goals

Graduation Requirements

The State of Oklahoma designates the minimum number of units that a student must earn to be eligible for an Oklahoma high school diploma. In addition, local school districts may establish graduation requirements appropriate for the individual districts. Oologah High School has adopted the Oklahoma College Preparatory/Work Ready

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Curriculum Requirements for all students. This curriculum is also aligned to “Oklahoma’s Promise,” a program that provides a college tuition waiver for students who meet specific eligibility requirements. Listed below are the Oologah High School graduation requirements for a standard diploma.

4 credits of English: Must include English I, English II, English III, and English IV. AP, Pre-AP, and Concurrent English classes can be used for these credits.

3 credits of Mathematics: All students must take 3 units of Mathematics in Grades 9-12 which include 1 credit of Algebra I, Geometry, and Algebra II. Students taking Algebra I in 8th grade will be awarded credit, given GPA points and must complete 3 additional units with content and/or rigor above Algebra I and approved for college admission requirements.

3 credits of Science: Must include 1 credit of Biology and 2 other lab science credits.

3 credits of Social Studies: Must include 1 credit of United States History, 1 credit of World History, ½ credit of Oklahoma History, and ½ credit of United States Government.

2 credits of the same 2nd Language OR 2 credits of Computer Technology: Excludes keyboarding and typing classes. You cannot mix Foreign Language and Computer Technology credits. You need 2 of one or the other.

1 credit of Additional Courses: Selected from the courses listed above or career and technology education courses approved for college admission requirements. These include core subjects or Foreign Language or Computer Technology.

1 credit of Fine Arts: 1 Unit or Set of Competencies of Fine Arts such as music, art, or drama, or 1 Unit or Set of Competencies of Speech (1 semester of speech = 1 credit of Fine Arts).

6 Elective Credits: These may or may not include additional core classes.

23 Total Credits Required to Graduate

All juniors will participate in the ACT.

All sophomores must participate in the Pre-ACT.

For more information on high school graduation requirements, contact your high school counselor.

It is the responsibility of the student to make up all credit deficiencies through virtual courses and/or summer school. Classes can be made up during the school day only when space is available.

Grade Classification

Oologah High School has adopted a schedule to allow students to enroll in rigorous academic courses and participate in service, activity, and athletic programs. A minimum of 23 credits is required for graduation. Classification is based on

the year in high school and accumulation of a sufficient number of credits each year to enable a student to graduate at the end of four years of high school. Graduation requirements beginning with the class of 2011 for classification are as follows: Freshman: 5 credits or below Sophomore: 2nd year of high school and completion of a minimum of 5 credits Junior: 3rd year of high school and completion of a minimum of 11 credits Senior: 4th year of high school and completion of a minimum of 17 credits.

Grading Policy and Grade Reports

Grading Policy

The letter grades of A, B, C, D, F, NC, and P are used to indicate the level of achievement of all students in high school and middle school. The letter grades used will indicate the following degree of achievement:

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A	100-90	=	Excellent: A superior quality of work.
B	89-80	=	Above Average: Good quality of work.
C	79-70	=	Average: Satisfactory work and progress.
D	69-60	=	Below expected quality of work.
F	59-Below	=	Failure to meet minimum competency level.
NC		=	No credit given in course
P		=	Pending/Incomplete

Unless approved by the individual teacher, any work turned in after the teacher’s assigned due date will be given 5 days to turn in work for full credit. After the 5th day, the assignment grade will result in half credit (50% of the original points assigned). This does not include absences due to sickness. Refer to the “Make-up/Late Work Procedures” for more information.

Grade Reports

A grade report is a copy of a student’s academic progress. If you have access to **Parent Portal**, you can save and print your child’s grade information directly from Wengage. If home internet access is limited, please contact the school secretary to get a paper copy of the report card. We will send the report home with your child upon request.

Parent Notification of Student Performance

Parents/guardians and students are encouraged to use the **Parent Portal** provided by Oologah-Talala Public Schools. The **Parent Portal** can be accessed via the school website. You must be given a username and password to access the information. Call the Enrollment Office to find out how to register @ 918-443-6000, ext. 6055. Grades are posted weekly.

Every three (3) weeks in between grade reports, the office will email a D & F report to parents of under-performing students informing them of their child’s low-grade status.

Dropping or Adding Classes after School Has Started

High School

The dropping or adding of classes is not allowed except for the following reasons:

- Transcript review indicating deficiencies
- A student is inadvertently enrolled in a course for which credit had already been given
- A student is enrolled in a course without fulfilling prerequisites
- Instructor recommendation based on classroom performance history and test scores of the student
- Changes needed to conform to an IEP
- Changes necessitated by unavoidable or unusual circumstances

Students may exit an AP course during the first five days of school. After this period, the student is not allowed to exit the course.

Middle School – There will be no schedule changes after the first 2 weeks of school except on an emergency basis.

Withdrawal from School

If a student plans to withdraw from school, he/she must notify the registrar of the intent at least one day in advance of the planned withdrawal date and receive a withdrawal form to be presented to each of his/her teachers. A student’s transcript or other records may be withheld only for failure to return a textbook or make payment for the textbook if not returned; however, the child will not be prevented from receiving a grade to which he/she is entitled or from graduating upon completion of school requirements.

Honor Roll

Superintendent's Honor Roll

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Students must have no grade lower than an “A” on their report card for the entire semester grade.

Principal’s Honor Roll

Students must have no grades lower than an “A” or “B” on their report card for the entire semester grade.

Honor Societies

High School National Honor Society

The National Honor Society is an organization sponsored by the National Association of Secondary School Principals. The organization is based on scholarship, leadership, citizenship and character. Selection to NHS is a privilege, not a right. Students eligible for NHS are sophomores, juniors, and seniors, who have a prerequisite cumulative GPA of 3.5. Once a student qualifies, he or she is given an application form to fill out based upon four criteria: scholarship, leadership, service, and character. The application is then forwarded to a Faculty Council made up of five faculty members with the chapter advisor as a sixth and non-voting member. The faculty committee votes on the selection of NHS membership.

Oklahoma Honor Society

The purpose of this society shall be to promote high standards of scholarship among the students in the schools of Oklahoma. The ten percent of the student body making the highest average marks in the school may be nominated. Membership will be based upon work done during the first semester of the current year and the second semester in the preceding year. The standing of students enrolled in the first year of a particular organizational level will be based on the work done during the first semester of the current year.

Junior High School National Honor Society

The National Junior Honor Society is an organization sponsored by the National Association of Secondary School Principals. The organization is based on leadership, scholarship, citizenship, and character. Selection to NJHS is a privilege, not a right. Students eligible for NJHS are 7th & 8th graders who have a prerequisite cumulative GPA of 3.5. Once a student qualifies, he or she is given an application form to fill out based upon four criteria: leadership, scholarship, service, and character. The faculty committee votes on the selection of NJHS membership. Membership will continue through eighth and ninth grades as long as the requirements for membership continue to be met. Members will be invited to join the National Honor Society in tenth grade.

Valedictorian and Salutatorian

1. ***2024 graduates must successfully complete 5 credits of Advanced Placement/Concurrent classes*** at Oologah High School. To be considered for Valedictorian or Salutatorian, students must complete both semesters of each Advanced Placement course.
2025 graduates and beyond must successfully complete 3 credits of Advanced Placement/Concurrent classes and a score of 27 on the ACT at Oologah High School. To be considered for Valedictorian or Salutatorian, students must complete both semesters of each Advanced Placement course.

All concurrent classes must be taken by the end of the students 7th semester. Only concurrent classes accepted as dual enrollment will count towards Valedictorian and Salutatorian: College Algebra, Biology, Botany, English Comp I & II, Chemistry, American History to 1877, American History post 1877, Geography, Government, and Speech.

2. Student(s) with the highest unweighted total GPA for grades 9-12 will be the valedictorian.
3. Student(s) with the second highest unweighted total GPA will be the salutatorian.
4. Class ranking shall be determined by the highest cumulative grade point average completed at the end of 7th semesters of the year in which the student is a graduating senior.
5. In order to be named either Valedictorian or Salutatorian, as a minimum, students must have attended high school in Oologah-Talala Public Schools continuously for the two school years prior to graduation.

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Oklahoma Academic Scholar

Graduating seniors who meet all of the requirements listed below shall be recognized by Oologah-Talala Public Schools and the State Board of Education as an Oklahoma Academic Scholar. Academic scholars get a certificate, gold seals on their diplomas, a gold stole to wear during graduation and the honor recorded on their official transcripts. To qualify students must:

1. Accumulate over grades 9, 10, 11, and the first semester of grade 12, a minimum grade point average of 3.7 on a 4.0 scale or be in the top ten percent of their graduating class.
2. Complete (or will complete) the curricular requirements for a standard diploma.
3. Achieve a composite score of 27 on the ACT or 1,220 combined score on the SAT. The ACT or SAT must have been taken on a national test date before the date of graduation.

Certificate of Distinction

Students meeting the requirements for this recognition will wear red cords at graduation and be issued a certificate of distinction with a seal. The requirements are to have met or exceeded the following criteria by the end of their senior year in high school: successfully completed the College Preparatory/Work Ready Curriculum; achieved at least a 3.5 overall GPA; and achieved a satisfactory score, or its equivalent, on **all** end-of-instruction tests.

Advanced Placement Classes

The following Advanced Placement courses are offered at Oologah High School when applicable:

- AP English Lit/Comp
- AP United States History
- AP English Lang/Comp
- AP Calculus
- AP Chemistry
- AP Physics

The following Advanced courses are offered at Oologah Middle School when applicable:

- Advanced Math
- Advanced English Language Arts
- Advanced Science
- Algebra I for HS Credit (**students must take 3 required math courses at the high school beyond Algebra 1 at the middle school**)
- Spanish I for HS Credit

Concurrent Enrollment (High School)

In accordance with the policy of the board of education, this regulation shall govern the concurrent enrollment of any student who wishes to attend college during his or her junior/senior year.

In order to enroll concurrently in college coursework, students must meet the following requirements:

- Be a **junior/senior** enrolled in sufficient credits to complete graduation requirements by the end of their senior school year;
- Be enrolled less than full-time. (Fewer than six credit courses).
 - **May not exceed full-time college workload of 19 semester credit hours.**
 - (One half high school unit shall equal three semester credit hours.)
 - **2 college courses maximum per semester.**
- Must have the written permission of a parent or legal guardian.
- ACT score of 21/juniors or 19/seniors or higher to concurrently enroll.
- Considering ACT results, a student must have subtest scores of 19 or higher in Math, English and Reading in order to not be required to take a zero-level course.
- College coursework taken on-line is acceptable for concurrent enrollment and inclusion on high school transcript.
- Students taking concurrent enrollment cannot exceed the number of advanced work credits that are offered on campus.

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Students can take concurrent classes for a total of 2 class periods in the OHS school day. Students are required to enroll in courses for the remainder of the periods at OHS.

Students are responsible for registration, fees, books, and transportation. Students wishing to pursue concurrent enrollment should see a counselor for the purposes of permission, guidance, and for calculating appropriate work load. The following higher education courses commonly taken through concurrent enrollment have been reviewed by the Oklahoma State Department of Education (OSDE) and approved for academic credit:

College Course	High School Equivalent
College Algebra	1 unit High School Algebra II
General Biology	1 unit High School Biology II
General Botany	1 unit High School Botany
English Composition I	½ unit English IV
English Composition II	½ unit English IV
Introduction to Chemistry	1 unit High School Chemistry
Chemistry	1 unit High School Chemistry
American History Survey to 1877	1 unit High School U.S. History
American History Survey from 1877	1 unit High School U.S. History
Introduction to Geography	½ unit High School World Geography
American Federal Government	½ unit High School American Govt.
Introduction to Speech	1 unit High School Speech
Cherokee Language I & II	1 unit High School 2nd Language

Students wishing to exceed the workload limit may petition the selected higher education institution.

The appropriate institutional officials will evaluate the student’s academic performance and potential for success in determining the student’s load, which may not exceed the number of semester credit-hours 50 percent greater than the number of weeks in the applicable semester/term. The collegiate portion of the student’s workload must be taken from regular faculty members of the institution and may be provided off campus if approved by the State Regents, and may use alternative delivery systems if approved by the State Regents. The college should provide appropriate academic advising prior to and continuing throughout the student’s enrollment. High school students enrolling concurrently in off-campus classes may enroll in only liberal arts and science courses.

A student who is otherwise eligible under these regulations may enroll in a maximum of nine semester credit-hours during a summer session or term at a college or university of the state system without the necessity of being concurrently enrolled in high school classes during the summer term. Students wishing to exceed this limit may petition the selected higher education institution. The appropriate institutional officials will evaluate the student’s academic performance and potential for success in determining the student’s load, which may not exceed the number of semester-credit-hours 50 percent greater than the number of weeks in the applicable semester/term.

The completion of the high school curricular requirements shall not be required of concurrently enrolled high school students for purposes of admission. (Students may enroll only in curricular areas where the student has met the curricular requirements for college admission.) Concurrently admitted high school students will not be allowed to enroll in any zero-level courses offered by colleges and universities designed to remove high school deficiencies.

Following high school graduation, a student may continue enrollment at the institution to which the student has been admitted or may transfer to another institution in the state system, provided that during the provisional enrollment period the student has achieved a college grade point average of 2.0 or above on a 4.0 scale and meets the entrance requirements of the receiving institution, including the high school curricular requirements.

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When a student earns college credit through concurrent enrollment, the school district will be required to provide academic credit for any concurrently enrolled higher education courses that are correlated with the academic credit awarded by the institution of higher education. The district cannot transcript the academic credit as “elective credit” unless there is no correlation between the concurrent enrollment higher education course and a course provided by the school district.

- Students must have a signed statement from the high school principal stating they are eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year. Students must also provide a letter of recommendation from their counselor and written permission from their parents or legal guardian.
- Concurrent enrollment must include opportunities for high school students to achieve college credit through a collegiate experience. The collegiate experience is evidenced by the rigor of the course, the qualifications of the personnel delivering the course, and the student's readiness for college as defined by the Oklahoma State Regents for Higher Education policy.

School Records

A cumulative folder of student records is kept on file in the counselor's office. Student records may be inspected according to provisions outlined in Public Law 93-380.

High School Students may request transcripts and entrance exam scores to be sent to colleges and universities as part of the student's college application.

Transcript Information

High School transcript requests must be made using the Transcript Request Form, located on the high school webpage. If you have any questions call the High School office. Every effort will be made to complete your request in a timely manner. No transcripts will be issued for students who have outstanding obligations to the school.

Testing Programs of Oologah –Talala Public Schools

Assessment is a part of each class in the middle/high school. The use of authentic procedures such as direct writing assessment, criteria refined tests, and the production of student portfolios will provide the input necessary for the evaluation of student progress and the quality of instruction. Part of an educational program includes assessments given at different levels and at different times of the year.

The following tests are available as a part of the high school program:

PSAT/NMSQT

The Preliminary Scholastic Aptitude/National Merit Scholarship Qualifying Test is offered once a year in October. This is the first step in the process of entering the National Merit Scholarship Corporation Program (top 99%). It is also a practice test for the SAT. Students are also given an opportunity to participate in the Student Search Service. Through this program, colleges may send students information about educational and financial aid opportunities. Tenth grade students will be encouraged to take the PSAT for practice. Only the score earned in the junior year can be used for scholarship competition. Register in September in the Guidance Office to take the PSAT/NMSQT.

ACT

The American College Testing Program (ACT) is given annually to college-bound students. The highest composite score is usually considered by college admissions officers. Designed to assess each student's general educational development and ability to complete college level work, the ACT is used for college admission and scholarship purposes. Registration online at actstudent.org is recommended and registration forms are available in the Guidance Office. ACT residual may also be taken on campus at the college of your choice.

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SAT

The Scholastic Aptitude Test (SAT) is a college entrance exam required by some colleges and scholarship programs. It measures verbal and math abilities developed over many years. SAT registration forms and references to determine averages or minimum scores for admittance to specific colleges are available in the Guidance Office. Registration online at collegeboard.com is recommended and registration forms are available in the Guidance Office.

ADVANCED PLACEMENT (AP)

Tests are required for a fee by students. If they score at a “passing” level (3, 4, 5), college credit may be awarded.

ASVAB

This is an aptitude battery with an interest survey administered to seniors in September, if OHS chooses to do so. Results give an ACT correlate, academic scores, sophisticated interest inventory and career search options. The results can be used as part of the senior consultation.

Oologah High School has become an approved testing site for the ACT. It is our hope we will be able to encourage more of our students to take the ACT as well as offer them familiar and comfortable surroundings while testing.

2023-2024 ACT Dates:

September 9, 2023

October 28, 2023

December 9, 2023

February 10, 2024

April 13, 2024

June 8, 2024

July 13, 2024

School Code Number

The school code number of Oologah High School is **372765**. This is also referred to as the C.E.E.B code, College Board and ACT code.

Proficiency Based Promotion

In order to advance to the next grade/level of study, students will have the opportunity to demonstrate proficiency in the learner outcomes. Proficiency Based Promotion (PBP) is a system which awards credit for students' knowledge in the core curriculum areas, i.e., language arts, languages, mathematics, science, and social studies, through an assessment process. All students in grades 1-12 are eligible for Proficiency Based Promotion if they perform at the 90th percentile level on designated assessments. Elementary or secondary students may advance one or more levels in the core curriculum areas based on the outcomes of their assessments.

Click to access the complete [Proficiency Based Promotion](#) policy.

Aids Education Program

Twelfth graders will receive 90 minutes of AIDS (Acquired Immune Deficiency Syndrome) prevention education in accordance with Oklahoma State Law. If parents/guardians object to their child's participation in this class, please notify the school principal. As required by law, a parent preview session for Tenth grade AIDS education materials will be presented.

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Eighth Grade Algebra I and Driver's Education

Students taking Algebra I in 8th grade or Driver's Education will be awarded HS credit and their final grade will be calculated into their high school GPA. **Three additional units or sets of competencies in mathematics required shall be completed in the ninth through twelfth grades; provided, if a student completes any required courses in mathematics prior to ninth grade, the student must take other mathematics courses to fulfill the requirement to complete three units in grades nine through twelve.**

Edgenuity

Oologah Virtual school utilizes courses from Edgenuity. The Oologah-Talala School Board recognizes curriculum from Edgenuity to meet the graduation requirements of Oologah High School. The goal of Edgenuity is to meet the educational needs of students outside of the traditional setting. Students enrolled in Edgenuity may participate in extracurricular activities if they meet the same school attendance and eligibility requirements of a traditional student.

Scholarships

The Guidance Office researches and prepares information and bulletins regarding scholarship and financial aid opportunities for seniors. Each senior receives a copy of the Senior Bulletin that is printed monthly. Scholarships/Awards are listed in the senior bulletin and posted on the Oologah High School website.

Foreign Exchange Students

Students applying to be a foreign exchange student at Oologah High School must complete the application for admission located on the High School website and/or located in the Main Office.

Graduation Ceremonies

Commencement Guidelines:

1. It is expected that students who participate in graduation exercises will have met all the requirements for a OHS diploma.
2. Graduates must be enrolled in OHS at the time of graduation.
3. Graduates must maintain regular attendance for the entire school year.
4. Seniors are expected to maintain appropriate behavior while attending school and at all school-related events. Those who do not may forfeit commencement privileges.
5. Seniors who receive a high school diploma or G.E.D. from another school are not eligible to participate in the OHS graduation ceremony.
6. The principal and the superintendent reserve the right to make exceptions to these guidelines as appropriate to meet the needs of students with special needs or learning disabilities. Applications for exceptions must be made through a high school counselor and approved by the principal and the superintendent.

Commencement is a serious and solemn occasion. Participation in Commencement is considered a school activity for seniors who are enrolled at OHS and attend classes during the regular school day and who are scheduled to graduate. Weekly eligibility rules do not apply to Commencement. The student's behavior is expected to reflect the importance of the occasion. Any disruptive behavior will be dealt with immediately and normally will result in the removal of the student or adult involved. As a school activity, students participating must comply with the school rules. Among the most common rules for commencement are the following:

- *Rehearsal*
Rehearsal is MANDATORY for all seniors who plan to participate in the graduation ceremony. Failure to attend rehearsal will result in not participating in the graduation ceremony. All school policies and procedures will be observed at this time. If a student is suspended at rehearsal, he/she will be unable to participate in the graduation ceremony. Out-of-School Suspension will begin immediately.
- *Ceremony and Dress Code*
The Graduation Ceremony is a school activity and all policies and procedures apply. Graduating seniors will adhere to the appropriate dress code under the gown. This will include: MALES – collared shirts, preferably [\(Click here to return to the Table of Contents\)](#)

with tie, dress pants or slacks, dress shoes, or boots. FEMALES – dresses, skirts, dress pants, appropriate shirts/blouses, dress sandals, shoes, or boots. No shorts or flip-flop sandals will be permitted. No altering or decorating of the cap or gown is permitted.

- *Rain/Inclement Weather*

Graduation exercises will be held outdoors at the stadium. If there is threatening weather, the decision will be made by the administration and communicated to Seniors and their families as soon as possible. Call Mr. Hogue if you have any questions. This information will be posted on social media including Facebook and our school website, www.oologah.k12.ok.us.

- *Diplomas*

Actual diplomas will not be given during the graduation ceremony. Diplomas may be picked up on a date designated by the Principal between 8:00 to 3:00 in the main office at the high school. In order to receive your diploma, you and the counselor, principal, or receptionist must sign the last line of your indebtedness form. NO EXCEPTIONS. If someone other than the graduate will pick up the diploma, a letter of authorization will be required. The letter must include the name of the person authorized and the name and signature of the graduate.

Students are not allowed to bring any items with them into the commencement area, including cameras, purses, and cell phones. Students are not allowed to carry anything with them from the holding area to the event area. OHS is not responsible for lost, stolen, or damaged personal property. If a student has a problem meeting any of the above dress requirements, he/she should contact an administrator, teacher, or counselor for assistance as soon as possible.

Career Tech Classes

For the purpose of this section, applicable vocational-technical classes offered by comprehensive high school vocational-technical programs (Career Tech) that meet all requirements for course content and teacher qualifications as adopted by the State Board of Education and approved by the Oologah-Talala Board of Education shall qualify for high school credit. Courses currently approved by the OTPS BOE for this purpose are Algebra II, Algebra III, Geometry, and Human Anatomy/Physiology.

Special Education

If a student has a condition or disability that significantly interferes with participation in school, then the student may require a school accommodation plan in order to be successful. The Oologah-Talala Public Schools also provides Special Education services to eligible children. If your child has a condition or disability that interferes with educational performance, please contact the office of the school principal to initiate a referral for eligibility determination.

Child Find Notice

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

Confidentiality

All individually collected records utilized for educational placement, including special education records, are maintained in a confidential folder separate from the student cumulative records. The records are maintained in a secure manner which prevents unauthorized access.

Wen-GAGE

Wen-GAGE i-SIS is a web-based software platform that helps students, teachers and parents record and track academic progress. Data analysis of such progress includes attendance, grades, transcripts and scheduling. The software system also incorporates optional teacher modules and immunization tracking, as well as discipline tracking.

Accessing the system, **Parent Portal**, requires Internet access, along with an assigned user name and password. For students, parents and teachers with access privileges, the loss of a user name or password will require contacting the school site for assistance.

To obtain access to **Parent Portal**, call the Central Enrollment Registrar's office at 918-443-6055. The principal's office will be asked to verify that you are the parent, and have a right to access and monitor your child's academic progress. Upon verification, Central Enrollment Registrar will relay the user name and password for your child's account.

NCAA Clearinghouse

Student-athletes that are considering participating in athletics at a NCAA school must complete the NCAA Clearinghouse the spring of their Junior year.

To register please visit the following website:

www.ncaa.org/sports/2014/10/24/how-to-register.aspx

For compliance, refer to:

OSSAA.com

Activity and Athletics Eligibility

All organized competitive events fall under the guidelines of the *Oklahoma Secondary School Activities Association* and require student scholastic eligibility for participation. School boards have the right to adopt policies that exceed the minimum criteria set by the Oklahoma Secondary School Activities Association and the policies adopted in the Oologah-Talala School District do exceed OSSAA minimum criteria.

Athletic Participation

Students are encouraged to participate in athletics. Therefore, if a student goes out for a sport and does not feel that they are going to contribute to the team or they decide they do not want to participate they have until the second competitive contest to quit the team without any consequences. If a student quits a sport, stops attending practices or is removed by the head coach from an athletic team after the second competition then the student will be moved into offseason for the remainder of the semester and will receive no credit (NC).

Also, the student will not be allowed to begin another sport until the end of the current sport or the semester. In addition, the head coach must contact the parents of the student to explain the circumstances that led to their removal from the team. The head coach will also communicate via email with the offseason coach, the counselor and the athletic director. Documentation must be made of what led to the removal from the team. ALL DECISIONS REGARDING REMOVAL OF AN ATHLETE FROM A SPORT WILL BE LEFT TO THE DISCRETION OF SITE ADMINISTRATORS.

Activity Absence Policy

Students are allowed 10 activity absences per class period each academic year. State and national levels of school-sponsored contests do NOT count toward the 10 days. To be eligible for an absence extension of an additional 5 days, students must pass all of their classes (on website) and complete the district Secondary Application for Activity Absence Extension form and turn it into the Athletic Director. This form will be reviewed by the Oologah-Talala Public Schools District Internal Review Board. Students will not be allowed to exceed 15 activity absences for one school year.

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Each student is ultimately responsible for tracking the number of activity absences that they have incurred in a given class period. Updated activity reports may be requested through the school activity office.

Athletic Event Expectations

The OSSAA & Oologah-Talala Schools disapprove of any form of taunting which is intended to anger, embarrass, ridicule, or demean others on the basis of race, religion, gender or national origin. Noise makers or any type of device that plays music, sounds, or voices and noise makers of any kind such as air horns, cow bells, etc., that interrupt the normal game/contest procedures or announcers, bands, cheer squads, drill teams, or other game/contest related activities, will not be allowed. Violations will result in disciplinary action. The Oologah-Talala Middle/High School administration encourages our students, parents, and patrons to cheer for our team. However, we do not allow any of our fans to verbally challenge the opposing team, any of its players, any of its coaches, or any official of the game or event..

Activity Trip Transportation Policy

Unless a time conflict exists between school activities, students will ride to and from activities in school transportation. The only exception to this policy is for a student to ride home with his/her own parents with prior approval being given by the director of the activity. If a student does not adhere to this policy, he/she will forfeit the opportunity to represent the school at that activity. If they arrive by other means or if they leave by other than the approved means, he/she will be suspended from participating or attending the next activity.

Athletic Code of Conduct

Participating in athletics at Oologah-Talala Public Schools is a privilege that should not be taken for granted. Since our athletes represent the school and community as well as themselves, we adhere to the OSSAA rules and regulations for the conduct of athletes.

The athlete should:

- Be courteous to visiting teams and officials.
- Play hard and to the limit of his/her ability.
- Be modest when successful and be gracious in defeat. A true sportsman does not offer excuses for failures.
- Maintain a high degree of physical fitness by observing team and training rules conscientiously.
- Demonstrate loyalty to the school by maintaining a satisfactory scholastic standing and by participating in or supporting other school activities.
- Not to be involved in any actions or activities which might reflect negatively on their character or on our school and community.
- Understand and observe the rules of the game and the standards of eligibility.
- Set a high standard of personal cleanliness.
- Respect the integrity and judgment of officials and accept their decisions without question.
- Respect the facilities of host schools and the trust entailed in being a guest.

Athletes who violate these rules risk suspension from school and/or removal from athletic competition.

Random Drug Testing

High School students participating in extracurricular activities and athletics will be subjected to random drug tests. The Athletic/Activities Director will follow the school board's Random Drug Testing Policy. The tests are administered by an outside agency contracted by the district

Homecoming Policy

All students participating in any of the high school homecoming ceremonies must be eligible at the time of the election

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AND at the time of the coronation. In the case of an ineligible participant (queen, attendant or escort), the participant with the next highest number of votes will replace the ineligible participant. In order to complete the homecoming court and fill the vacated position, the voting group will nominate new individuals and voting will take place.

The procedures and requirements for selection of the Homecoming Queen, Attendants and Escorts (football, basketball and wrestling, etc.) are available in the Athletic/Activity Director's Office.

Pep Assemblies

Pep Assemblies are held periodically to bolster school spirit and recognize OHS students involved in co-curricular teams and activities. While students are encouraged to participate wholeheartedly in Pep Assemblies, such participation must remain within the bounds of good taste and respect for others. It is expected that all students will help make our Pep Assemblies a positive experience. **HIGH SCHOOL STUDENTS ARE EXPECTED TO ATTEND ALL ASSEMBLIES. STUDENTS WHO DO NOT BEHAVE PROPERLY WILL BE DENIED THIS PRIVILEGE.**

Junior-Senior Prom

The Junior-Senior Prom is a privilege that is given for students as a celebration at the close of the school year. To keep this a safe, festive and orderly event, these policies have been adopted:

Expectations: All junior/senior students may purchase prom tickets. Freshmen or sophomore students may not purchase a ticket; however, they may attend as the date of a Junior or Senior OHS student. Students with dates from other schools must complete and return a Guest Request Form for administrative approval prior to purchasing tickets. The Guest Request Form must be turned in 2 weeks prior to Prom for necessary approval time. Late forms may not be approved. Any student attempting to change their date listed on the ticket must make such changes 5 days prior to Prom; otherwise, the new date will not be admitted into Prom. Oologah High School reserves the right to deny any date request.

- NOTE: The maximum age for prom attendance is 20. No student younger than 9th grade can attend the prom.

Discipline: Prom is a privilege, not a right. Therefore, any student who has committed any excessive disciplinary infractions may not attend Prom.

Entrance to Prom: All students and guests may begin arriving at the designated prom site at 7:00 p.m. Students must enter with their date. Students arriving without their dates must wait in the lobby and will not be allowed into Prom without their date. Any student who leaves Prom during the evening without security approval or security escort will not be allowed to return. All Prom activities end at 11:00 p.m.

Prom Court: The nomination must be a senior. Voting will take place at prom when you show your ticket. All juniors and seniors that attend the prom will have the ability to vote.

School Policies: Oologah High School administrators reserve the right to approve any student attending the Prom based on individual attendance and/or discipline issues. All student conduct policies for student behavior will be enforced. District and school policies apply to Prom as they do to any other school activity.

Attire: We do accept the fact that formal wear for the female students may be a bit more "revealing" (spaghetti straps and off-the-shoulder wear) than allowed by regular school dress policy. However, it is very important that your formal attire meet a high standard of decency. Dresses that reveal too much of the body around the chest, stomach, navel, lower back and sides are not appropriate. Covering up an unacceptable dress with a shawl is still unacceptable. If there is a question about the appropriateness of the attire, do not wait until the evening of Prom to get approval. School personnel will have the authority to make the final decision regarding admittance to the Prom.

This is a school-sponsored event, and we must maintain a level of appropriateness in the way students are dressed for the prom. Gentlemen are expected to be dressed in formal attire (tuxedos or suits). Any students who do not meet this

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standard of dress will be asked to leave the Prom. It is important that our young ladies and young men are dressed in a manner that does not undermine the appropriate values that Oologah promotes as a high school. If you are unsure of the modesty of your attire or your date's attire, please see the prom sponsors prior to your purchase of any attire.

Photos: Professional photos will be available. Picture times will be from 7:00-10:00 p.m. When photos are returned from processing, they will be reviewed prior to distributing them to students. Order forms will be distributed during ticket sales and should be returned with payment to the photographer at the prom. No refunds will be given.

Fundraiser: All Juniors will have an opportunity to participate in the Prom fundraiser. Students may earn up to 4 free tickets to prom, one for themselves and their date for their Junior and Senior year. Free tickets are to be used only by the student who earned them. Students may not give their free tickets to another student.

GENERAL PROCEDURES

Transportation and Bus Expectations

Specific student behavior expectations are established for the safe and efficient operation of the school district transportation system in accordance with state laws and regulations. Transportation is considered an extension of the regular school program and students who violate behavior expectations while riding a bus are subject to suspension from riding the bus and/or all other penalties established for misbehavior while students are on the school campus.

Transportation Guidelines

Prior to Loading Bus – Students Should:

- Be on time at the designated bus stop – keep the bus on schedule.
- Stay off the road at all times while waiting on the bus.
- Wait until after the bus comes to a complete stop before getting on.
- Be careful approaching bus stops.
- Do not move toward the bus until it comes to a complete stop.
- Respect people and their property on the bus.
- Receive proper school official authorization to be discharged from the bus at places other than the usual stop.

While on the Bus – Students Should:

- Keep all parts of the body inside the bus
- Refrain from eating and drinking on the bus
- Refrain from the use of any forms of tobacco, alcohol or drugs
- Assist in keeping the bus safe and clean at all times
- Remember loud talking and laughing diverts the driver's attention and may result in an accident
- Treat the bus equipment as you would valuable furniture in your home (Damages will be paid for by the offender)
- Never tamper with bus equipment
- Maintain possession of lunches, books, and other articles, and keep the aisles clean at all times
- Help look after the safety and comfort of small children
- Never throw objects on the bus
- Remain in the seats while the bus is in motion
- Be courteous to fellow students, the bus driver, and teachers on bus duty
- Refrain from horseplay and fighting
- Remain quiet when approaching a railroad crossing
- Remain on the bus during road emergencies except when it may be hazardous to the student's safety.

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Visitors

Oologah-Talala Middle/High Schools encourage visitations by parents, guardians and interested patrons; however, visitors should observe the following guidelines:

- All visitors must report to the Main Office and state the purpose of the visit.
- The principal and/or his designee will have the prerogative to approve or disapprove the visit.
- **Visits by students from other schools or other persons interested only in personal visits with Oologah Middle/High School students will not be allowed.**
- Students will not be called from class to see visitors unless the visitors are legal guardians.
- All visitors will be issued a visitor's badge. The badge should be worn by the visitor at all times.

Food Service

All students are encouraged to eat in the cafeteria or bring something from home. Free and Reduced Meal forms are available for those qualifying through the National School Lunch Program. The form will be made available at the beginning and throughout the school year in the Attendance Office. Access the district webpage and locate the Child Nutrition Department to pay online.

Cafeteria Charges – Parents will receive a low balance notice when their child's account reaches \$5.00 (\$5.00 per child in the family is allowed). No charges will be allowed beyond \$30.00, however students will be offered an alternative lunch. Parents who are having a difficult time paying for their child's meals at school should contact Tammi Jennings in the Child Nutrition Office, 918-6000, ext. 6213.

Student Vehicles

All students who drive vehicles to school are to park in the student lot. All vehicles must be registered each year. Other vehicles, in addition to the primary, that will be driven to school on a part-time basis should be registered.

Vehicle registration forms may be obtained from the attendance office.

Guidelines for student vehicles:

Student agrees to observe the following rules:

- Vehicles cannot be moved at lunch or between class periods.
- Students are not to park in the faculty parking lot.
- Vehicles must be parked properly in a student-designated space.
- Reckless driving could result in loss of driving privileges.
- Unsafe use of vehicles is prohibited (example: no riding in the back of pickup trucks or on the outside of any vehicle, etc.)
- Students agree to keep vehicles locked.
- No loitering in or around cars before, during, or after school.

Vehicles can be searched whenever school officials determine the need. Driving Privileges can be suspended. Consequences will be applied to vehicle infractions.

“Oologah High School is not responsible for any damage to vehicles or any items lost or stolen from vehicles while parked on school property.”

Telephone

The office telephones are for school business and are to be used by students only in case of emergency. Students using the telephone must have the approval of the secretary or other school official. Parents needing to contact their student during school hours should do so only through the school's main office.

Cell Phones

Students will be allowed to use their cell phones outside of the building before school, at lunch, and after school. Phones will be required to be put away from 8:00am until 2:55pm with the exception of lunch time and at the teacher's discretion in the classroom. When a phone comes into conflict with the learning environment it is subject to confiscation by members of the faculty. Furthermore, cell phones will not be seen or heard during ASD, ISD and Intervention Room. When a phone is confiscated it will be turned into the office. Students who fail to comply with this policy face the following punishment:

High School

1st Offense: After School Detention

2nd Offense: 2 After School Detentions

3rd Offense: 3 Days ISD

Middle School

1st Offense: Warning/Remove Device for the Day

2nd Offense: Remove Device & ISD Placement

3rd Offense: 3 Days OSS

Any of the following could constitute Out of School Suspension

- Removal of SIM card
- Failure to comply with faculty request for cell phone
- Replacing confiscated phone with a new phone

The school is not responsible or liable for any lost or stolen cell phones or any other electronic devices.

Library/Media Center

The Library/Media Center will be open from 7:45 a.m. – 3:00 p.m. Monday through Friday, except on occasional days when the librarian has a meeting. Books are checked out for a period of 2 weeks. Students with overdue books will be assessed a fine of 5 cents per day per book. Report Cards may be withheld for overdue books not returned to the library.

Bulletins and Announcements

- **High School** - All notices of club meetings, athletic and social events may be announced via the Mustang Dispatch. Persons responsible for these announcements must have teacher/sponsor approval and submit them to the high school office. **Any poster placed in the building must have the approval of the building principals.**
- **Middle School** – All notices of club meetings, athletic and social events may be announced via the OMS News Persons responsible for these announcements must have teacher/sponsor approval and submit them to the middle school office. **Any poster placed in the building must have the approval of the building principals.**

Lockers

Students should keep lockers in good condition. Students will use only the locker assigned by the school and should not give the combination to others. Money and/or other valuables should not be kept in lockers. Such practice will be at students' own risk. Lockers are the property of the school and may be inspected at any time.

Backpacks

Middle School

Middle School backpacks are not allowed in the classrooms. Students are to keep backpacks in their lockers unless traveling to other sites in the district for classes.

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Textbooks and Student Workbooks

If a textbook or student workbook is lost or damaged beyond use, replacement cost will be charged for the book and payment must be made before another book is issued. Failure to clear charges for lost or damaged textbooks and equipment will result in student's records being retained until all financial obligations are resolved.

Emergency Procedures

Building Evacuation Procedures

If the school is evacuated due to an emergency, students will walk or be transported by bus to a safe site.

Teachers will dismiss students to parents only. Persons other than parents may pick up students with written permission from the parent. Each building has developed a building evacuation plan. A copy of the plan is kept on file in each office and at the Administration Building.

Severe Weather and School Closing

In the event of a school closing, parents will receive an All Call to inform of the closing. Check individual school site Facebook pages or access OTPS website, www.oologah.k12.ok.us. Local television stations will also be notified.

Fire Alarm

The fire alarm will be a continuous one-minute siren or will be announced over the PA system. When outside of the building, students should move 100 feet away from the building. An all clear will be given for the return to class.

Tornado Policy

If the local tornado-warning siren blows during school hours, students will be taken to a protected area on campus. The middle/high school signal for severe weather "TORNADO ALERT-Move to the shelter". Parents should not call the school, as the phones must be kept open for calls from the Civil Defense and Administration Office. Students will not be dismissed from the school until Civil Defense officials give the All Clear.

Intruder on Campus Alert

The office staff will alert the building by announcing these words over the intercom: "INTRUDER ALERT". Students are to follow directions as giving to them by their teachers.

Special Medical Needs

If a student needs special care at school due to a medical condition, the staff will be able to give the student special attention **if** care information is given in advance. A statement from the student's parents and doctor shall be given to the school counselor and nurse concerning the student's difficulties.

Heath Services

Illness/Dismissal

Please notify the school office if your child is ill and will not be attending school. When you call the school office please state the **child's symptoms and whether or not there is a fever at or above 100.4 degrees**. Students who become ill at school will be dismissed only to the specific people on the emergency list unless the school is instructed by the parent to make other arrangements. The school nurse or school secretary must see all students who are ill at school prior to checking out of school. Following this procedure allows us to track common illnesses.

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At School Procedures

Any child with a temperature **above 100.4 degrees** will be excluded from school. Children **MUST** be fever-free for 24 hours without the aid of fever reducing medications before returning to school. Any child sent home with a fever may not return to school the day they are sent home or the following school day, unless special exceptions are made by the nurse.

Procedures for Dispensing Medication

In accordance with Oklahoma state law, the school nurse or other designated school employee may administer prescription or non-prescription medication to a student during the school day. Every effort should be made to give medicines at home. If a physician does prescribe that medicine be administered during the school day, compliance with the following procedure is required:

- A prescription medication must be in the original container.
- No medication will be administered at school unless it is in the proper container.
- Non-prescription medication will not be given for more than two weeks without written direction for a physician.
- The proper written permission required for Oologah Middle/High Schools is:
 - Student's name
 - Name of medication
 - Amount to be given
 - Time to be given
 - Parent/guardian signature
 - Physician's name
- Controlled substances that are taken on a continual basis must be brought to the school nurse and a district procedure is established that the nurse will follow.

The school will not provide cough drops, antacids, pain relievers or non-prescription items of this type for students.

Immunization Requirements for 2023-2024

Students are required to submit updated vaccination records for enrollment and at various times throughout their school career. Parents who wish to exempt their child from vaccinations should contact Shonna Kubien, OTPS Nurse, at 918-6000, ext. 6041. The required vaccines for grades 6-12 are listed below:

- 1 Tdap - ***7th grade students only**
- 5 DTaP
- 2 MMR
- 1 Varicella
- 4 IPV
- 2 Hep A
- 3 Hep B

****Middle School 7th grade students must have their Tdap verification on file in the office in order to go through Schedule Pick Up Night. Students will not be able to start school unless the Tdap verification has been provided. There are no exceptions.***

Click here for the [Guide to 2023-2024 Immunizations in Oklahoma](#) in Oklahoma 2023-2024

End of Semester - Dead Week

The week of finals each semester is called Dead Week. Other than regularly set practice sessions and OSSAA approved activities, no activities may be scheduled during the school day all week or after the dismissal of the school day. The campus must be vacated in all cases by 5:00 p.m. unless approved by the Principal. Students are encouraged to use their time in the evenings during this week to study for their semester tests

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Semester Exams

- **High School** – Every teacher is required to administer a semester final exam or project at the conclusion of each semester. Teachers are required to review each class for the final exam. Semester Final Exams will be worth 15% of the student's overall grade. There will be no test exemptions.
- **Middle School** – Every teacher is required to administer a semester final exam or project at the conclusion of each semester. Teachers are required to review each class for the final exam. Semester Final Exams will be worth the same weight as a regular test grade. There will be no test exemptions.

Semester tests are given on the last two days of each semester and will not be given before the scheduled testing time. Semester tests will be comprehensive in nature. If absent on a test day, the student must make up the test(s) on the day he/she returns to school. All students will be required to take semester tests. Exceptions to this policy will be at the discretion of the building principal.

Technology Policies

Oologah-Talala Public Schools encourages use by students, staff and Board members of information systems and educational technology resources, such as email, connections to the Internet and similar networks, collectively referred to in this policy as "technology resources."

Click to access the [OTPS Technology and Computer Use Policy](#)

Family Education Rights and Privacy Regulations (FERPA)

The Oologah-Talala Public Schools will comply with the said law. Specifically, all parents, even those not having custody of their children, and students shall have the right to inspect and review all official school records

Protective Orders/Restraining Orders

It is the responsibility of the parent/guardian to notify the school in writing of any special court orders or directives in regard to student safety or sign-out procedures. The school will not be responsible for violations, if copies of court orders are not on file.

Nondiscrimination

The Oologah-Talala Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Civil Rights Compliance

The Oologah-Talala School District hereby gives notice that it does not discriminate based on race, color, national origin, sex, qualified handicap, or veteran in the educational programs or activities that it operates. The school district complies with federal and state regulations for implementing Title VI, Title IX and Section 504. Non-discrimination is practiced both in employment and in admission of students to school programs.

Title IX

Refer to Appendix A for OTPS Title IX Recognition and Reporting to Inappropriate Behavior by Adults guides or click the link below to access.

Click to access the [Elem & MS Title IX Recognition and Reporting to Inappropriate Behavior by Adults](#) pamphlet
Click to access the [OHS Title IX Recognition and Reporting to Inappropriate Behavior by Adults](#) pamphlet

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Prohibition of Race & Sex Discrimination in Curriculum and Complaint Process

The OTPS Board of Education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees' discriminatory principles listed in the policy linked below. A "course" shall include any forum where instruction or activities tied to the instruction are provided, including training, seminars, professional development, lectures, sessions, coaching, tutoring, or any other class.

Click to access the complete [Prohibition of Race and Sex Discrimination in Curriculum and Complaint Process](#)

Public Complaints Procedure

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

Click to access the complete [Public Complaint Process](#)

Grievance Procedure

Click to access the complete

[Grievance Procedure for Filing, Processing and Resolving Alleged Discrimination Complaints](#)

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Appendix A

Elementary & Middle School Student Guide to Inappropriate Behavior by Adults

Who Should I Watch Out For?

Of sexual abuse cases reported to law enforcement, 93% of juvenile victims knew the perpetrator:

- 59% were people they knew;
- 34% were family members;
- 7% were strangers.
(RAINN, DOJ 2010-16)

Often, when an adult has an inappropriate relationship with a child, they convince that child not to tell anyone "because no one will believe them" or "the student is the one who will get into trouble." **This is simply not true.** If an adult tells a child not to tell other adults about their behavior, likely it is because what the adult is doing is inappropriate.

The district prohibits discrimination on the basis of sex in any education program or activity in which the district operates.

Title IX Coordinator

Contact Information:
Kendra Adkins

Address
10700 S 169 HWY
Oologah, OK 74053

Phone
(918) 443-6000, Ext. 6045

E-mail Address
kendra.adkins@oologah.k12.ok.us

Title IX Deputy Coordinator

Contact Information:
Scott Doss

Phone
(918) 443-6000, Ext. 6216

E-mail Address
scott.doss@oologah.k12.ok.us

You may report to any adult in school. The Title IX Coordinator is just one person you may contact about known or suspected inappropriate behavior.

Title IX

Elementary and
Middle School - Parent
Guide to Inappropriate
Behavior by Adults

Recognition and Reporting



OOLOGAH - TALALA PUBLIC SCHOOLS

BAD BEHAVIOR

It is not ever okay for a **teacher** or other school employee to:

1. Contact a student outside of school activities or classwork either in person or over the internet or cellphone (e.g. Texting, Calling, Facebook, Snapchat, Instagram, TikTok, etc.);
2. Make sexual jokes, references, or comments;
3. Comment on a student's body in an inappropriate way;
4. Make purposeful physical contact with a student;
5. Ask for sexual favors;
6. Threaten students in exchange for favors of any kind;
7. Give gifts to students that aren't given to other students;
8. Suggest that certain behavior should be kept secret from parents, guardians, or other adults.



ACCEPTABLE BEHAVIOR

It is normal for **teachers** to:

1. Keep physical distance between themselves and students;
2. Encourage students to do well in their classwork or school activities;
3. Have conversations about class, grades, or class work with their students;
4. Express concern about home life or uncommon behavior exhibited by a child;
5. Contact a student through district approved means regarding schoolwork, class, or grades;
6. Give detention or other means of school approved discipline.



TELL SOMEONE

If you or someone you know has encountered an uncomfortable situation with a teacher or another adult, **tell someone.**

FACTS:

1. You can tell any adult in school.
2. You will never get in trouble for telling.
3. No one will ever blame you if an adult tried to do something inappropriate with you.
4. You should tell even if someone has threatened you not to tell.
5. This can happen to both boys and girls; no child should ever feel ashamed to tell someone.



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Appendix B High School Student Guide to Inappropriate Behavior by Adults

Statistics on Harassment in 8th through 11th grade in the United States

- 81% or eight out of ten students experienced sexual harassment in school
- 83% of girls have been sexually harassed
- 78% of boys have been sexually harassed
- 38% of the students were harassed by teachers or school employees
- 36% of school employees or teachers were harassed by students
- 42% of school employees or teachers had been harassed by each other (AAUW, 2000)

Sexual harassment frequently goes unreported. If it happens to you, you are not alone and there are ways you can seek help.

The district prohibits discrimination on the basis of sex in any education program or activity in which the district operates.

Title IX Coordinator

Contact Information:

Kendra Adkins

Address

10700 S 169 HWY
Oologah, OK 74053

Phone

(918) 443-6000, Ext. 6045

E-mail Address

kendra.adkins@oologah.k12.ok.us

Title IX Deputy Coordinator

Contact Information:

Scott Doss

Phone

(918) 443-6000, Ext. 6216

E-mail Address

scott.doss@oologah.k12.ok.us

Title IX

High School Student Guide
to Inappropriate Behavior
by Adults

Recognition and Reporting



OOLOGAH TALALA PUBLIC SCHOOLS

Inappropriate Behavior

Grooming: A process where an adult targets a child/teenager and slowly builds an inappropriate intimate relationship with them over time.

Signs: Gift giving, purposeful touching and hugging, special attention, contact through apps or other means familiar to the underage individual, pretending to understand and relate to the underage experience, inappropriate talk, isolation and secrecy from friends and family, and/or requesting sexual favors.

Adults Will Believe You

Often, when an adult has an inappropriate relationship with an underage individual, they convince that individual not to tell anyone "because no one will believe them" or "the student is the one who will get into trouble." **This is simply not true.** If an adult tells a child not to tell other adults about their behavior, likely it is because what the adult is doing is inappropriate.

Acceptable VS. Inappropriate Behavior

Acceptable Behavior to Expect From Teachers:

1. Physical Distance;
2. Encouragement;
3. Conversations about class, grades, or class work;
4. Concern about home life or uncommon behavior exhibited by a child;
5. Contact through district approved means regarding schoolwork, class, or grades;
6. Giving detention or other means of school approved discipline.

Inappropriate Teacher Behavior that Should be Reported:

1. Contact outside of school sanctioned activities or classwork either in person or via the internet or cellphone (e.g., Texting, Calling, Facebook, Snapchat, Instagram, TikTok, etc.);
2. Sexual jokes, innuendos, or comments;
3. Purposeful physical contact;
4. Requests for sexual favors;
5. Threatening students in exchange for favors of any kind;
6. Giving gifts to students that aren't given to other students;
7. Suggesting that certain behavior should be kept secret from parents, guardians or other adults.

Reporting and Getting Help

THE FACTS:

1. You can report suspected or known inappropriate behavior to any adult in school.
2. When an adult has an inappropriate relationship with an underage individual, it is never the fault of the underage individual.
3. You will not get in trouble.
4. You will not go to jail.
5. Your grades will never be negatively affected.
6. You can report that either you, or someone you know, is being victimized by an adult or another student.

What Happens When I Report an Adult for Inappropriate Behavior?

Step 1 → You will talk to the Title IX Coordinator and tell them what happened. They will ask you questions and follow up on the information.

Step 2 → The Coordinator will offer you supportive measures. (e.g. counseling, modification of class schedule, restrictions on contact between the parties, increased security, etc.)

Step 3 → The Coordinator will ask you if you want to file a formal complaint and help you file a complaint.

Step 4 → Your information will stay confidential within the confines of the investigation. Your friends don't have to find out if you don't want them to.

Step 5 → If the adult has done something inappropriate, the adult will get in trouble.

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Appendix C

Oologah Middle School Discipline Rubric

OMS Discipline at a Glance 23-24											
i	Violation	Wengage	1st Offense	2nd Offense	3rd Offense	#	Violation	Wengage	1st Offense	2nd Offense	3rd Offense
1	Arson	ARSN	45 Days OSS/ Ticket	45 Days OSS/ Ticket	45 Days OSS/ Ticket	23	Obscene language, or gestures.	OBSBVR	After School Detention-INT-3 days ISD	3-5 Days ISD	3-5 Days OSS
2	Altering food or beverage	HRSN	Detention	3 Days ISD	3 Days OSS	24	Non-accidental physical harm	FTNG	5 Days ISD	5 Days OSS	10 Days Combo
3	Assault	FTNG	5 Days OSS	10 Days Combo	45 Days OSS	25	Caustic substance.	WEF	Intervention	3 Days ISD	3 Days OSS
4	Incitement of violence because of race/religion etc.	HRSN	5 Days ISD	3-5 Days OSS	10 Days Combo	26	Lighters or matches	WEF	INT	5 Days ISD	5 Days OSS
5	Academic misconduct	ADC	After School Detention	INT & "0" Grade	5 Days ISD & "0" Grade	27	Cellphone	ED	Warning/ Remove Device for the Day	Removal of Device/ISD	3 Days OSS
6	Unsafe Conduct	OTHOFF	5 Days ISD	3-10 Days OSS	10 Days Combo	28	Obscene electronic communication	OBSELCOM	45 Days OSS/Early Return Option	45 Days OSS/Early Return Option	45 Days OSS/Early Return Option
7	Disruption of learning process	DTL	After School Detention	Intervention	5 Days ISD	29	Weapon/Explosive	WPNPOS	20 Days OSS Knife/1 Calendar Year OSS Others	45 Days OSS Knife/1 Calendar Year OSS Others	1 Calendar Year OSS
8	Extortion	THFT	3 Days ISD	3 Days OSS	10 Days Combo	30	Threat of Weapon/Explosive	SCTHRT	10 Days OSS	20 Days OSS	45 Days OSS
9	Failure to attend disciplinary assignment	FTSD	Double Consequence	3 Days ISD	5 Days ISD	31	Abnormal Weapon	THRTPHY	10 Days OSS	20 Days OSS	45 Days OSS
10	No immunization	OTHOFF	Warning	Warning Letter	Student is removed from school until documentation is received.	32	Tobacco Violation	TBC	5 Days OSS - Report to ABLE Commission, \$100 Fine	10 Days OSS - Report to ABLE Commission, \$200 Fine	OSS or any term up to the remainder of the school year - Report to ABLE
11	Failure to return property	THFT	Warning/Phone Call	Warning Letter	Student records are held until the item is returned or paid for.	33	Sexual harassment	HRSSX	10 Days OSS	20 Days OSS	45 Days OSS
12	False reports calls	SCTHRT	After School Detention-INT-3 days ISD	3-5 Days ISD	3-5 Days OSS	34	Tuancy	ATDTRNY	5 Days ISD	3 Days OSS	5 Days OSS
13	Fighting	FTNG	5 Days OSS	10 Days Combo	10 Days OSS	35	Theft, possession of stolen property	THFT	5 Days ISD	5 Days OSS	10 Days Combo
14	Forgery, fraud, or embezzlement.	THFT	Intervention	5 Days ISD	5 Days OSS	36	Dress code violation	DCV	Warning/ Change Clothes	Call Parent/Change Clothes	5 Days ISD/ Change Clothes
15	Gambling	GAM	After School Detention	Intervention	5 Days ISD	37	Alcohol/Drugs	ALC / DRG / DRGPOSPAR / MED	18 Weeks OSS/Early Return Option	36 Weeks OSS	1 Calendar Year OSS
16	Gang related activity or actions	GCB	5 Days ISD	5 Days OSS	45 Days OSS	38	Fake Drugs	DRG / MED	5 Days OSS	10-15 Days OSS	15-20 Days OSS
17	Harassment/bullying	HRSBUL	5 Days ISD	3-5 Days OSS	10-20 Days OSS	39	Other Substance (glue,paint)	DRG / MED	18 Weeks OSS/Early Return Option	36 Weeks OSS	1 Calendar Year OSS
18	Hazing	HAZ	10 Days OSS	20 Days OSS	45 days OSS	40	Violation of rules	OTHOFF	After School Detention-INT-3 days ISD	3-5 Days ISD	3-5 Days OSS
19	Inappropriate gestures/behavior	OBSBVR	After School Detention-INT-3 days ISD	3-5 Days ISD	3-5 Days OSS	41	Vandalism	VND	3-5 Days OSS/ Restitution	10 Days Combo/ Restitution	10 Days OSS/ Restitution
20	Inappropriate behavior not covered by handbook	OTHOFF	After School Detention-INT-3 days ISD	3-5 Days ISD	3-5 Days OSS	42	Willful disobedience	INSBDN	3 Days ISD	5 Days ISD	3 Days OSS
21	Indecent exposure	HRSSX	10 Days OSS	20 Days OSS	45 Days OSS	43	Inappropriate use of school technology	OTHOFF	After School Detention-INT-3 days ISD	3-5 Days ISD	3-5 Days OSS

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Appendix D

Oologah High School
Discipline Rubric

OHS DISCIPLINE DISCIPLINE AT A GLANCE											
#	Violation	Wengage	1st Offense	2nd Offense	3rd Offense	#	Violation	Wengage	1st Offense	2nd Offense	3rd Offense
1	Arson	ARSN	45 Days/ Ticket	45 Days/ Ticket	45 Days/ Ticket	23	Non-accidental physical harm	FTNG	3-5 Days ISD	5 Days OSS	10 Days OSS
2	Altering food or beverage	HRSN	Detention	3 Day ISD	5 Days OSS	24	Caustic substance.	WEF	3 Days OSS	5 Days OSS	10 Days OSS
3	Assault	FTNG	45 days OSS/Up to 1 year OSS	45 days OSS/Up to 1 year OSS	45 days OSS/Up to 1 year OSS	25	Lighters or matches	WEF	Detention	5 Days OSS	10 Days OSS
4	Incitement of violence because of race/religion etc.	HRSN	5 Days ISD	3-5 Days OSS	10 Days OSS	26	Cellphone	ED	Detention	2 Detentions	3 Days ISD
5	Academic misconduct	ADC	2 Detentions	3 Days ISD	5 Days OSS	27	Obscene electronic communication	OBSELCOM	45 Days OSS	45 Days OSS	1 Sem. Out of School
6	Unsafe Conduct	OTHOFF	3-5 Days ISD	3-10 Days OSS	45 Days OSS	28	Weapon/Explosive	WPNPOS	Up to 1 year out of school, change of placement	Change of Placement	Change of Placement
7	Disruption of learning process	DTL	Detention	3 Days ISD	5 Days OSS	29	Tobacco Violation	TBC	10 Days OSS	20 Days OSS	OSS for the remainder of the year
8	Extortion	THFT	5 Days OSS	10 Days OSS	45 Days OSS	30	Sexual harassment	HRSSX	20 Days OSS	45 Days OSS	Sem. + 1 OSS
9	Failure to attend disciplinary assignment	FTSD	Double Consequence	3 Days ISD	5 Days OSS	31	Truancy	ATDTRNY	2 Detentions	3 Days ISD	5 Days ISD
10	No immunization	OTHOFF	Warning	Warning Letter	Student is removed from school until documentation is received.	32	Theft, possession of stolen property	THFT	3 Days OSS	10 Days OSS	45 Days OSS
11	Failure to return property	THFT	Warning/Phone Call	Detention/ Phone Call	Student records are held until the item is returned or paid for.	33	Dress code violation	DCV	Warning/ Change Clothes	Detention	3 Days ISD
12	False reports calls	SCTHRT	2 Detentions	3-5 ISD	5-10 Days OSS	34	Alcohol/Drugs	ALC / DRG / DRGPOSPAR / MED	18 Weeks OSS/Early Return Option	Sem. + 1 OSS	Sem. + 1 OSS
13	Fighting	FTNG	10 Days OSS	45 Days OSS	Rest of the semester + 1 OSS	35	Fake Drugs	DRG / MED	10 Days OSS	20 Days OSS	20 Days OSS
14	Forgery, fraud.	THFT	5 Days OSS	10 Days OSS	45 Days OSS	36	Other Substance (glue,paint)	DRG / MED	18 Weeks OSS/Early Return Option	Sem. + 1 OSS	Sem. + 1 OSS
15	Gambling	GAM	Detention	3 Days ISD	5 Days OSS	37	Violation of rules	OTHOFF	Detention	3 Days ISD	5 Days OSS
16	Gang related activity or actions	GCB	10 Days OSS	45 Days OSS	Sem + 1 OSS	38	Vandalism	VND	3-10 Days OSS/ Restitution	10-45 Days OSS/ Restitution	Sem + 1 OSS Restitution
17	Harassment/bullying	HRSBUL	5 Days ISD	3-5 Days OSS	Up to 1 Sem. OSS	39	Willful disobedience	INSBDN	1-3 Days ISD	3-5 Days ISD	5 Days OSS
18	Hazing	HAZ	10 Days OSS	20 Days OSS	Up to 1 Sem. OSS	40	Inappropriate use of school technology	OTHOFF	3 Days ISD	3 Days OSS	5 Days OSS
19	Inappropriate behavior not covered by handbook	OTHOFF	Detention	2 Detentions	5 Days ISD						
20	Indecent exposure	HRSSX	10 Days OSS	20 Days OSS	1 Semester OSS						
21	Hate Crime	DHC	5 Days OSS	45 Days OSS	Semester +1 OSS						
22	Obscene language, or gestures.	OBSBVR	Detention	2 Detentions	3-5 Days OSS						

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The Oologah Middle/High School student handbook is a condensed version of the OTPS school board policies and procedures and Oklahoma State Law. The handbook addresses the most common issues that specifically pertain to middle/high school students. We reserve the right to take any appropriate action on events which may not directly appear within the guidelines of the handbook in order to offer a safe and secure environment for middle/high students. All efforts have been made in order to provide a comprehensive guide of our school rules and policies, but unforeseen circumstances will be dealt with in accordance to administrative interpretation. You may view the entire policies and procedures handbook at www.oologah.k12.ok.us. Click "Policies and Procedures". Continue to the next page for the Student/Parent Signature page indicating your acknowledgement of the handbook content.

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Acknowledgement of Electronic Distribution Of Parent/Student Handbook

My child and I have been offered the option to receive a paper copy or to electronically access the OTPS Secondary Student/Parent Handbook at www.oologah.k12.ok.us. *Return this sheet to the school's front office so we can have record of your acknowledgement.*

I have chosen to:

Accept responsibility for accessing the Student/Parent Handbook by visiting the web address listed above.

Or

Receive a paper copy of the Student/Parent Handbook.

I understand the Student/Parent Handbook contains information that my child and I may need during the school year. If I have any questions regarding this handbook, I will direct my questions to the site administrators.

Student's Acknowledgement:

Printed Name of Student

Signature of Student

Parent's Acknowledgement:

Printed Name of Parent

Signature of Parent

Date

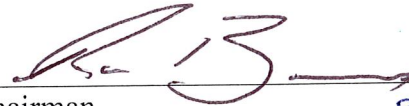
[\(Click here to return to the Table of Contents\)](#)

**Renewal of Agreement
Between
Independent School District No. 1-4, commonly known as
Oologah-Talala Public Schools
And
Rogers County Board of County Commissioners**

THIS AGREEMENT IS MADE between Rogers County, a political subdivision of the State of Oklahoma ("County"), by and through the Board of County Commissioners of Rogers County, and Independent School District No. 1-4, commonly known as Oologah-Talala Public Schools, wherein both parties agree to renew the Interlocal Agreement for Services between Rogers County and Independent School District No. 1-4, commonly known as Oologah-Talala Public Schools ending June 30, 2021, for fiscal year 2023-2024, beginning July 1, 2023, and ending June 30, 2024, under the same terms as those included in the Agreement ending June 30, 2021. This Agreement is effective as of July 1, 2023.

BOCC Meeting Date: JUL 10 2023

THE BOARD OF COUNTY COMMISSIONERS
OF ROGERS COUNTY

By: 
Chairman Brent
Kellogg

INDEPENDENT SCHOOL DISTRICT NO. 1-4 OF
ROGERS COUNTY, OKLAHOMA A/K/A
OOLOGAH-TALALA PUBLIC SCHOOLS

By: _____
~~Don Tice~~, President
Oologah-Talala Public Schools

APPROVED AS TO FORM:

By: 
District Attorney Joe
Kaster

ATTEST:

~~Lynda Runner~~, Clerk
Oologah-Talala Public Schools


County Clerk
(Seal) 

Date: 7/10/23

*Please sign
&
return!
Thank you!
Jeanne*



School Board Memorandum

To: Dr. David Wilkins, Superintendent

From: Sherry Hutchinson, Special Services Director

Date: August 3, 2023

Re: PreETS Contract

Recommendation: I recommend the board approve the PreETS Contract for Pre-Employment Transition Services for the High School Life Skills Classroom 2023-2024 school year.

Additional Notes:

This contract aides in the coordination of High School to post High School transition and employment or Higher Education services.

**Pre-Employment Transition Services Coordination
Pre-ETS
COLLABORATIVE AGREEMENT
FY 2024**

SECTION I - PURPOSE

This Collaborative Agreement (“Agreement”), effective as of the latest date of signature of all Parties or the 1st day of July, 2023 whichever is later, is entered into by and between the following Parties, also referred to herein as “Team Members” to promote collaboration in the delivery of Pre-Employment Transition Services (also referred to herein as Pre-ETS) for students with a documented disability transitioning from secondary school to post-secondary education programs and/or competitive employment; for individuals with disabilities who are enrolled in secondary education and are eligible, or potentially eligible, to receive vocational rehabilitation services (VR) provided by Oklahoma Department of Rehabilitation Services (DRS).

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

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

Pre-ETS activities are available to students with a documented disability. Students, ages 14-21, do not have to have an IEP (individual education program), a 504 plan or be a Vocational Rehabilitation client. Pre-ETS activities are an action step or service to assist students to achieve their transition goals.

The OBJECTIVE of this Agreement seeks to:

- Increase coordination between the Parties to identify and prepare students with a documented disability to move to post-secondary education and/or competitive integrated employment; based on student need, considering strength, preferences, and interests.
- Improve transition planning by DRS and local education agencies (LEAs) for a student with disabilities to facilitate the development and implementation of that individual’s education program.
- Strengthen the relationship between the Oklahoma State Department of Education (OSDE), Oklahoma Office of Workforce Development (OOWD), LEAs, higher education entities, and businesses to facilitate successful outcomes for students with a documented disability.

- Engage, involve and educate families to increase student success in post-school activities.
- Increase the number of students reaching their individual education plan (IEP) and the DRS individual plan for employment (IPE) goals.
- Increase professional learning opportunities and share resources.
- Increase job training and education opportunities for people who have traditionally faced barriers.

TERM

The Parties agree that the effective period of this Agreement shall be the latest date of signature of all Parties, or **July 1, 2023**, whichever is the latter, through **June 30, 2024**.

This Agreement may be renewed for two (2) additional twelve-month periods. Any renewals are contingent upon the Department of Rehabilitation Services renewing the Pre-Employment Transition Services Agreement with the University and University's approval of such renewal. Notice of renewal to be provided by an authorized representative of the Host School to the NCDET contact in hardcopy or email.

NCDET contact: Judi Goldston, jgoldston@ou.edu or Dr. Annie Baghdayan, abaghda1@ou.edu

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

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

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

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

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

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

2.6 Individuals with Disabilities Education Act (IDEA): is designed to ensure that all students with a documented disability have available to them a Free and Appropriate

Public Education (FAPE) that provides special education and related services designed to meet their unique needs and to prepare them for further education, employment and independent living; federal act codified at 20 U.S.C. § 1400 et seq.

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

2.8 A student with a disability: is an individual who is in an educational program; and meets certain age requirements; and is eligible for and receiving special education or related services under IDEA; or is an individual with a disability for purposes of section 504 of the Rehabilitation Act.

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

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

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

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

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

needs; peer-mentoring opportunities; and participating in leadership activities offered in educational or community settings.

SECTION 3 – RESPONSIBILITIES:

The Host School:

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

The Host School will:

- Upon receipt of proof from NCDDET that all NCDDET personnel participant under this Agreement have passed the criminal background record check, allow the NCDDET Pre-ETS staff access to DRS potentially eligible students with a documented disability and/or DRS clients (in a group setting or one-on-one) to whom they can provide Pre-ETS instructional activities;
- work with the local DRS counselors to identify, recruit, and refer students for vocational rehabilitation services;
- be responsible for collecting signed parent authorization to allow their student to participate in Pre-ETS activities.
 - If parent signed authorization is unavailable, provide University a copy of the front page and/or Student identification page, transition goal page(s) and signature page(s) of the IEP (individual education program).
 - If parent signed authorization form is unavailable, provide University a copy of the student 504 plan or other documentation to identify the student having a documented disability.
- ensure school staff and/or a classroom teacher is present and assisting to ensure the highest engagement of the students;
- communicate to the NCDDET Pre-ETS staff and DRS (if applicable) any concerns brought forth by a student;
- provide information to assist staff providing Pre-ETS activities that will support the learning needs, adaptations, and/or modifications of program participants;
- assist with outreach to identify students with a documented disability and assessment of their potential need for transition services and pre-employment transition services;
- share career assessment and planning information with DRS and Pre-ETS staff;
- work collaboratively to increased number of students obtaining their IEP and IPE goals;

- assist with the development of additional school sites by speaking with potential school leadership; and
- maintain confidentiality regarding program participants.

NCDET:

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

NCDET will:

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

Section 4 Special Terms and Assurances

A. Insurance

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

B. Equal Opportunity/Non-Discrimination

Each Party shall at all times comply with all federal laws relating to nondiscrimination, including, but not limited to, Presidential Executive Order 11246, as amended, and the Civil Rights Act of 1964, 42 U.S.C. §2000 *et seq.*; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794.; the Americans With Disabilities Act of 1990, 42 U.S.C. §12101 *et seq.*; Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*; the Age Discrimination in Employment Act, 42 U.S.C. §6101 *et seq.*; and all amendments to these acts, and all requirements imposed by the regulations issued pursuant to these acts, including, but not limited to, providing equal opportunity, both to those seeking employment and those seeking services, without regard to race, color, religion, sex, national origin, age, or handicap.

Each Party are an Equal Opportunity Employer, a provider of services and/or assistance, and is in compliance with the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended and Executive orders 11246 and 11375. The Host School represents compliance with the Americans with Disabilities Act of 1990 (Public Law 101-336), all amendments to, and all requirements imposed by the regulations issued pursuant to this act.

C. Drug-Free Workplace

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

D. Modification

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

E. Cancellation

1. With Cause: In the event the Host School fails to meet the terms and conditions of the Agreement, or fails to provide services in accordance with the provisions of the Agreement, the University may, upon written notice of default transmitted via Certified Mail to the Host School, cancel the Agreement effective upon receipt of notice or at 5:00 PM on the fifth calendar day from the date the University mailed the notice, whichever occurs first. Such

cancellation shall not be an exclusive remedy but shall be in addition to any other rights and remedies provided for by law.

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

F. Access to and Retention of Records

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

G. Compliance with State and Federal Laws

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

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

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

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

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

H. FERPA

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

I. Clean Air Act

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

J. Employment Relationship

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

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

K. Contract Jurisdiction

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

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

L. Severability

The terms of this Agreement are severable such that if any term or provision is declared by a court of competent jurisdiction to be illegal, void, or unenforceable, the remainder of the provisions shall continue to be valid and enforceable.

M. Ownership and Copyrights

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

N. Accessibility

Pursuant to Title 74, Section 85.7d and OAC 580:15-6-22 electronic and information technology procurements, agreements, and contracts shall comply with applicable Oklahoma Information Technology Accessibility Standards issued by the Oklahoma Office of State Finance. EIT Standards may be found at [www.ok.gov/DCS/Central Purchasing](http://www.ok.gov/DCS/Central_Purchasing)

Upon request, the Host School shall provide a description of conformance with the applicable Oklahoma Information Technology Accessibility Standards for the proposed product, system or application development/customization by means of either a Voluntary Product Accessibility Template (VPAT) or other comparable document.

O. Entire Agreement

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

Section 5 Signatures

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

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

Host School

Signature

Date

Print Name and Signatory Title

Memorandum of Understanding

This Memorandum of Understanding is made and entered into between *Alliance and Oologah Public Schools*.

Whereas, pursuant to the commitment made by Alliance and Oologah Public Schools.

This Memorandum of Understanding is executed outlining the type, scope, and extent of commitments and responsibilities that will be provided by Alliance. If future unforeseen circumstances occur that will hamper the agreement, either party with a written 30 day notice can void the agreement. Both parties herein fully understand and agree to the following roles and responsibilities of the Memorandum of Understanding.

Alliance will provide supportive services including, but not limited to:

Alliance will provide Behavioral Health Counseling to any referred student or parent/guardian which is within our scope of practice. All fees and charges for counseling services will be the responsibility of the parents/ guardians of the student. Alliance holds a contract to bill Oklahoma Medicaid (SoonerCare) for SoonerCare policy holders as well as provides a Sliding Fee Scale for payment. Alliance also bills Blue Cross Blue Shield, United Health Care, Optum, Aetna, Cigna, Healthchoice, Tricare among others and continues to pursue private insurance billing parties. It is important to note that counseling services will **NOT** be withheld from any student due to financial circumstances or inability to pay.

Alliance will make available time for teacher/staff consultation, teacher/parent consultation, parenting classes, needs assessments, staff development trainings for school staff and IEP meetings (upon invitation).

Alliance will provide crisis support when needed or requested for any staff or student regardless of their enrollment with Alliance for current or future services. Alliance must obtain further consent from parents to continue treatment **outside** of the schools request for crisis intervention from Alliance. Alliance is **not permitted** use of protective holds on children at any time for any reason. Alliance will work diligently to assist the school during necessary interventions however must also maintain a clear boundary between therapeutic crisis intervention and disciplinary or administrative action that must be carried out by school administration for the purposes of limiting liability for both parties listed herein.

Alliance

MENTAL HEALTH



1402 N Florence Ave Suite B.

Claremore, OK 74017

) 608-0380 www.alliancementalhealth.us

When rendering services in a school setting, Alliance will abide by school policies as well as adhere to a mutually agreed upon schedule for service hours. Alliance will also ensure all staff members, employed or contracted, will be drug tested and complete all satisfactory background checks prior to being permitted to render services in a school setting. Alliance will promptly address, rectify or otherwise resolve complaints or concerns the school may have about practices and/or providers. Alliance operates with integrity and a high standard for care and encourages feedback and regular consultation from the school to continue to strengthen and preserve relationships within the community and school system.

Alliance also requests that space be provided for confidential services to take place when rendered in a school setting. This space does *not* have to be solely used by Alliance however it will be made available and remain private during the administration of any services rendered to a child by Alliance in the school setting.

Effective Start Date: _____ End Date: _____

Candice Morrison MS, LPC-S, CCO

Alliance Representative Printed Name

School Representative, Printed Name

Candice Morrison MS LPC-S

Alliance Signature

School Signature

Memorandum of Understanding (MOU)
Between
GRAND Mental Health (GRAND) and
Oologah-Talala Public School (OTPS)

THIS MEMORANDUM OF UNDERSTANDING (Agreement) is entered into on this 4th day of August 2023 (Effective Date), by and between GRAND Mental Health (GRAND) and Oologah-Talala Public School (OTPS).

NOW, THEREFORE, in consideration of the mutual and respective terms, stated obligations and agreements contained herein, GRAND and OTPS agree as follows:

Relation of the Parties

In performance of their respective duties and obligations hereunder, and their respective employees and agents, are at all times acting and performing as independent contractors and neither party, nor their respective employees and agents, shall be considered the partner, agent, servant, employee of, or joint venture with the other party. Unless otherwise agreed to herein, the parties acknowledge and agree that neither will be liable for the activities of the other nor the agents and employees of the other, including but not limited to, any liabilities, losses, damages, suits, actions, fines, penalties, claims or demands of any kind or nature by or on behalf of any person. This provision shall survive termination or expiration of this agreement.

PURPOSE

The purpose of this MOU is to establish a working relationship, outlining a plan for GRAND to provide mental health and/or substance use services at OTPS for students needing these services. The goals with this MOU include, but are not limited to, providing early intervention for students in need of mental health and/or substance use services to: (1) Prevent and/or decrease the number of students with suicidal behaviors / attempts; (2) Assist school personnel with being able to identify students at risk for emotional or behavioral challenges; (3) Provide targeted interventions with students and their families to provide positive outcomes; (4) Promote a positive school environment; and (5) Decrease student drop outs and increase graduation rates.

Outpatient Services

Obligations of GRAND:

1. If a School official or a GRAND team member believe a student is in need of a referral for GRAND services, the individuals from both parties will meet together (either during a Multidisciplinary Team Meeting (MDT) or at a separate meeting) and shall staff the case.
2. If it is decided that a referral is needed, School official shall discuss the referral with the student's guardian.

\$3,000,000.00 aggregate for professional liability; and an umbrella over professional liability of \$10,000,000.00.

15. GRAND agrees to protect the privacy of student information and educational records in accordance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA) and Oklahoma Law.

Obligations of School:

1. Provide referrals to GRAND Mental Health for students needing mental health and/or substance use counseling services.
2. Allow school personnel to attend Multidisciplinary Team Meetings (MDT).
3. Provide confidential locations for GRAND team members to meet with students to provide services.
4. Allow GRAND team members access to the school internet only for the purposes of doing collaborative documentation.
5. Provide GRAND team members working in each school with necessary safety drill information and expectations regarding their role in each of these drills.

Crisis Services

Any student experiencing crisis behaviors while at school will have access to crisis screening and assessment services provided by GRAND Mental Health.

Obligations of GRAND:

1. GRAND shall provide crisis screening through in-person assessment or via medical device (*aka iPad*) provided by GRAND, utilizing HIPPA compliant software known as Mycare.
2. Crisis screenings shall be provided by a Licensed or Under Supervision for Licensure Mental Health Professional.
3. The goal of the crisis screening shall be to de-escalate the crisis situation to prevent the student from entering a higher level of care or from being removed from the school and/or home environment.
4. If the student does require a higher level of care, the clinician will work with school administration and student's legal guardian to coordinate this higher level of care.
5. If the student is able to de-escalate and does not require a higher level of care, the GRAND clinician will develop a thorough, 24-hour safety plan, with action steps for school personnel, legal guardians, student, and any other supports involved in student's life and ensure this plan is fully communicated with all parties involved to ensure safety of student and all individuals involved.

1. GRAND will provide de-identified student information from the University of Oklahoma's Evaluation Team - Youth Information System (YIS) to School Administration annually related to crisis services provided for students at the school for the previous year.
 - a. This information will be evaluated to determine the effectiveness of services provided and for continuous quality improvement.
2. Every two years, GRAND and School Administration will review this MOU and the school crisis protocol to consider any updates necessary to better meet the needs to the students. In addition, the Oklahoma Prevention Needs Assessment will be included in the bi-annual meeting review to assist in determining if any additional changes are needed.
3. School Administration shall submit the latest protocol and MOU to the Oklahoma Department of Education.

Term and Termination:

The initial term of this Agreement shall commence on the Effective Date and shall continue through 6/30/2024. Thereafter, all changes to the protocol and MOU will need to be signed by the School Board and GRAND officials and submitted to the Oklahoma Department of Education by School Administration.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of first set forth above. Each individual signing below represents and warrants that she/he is a duly authorized individual with authority to bind her/his respective party.

School Administration

Signature

Name Printed

Title

Date

GRAND Mental Health

Signature

Laura Smith

Name Printed

Regional Administrative Officer

Title

8/4/23

Date

School Board Memorandum

To: Dr. David Wilkins, Superintendent

From: Sarah Noble, Director of Teaching and Learning

Date: August 7, 2023

Re: Proposal to approve OTPS Instructional Coaching Plan

Recommendation: I recommend the board approve the 23-24 OTPS Instructional Coaching Plan.

Additional Notes: Please see the attached OTPS Instructional Coaching Plan.

OTPS Instructional Coaching Plan

Purpose: Oologah-Talala Public Schools is committed to providing exceptional support to its teachers in order to develop them into the best they can be. We recognize that each teacher is an individual that has unique needs and potential. Therefore, we will provide the coaching support necessary to meet those needs and develop teachers to their fullest potential.

Instructional Coach Role: The role of instructional coach works as a partner with site principals to develop the teachers in each building. The instructional coach does not evaluate teachers. The instructional coach will work directly with teachers to set specific goals and action steps to meet those goals, as well as provide specific professional development when needed. The instructional coach will provide support in areas including but not limited to instructional design, data use, classroom management, organization, effective classroom instruction, and instructional resources.

Levels of Coaching:

First year teachers

- Top Notch Teacher Academy
 - Includes WinkEd learning app content
 - Monthly meetings to support learning
- Five week coaching cycles (conference, observe, conference with strategies for improvements to implement, 1-2 weeks to implement, observe, conference)

3 years or less teachers

- Coaching cycle as needed and determined by administration and instructional coach. This level always includes a beginning of the year conference and observation, then going forward as needed.
- WinkEd PD as determined by administration

New to the district but teaching more than 3 years

- Beginning of the year conference with instructional coach and quarterly check ins
- Coaching as needed and determined by administration
- WinkEd PD as determined by administration

Career Teachers 4 years or more at OTPS

- WinkEd PD as determined by administration
- Coaching cycle as determined by administration
- Coaching on any TLE indicator scored below a 3. Principals will communicate this need with instructional coach.

Exhibit A

Category	Sport/Activity	Extra Duty Position	Coach or Sponsor
Athletic Director	Athletic Director	Co - Assistant	Shane Doyle
	Athletic/Arts Director	Co - Assistant	Jon Matthews
Football	Football	HS Head	DARRIN WEGNER
	Football	HS Assistant	SAM NOBLE
	Football	HS Assistant	LAYLE DEVILBISS
	Football	HS Assistant	Shawn Hines
	Football	HS Assistant	Aaron Warren
	Football	HS Assistant	George Peters
	Football	9th	DARRIN WEGNER
	Football	9th	LAYLE DEVILBISS
	Football	7th & 8th Coord.	SAM NOBLE
	Football	7th & 8th	Tim McCarthy
	Football	7th & 8th	Brian Barnes
	Football	7th & 8th	Layle Devilbiss
	Football	7th & 8th	SHAWN HINES
	Football	Weight & Strength Coord	DARRIN WEGNER
BASKETBALL	Basketball	HS Head (Boys)	Caleb Branscum
	Basketball	HS Head (Girls)	MATT SWEENEY
	Basketball	HS Asst. (Boys)	Sam Noble
	Basketball	HS Asst. (Girls)	Kaleb Hotfelt
	Basketball	9th (Boys)	Caleb Branscum
	Basketball	9th (Girls)	MATT SWEENEY
	Basketball	8th (Boys)	Shane Doyle
	Basketball	8th (Girls)	Kaleb Hotfelt
	Basketball	7th (Boys)	Shane Doyle
	Basketball	7th (Girls)	Kaleb Hotfelt
Softball	Softball	HS Head	Aaliyah Sebock
	Softball	HS Asst.	Dwight Tackitt
	Softball	9th (JV)	Aaliyah Sebock
	Softball	Assistant Coach	Ryan Harris
	Softball	7th & 8th	Caleb Branscum
Category			
	Sport/Activity	Extra Duty Position	Coach or Sponsor
Baseball	Baseball	HS Head	Layle Devilbiss
	Baseball	HS Asst.	Sam Noble
	Baseball	JH	Aaron Warren

	Baseball	9th/JV	Shawn Hines
Wrestling-Restructure for 23-24	Wrestling	HS Boys Head	Tim McCarthy
	Wrestling	HS Girls Head	Emma Johnson
	Wrestling	HS Boys Asst.	Shawn Driver
	Wrestling	HS Girls Asst.	Lindsey Tackitt
	Wrestling	JH Boys Head	Shawn Driver
	Wrestling	JH Girls Head	Aaliyah Sebock
	Wrestling	JH Boys Asst	Tim McCarthy
	Wrestling	JH Girls Asst	Emma Johnson
Track Cross Country	Track	HS Head (Boys)	Brian Barnes
	Track	HS Head (Girls)	Shawn Driver
	Track	HS Asst. (Field Events)	Darrin Wegner
	Track	7th & 8th (Girls)	Darrin Wegner
	Track	7th & 8th (Boys)	Caleb Branscum
	Cross Country	HS Boys & Girls	Tristan Owens
Golf	Golf	Head (Boys)	Matt Sweeney
	Golf	Head (Girls)	Ryan Harris
Soccer	Soccer	Head (Boys)	
	Soccer	Head (Girls)	
	Soccer	Assistant (Girls)	Lindsey Tackitt
	Soccer	Assistant (Boys)	
	Soccer	Head JH (Boys)	Lindsey Tackitt
	Soccer	Head JH (Girls)	Lindsey Tackitt
Swimming	Swimming	Head	Brian Barnes
Tennis	Tennis (Girls-3K/Boys-3K)	Head	SHANE DOYLE
	Tennis	Assistant	Angela Baden
Volleyball	Volleyball	Head HS	Abby Piha
	Volleyball	Assistant HS	Allison Wills
	Volleyball	Head Middle School	Lily Merrill
Category	Sport/Activity	Extra Duty Position	Coach or Sponsor
Performing Arts	Band	HS & MS Head / Marching / Concert	Jon Matthews
	Band	HS & MS Assistant/ Marching / Concert	DAVE SMITH
	Band	Jazz / Basketball Pep	DAVE SMITH
	Event Manager A/V - Aud.	District Coordinator	Jon Matthews

ARTS	Event Manager A/V - Aud.	Asst.	DAVE SMITH
	Vocal Music	Head	Heather Lowther
	Speech/Drama/Debate	Head	Jennifer Denslow
FFA	FFA	Sponsor	Kadie Smith
	FFA	Sponsor	Seth Jackson
Business Technology Career Tech	FCCLA	Sponsor	Brandi Wegner
	BPA	Co-Sponsor	Sharon Hudson
	BPA	Co-Sponsor	Angie Littrell
	TSA	Sponsor	Danny Pruett
	Robotics	MS Coach	
	Robotics	HS Coach	
Cheer	Cheer	7th/8th/9th	MELIISA GIBSON/KENDRA ADKINS
	Cheer	HS Basketball	Chelsea Hotfelt
	Cheer	HS FB & Competitive	Brandi Wegner
	Cheer	HS Wrestling	Brandi Wegner
STUCO Class Chair	STUCO	HS Sponsor	Donna Conley
	STUCO	MS Sponsor	Sandra Wood
	Jr. Class	Co-Chairperson	L Deffenbaugh/Marrara
	Sr. Class	Graduation / Chairperson	S Holmes/A Salt
Mock Trial Yearbook	Mock Trial	Sponsor	
	Yearbook	Sponsor	Blair Workman
Native American	Native American Club	Sponsor	Dwight Tackitt
	TITLE VI	Coordinator	Scott Doss
Academics	Sport/Activity	Extra Duty Position	Coach or Sponsor
GT Academics	Advanced Placement	HS Coordinator	Laila Deffenbaugh
	NHS	Sponsor	Amanda Salt
	Gifted and Talented	District Director	Sarah Noble
	Gifted and Talented	MS Site	Tracy Carter
	Gifted and Talented	HS Site	Tracy Carter
	Gifted and Talented	3rd Grade Instructor	Gera Wright
	Gifted and Talented	4th Grade Instructor	Gera Wright
	Gifted and Talented	5th Grade Instructor	Gera Wright
	Gifted and Talented	UE Site	Sarah Noble
	Academic	HS Coach	Crystal Wright

	Academic	MS 7th & 8th Coach	Kim Walker
	Academic	4th & 5th Coach	
	Academic	6th Grade Coach	Kim Walker
Technology	Technology Coordinator	Site (LE)	Scarlett Brown
	Technology Coordinator	Site (MS)	Tracy Carter
	Technology Coordinator	Site (UE)	Brandy Albert
	Technology Coordinator	Site (HS)	
Special Education	Special Education	Director	Sherry Hutchison
	Deaf/Hearing	District Coordinator	Sherry Hutchison
	ELL	Coordinator	Sarah Noble
	Special Education Transition	Coordinator	Sherry Hutchison
Curriculum Testing	Testing Coordinator	District	Laila Deffenbaugh
	Testing Coordinator	HS Site	Laila Deffenbaugh
	Testing Coordinator	MS Site	Melissa Gibson
	Testing Coordinator	UE Site	Lori Jones
	Testing Coordinator	LE Site	Cathy Wheeler
	LITT HS	Coordinator	Michele Hofschulte-Colvin
	LITT MS	Coordinator	Jaquetta Dunkin
	LITT UE	Coordinator	Brandy Albert
	LITT LE	Coordinator	Georgia Ramsey