

## PUBLIC INFORMATION PROGRAM

The superintendent, as a representative of the district, is given the responsibility of informing the public as to the purpose, goals, methods, and progress of the educational program. Accuracy, reliability, and leadership in this area will develop confidence and understanding, thereby creating better relationships between the school district and the community. All school personnel are responsible for good public relations.

Therefore, all written notices, bulletins, newsletters, and matters pertaining to students are to be submitted to the principal prior to release. Matters that pertain to the district will be submitted to the superintendent of schools prior to release.

Non-school-originated material of a commercial, political, or religious nature shall not be disseminated. Notices from community organizations, such as Camp Fire Girls, Boy Scouts, PTA, etc., that directly effect the children of the district may, in the discretion of the principal, be forwarded to parents via the students.

The policy is not intended to interfere with the responsibility of district personnel to communicate with the parents or legal guardians of a particular student. It is intended to insure that prompt, reliable, and accurate information is provided to parents and patrons of this district.

## OPEN RECORDS ACT

It is the policy of the Board of Education to recognize and facilitate the public's right of access to and review of public records. The district is not required to release information contained in its education records except in conformity with the provisions of the Open Records Act, Title 51, Oklahoma Statutes, Section 24 A.1. and only to the extent that said act does not supersede federal law.

The superintendent shall be the district's custodian of public records and shall be responsible for the preservation and care of those public records. However, the high school and grade school principals are designated as records research persons. Additionally, the superintendent may establish reasonable rules of procedure by which public records may be inspected.

The following fees shall be charged for records reproduction and research:

Copies:	Research:
8 1/2" X 11" or	\$25.00 per hour
8 1/2" x 14"      \$.25 per copy	
11" x 17" ledger    \$.50 per copy	

except that no search fee will be charged to news media.

All confidential student records as defined by state and federal law shall remain confidential and accessible only to authorized personnel.

REFERENCE: 51 O.S. §24 A.1, et seq.

## NEWS MEDIA RELATIONS

The Board of Education recognizes its responsibility to provide accurate information concerning the school district to the community and seeks to establish a good working relationship with the news media.

Therefore, it is the policy of the board of education to cause any information which is to be released to the media to be carefully monitored. Such monitoring is intended to insure accuracy and to prevent any potential liability for the unauthorized disclosure of confidential information. The school district will comply fully with the Freedom of Information Act and Open Records Act.

Any issue which appears to be sensitive or which may involve confidential information shall be cleared through the superintendent or the superintendent's designee. It may, in the superintendent's discretion, be necessary to submit issues which could lead to community disruption to the board of education.

The welfare of our students and the community is important and information which could cause embarrassment to either should be carefully screened prior to release.

## PUBLIC COMPLAINTS

The Board of Education welcomes comments and suggestions for improvement from the patrons whom it serves. Constructive criticism of the schools is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the schools to do their tasks more effectively. However, the board has confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will promptly be referred to the school administration for study and possible solution.

Since individual board members have no authority to resolve complaints, other than by formal board action, administrators are expected to follow up on all complaint referrals and to advise the board members of the nature of the complaint and the action(s) taken. The board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make a proper reply to the complainant. Follow-up shall be in the form of a written memorandum to the board members.

Anonymous complaints provide no avenue for response or redress of the complaint. Therefore, it will be the policy of the board that anonymous complaints shall not be pursued. An unsigned complaint will not be read or acted upon at any meeting of the board and anonymous telephone complaints will not be brought to the board by any individual board member, administrator, or other district employee. Further, the administration will not act on any anonymous complaint.

Complaints for which specific resolution procedures are provided shall be directed through those channels. This includes complaints about personnel, complaints about instructional materials, etc.

Complaints should be resolved at the lowest possible level of authority. If the complaint cannot be resolved at the building level, either party is encouraged to bring the matter to the attention of the superintendent of schools.

If all other remedies have been exhausted and a complaint can not be satisfactorily resolved, the complaint may be appealed to the board of education. No appeal will be heard by the board and no charges or accusations against an employee will be investigated or acted upon unless the accusations are reduced to writing, signed by the party making the complaint, and presented to the board through the superintendent.

In addition to the above, the board will request written reports be provided to the board prior to the meeting from the following:

1. The person against whom the complaint is made,
2. The principal of the school involved,
3. The superintendent, and
4. The complainant.

Generally, all parties involved will be asked to attend the board meeting for the purposes of presenting any additional facts, making further explanations, and clarifying the issues.

**PUBLIC COMPLAINTS (Cont.)**

The board will not consider or act upon complaints that have not been explored at the appropriate administrative level or complaints for which specific resolution procedures have been established that do not include board review. If the board decides to hear the complaint, the board shall make a decision which shall be sent to all interested parties. The board's decision is final.

## GRIEVANCE PROCEDURE: PARENT-TEACHER

The Board of Education realizes that parents have a fundamental right to discuss any grievances they might have with the district. However, it is also recognized that there must be an orderly procedure for hearing and resolving grievance issues.

If the grievance is directed toward a teacher, the parent shall be requested to make an appointment to visit with the teacher in an effort to resolve the grievance.

If the grievance is not resolved following a parent/teacher conference, the parent will be requested to discuss the problem with the principal.

If the grievance is not resolved following the principal/parent conference, the parent shall be requested to schedule an appointment with the superintendent.

If the grievance remains unresolved following the above conferences, the parent may appeal the grievance to the board of education. The board's action shall be a final determination of the grievance.

## **SCHOOL VISITORS**

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

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

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

The superintendent or principal of any school shall have the authority to order any person<sup>1</sup> out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. This authority shall extend to the removal of any individual attending an official school activity or field trip where students are present, including an activity or field trip not on school property, when the superintendent or principal determines that a threat to the peaceful conduct of students exists. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

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

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

***THIS POLICY REQUIRED BY LAW.***

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<sup>1</sup> Does not include students, officers, or employees of the district.

## SCHOOL VISITORS (GRIEVANCE/APEALS PROCESS)

Any person who has been removed from this institution or from a school activity or event whether held on or off the premises shall be given written notice of the procedures for requesting a hearing and filing a grievance or appeal with the board of education by their receipt of a copy of this policy.

### Filing a Grievance or Appeal

Within five (5) working days of being directed to leave premises, the individual ("complainant") may request a hearing before the board of education regarding their removal from school premises. The request shall be submitted in writing to the superintendent. Such request shall be mailed certified mail, return receipt requested. If the complainant fails to request a hearing within five (5) working days of being directed to leave the premises, the right to a hearing shall be deemed to be waived.

Upon receipt of the complainant's request for a hearing, the administration shall prepare a written summary of the reason(s) why the individual was directed to leave school premises. The written summary may include the date, time, place, witness statements, and reasoning behind the administrator's decision to direct the individual to leave school premises. The written summary prepared by the administration shall be mailed to the complainant no later than ten (10) days prior to the date set for hearing before the board of education.

### Hearing

The hearing shall be conducted by the board of education as follows:

1. The administration shall present each of the board members with a copy of the written summary provided to the complainant;
2. The complainant shall present each of the board members with a copy of a written response to the administration's paperwork;
3. Members of the board of education shall be afforded the opportunity to ask questions related to the summary and response;
4. The board of education shall vote to accept, amend, or reject the recommendation of the administration with regard to the directive to complainant<sup>1</sup>.

The decision of the board of education shall be final and unappealable.

***THIS POLICY REQUIRED BY LAW.***

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<sup>1</sup> Agenda language will need to reflect the individual's name.



**STUDENT RECRUITMENT  
ACCESS TO STUDENTS AND DIRECTORY INFORMATION**

The Turkey Ford Public School District restricts recruiting access to students and directory information. Directory information or class lists of student names, addresses, and/or telephone numbers shall not be distributed without the consent of the parent or legal guardian of the student or by the student age 18 or over. Military services representatives shall have access to student directory information unless such access is specifically denied in writing by the parent, legal guardian, or student age 18 or over.

Military services representatives shall have the same access to secondary school students as is generally provided to postsecondary institutions or prospective employers. However, such access may be specifically denied in writing by the parent, legal guardian, or student age 18 or over.

**This district will notify parents of the types of student directory information released. The notice will include:**

- 1. An explanation of the parent's right to request that information not be disclosed without prior written consent;**
- 2. Notice that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent; and**
- 3. Notification on how the parent may opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.**

The notice will be provided to parents on an annual basis.

**REFERENCE:** 10 U.S.C. §503 as amended by The National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107)  
20 U.S.C. §7908 (§9528 of the ESEA) as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)

**NOTE:** Cited provisions of federal law apply to all LEAs receiving ESEA funds. A district's failure to comply with ESEA regulations may result in loss of funds.

***THIS POLICY REQUIRED BY THE  
NO CHILD LEFT BEHIND ACT.***

## **USE OF SCHOOL PROPERTY**

The Turkey Ford Board of Education believes that the first priority in the use of its school property is the education of children in the district. However, local citizens are encouraged to use the property for other reasonable general public use including religious, political, literary, community, cultural, scientific, mechanical, agricultural, or parental involvement purposes.

The school district will make school property available for public recreation before or after normal school hours, on weekends, or during school vacations. Specific property that will be open includes: baseball field, play ground, gymnasium, cafeteria. The school district will not provide supervision during these hours and any use should be carefully monitored by parents or legal guardians.

The school district will not provide emergency shelter for patrons during weather emergencies.

If the school renders emergency care, aid, shelter, or other assistance during a national disaster or catastrophic event, the school district shall not be liable for damages resulting from the rendering of the emergency care, aid, shelter or other assistance unless the damage was caused by the gross negligence or willful or wanton misconduct of the individual or entity rendering the emergency care, aid, shelter or assistance.

The board shall exercise its authority to fix and collect rentals, rates, and charges for the occupancy or use of school property in such amounts and in such manner as may be determined.

The superintendent is directed to establish rules and regulations in support of this policy. The rules and regulations will require evidence of appropriate liability insurance coverage. The school district will not permit the use of school property or equipment by any person or organization that does not furnish evidence of sufficient insurance coverage.

If the district has provided classroom space or other school facilities for a federally sponsored Head Start program and is planning to make a material change in the arrangement, the superintendent will give notice to the director of the Head Start program at least seven (7) days prior to a school board hearing on the matter.

**REFERENCE:**      20 O.S. §7905  
                         70 O.S. §5-130  
                         70 O.S. §11-103.7

**NOTE:**              Senate Concurrent Resolution 60 of 1994 recommends that school districts make school transportation equipment available to community-based organizations in transporting elderly persons.

## USE OF SCHOOL PROPERTY (REGULATIONS)

Obtain from the district office the necessary application forms.

Application must be submitted at least one week in advance.

Return the forms to the district office.

If a rental charge is required, it shall be paid in the district business office. All checks shall be made payable to:  
\_\_\_\_\_ Public Schools.

School property shall not be available on occasions or during hours that have been scheduled in advance by the various school principals for school exercises or functions in connection with regular schoolwork.

Persons or organizations using school property that include a stage and stage equipment shall not be permitted to remove or displace furniture or apparatus. Pianos shall not be moved on or off the stage, except under the direction of the district personnel in charge.

Access to rooms or facilities, including playing fields, other than approved by application, shall not be permitted.

No intoxicants or narcotics shall be used in or about school buildings, premises, and transportation equipment, including playing fields; nor shall profane language, quarreling, fighting, or gambling be permitted.

Smoking in school buildings is prohibited. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization.

The programs offered in or during the use of any school premises shall at no time contain any matter that might tend to cause a breach of the peace; constitute subversive doctrine or seditious utterances; or agitate for changes in our form of government or social order by violence or unlawful methods.

Juvenile organizations must have adult sponsorship and supervision.

The person or group receiving the permit shall be responsible in case of loss or damage.

No preparation shall be used on the floors at any time by groups using a building for dancing.

A school employee must be on the school grounds at all times when facilities are being used by outside groups. When custodians are normally not on duty, any group using school facilities must pay for the custodian's time, in addition to any rental fee as prescribed. The custodian is paid at his time and one-half rate.

All functions must close by 12:00 p.m. unless special arrangements have been made with the school principal.

Any person applying for the use of school property on behalf of any society, group, or organization shall be a member of such applicant group and must present written authorization from such applicant group to make such application.

**USE OF SCHOOL PROPERTY, REGULATIONS (Cont.)**

It is the responsibility of the organization to provide proof of liability insurance before using any facility or transportation equipment.

The school district reserves the right to reschedule any or all school property for another purpose or group should a priority need arise.

**DURING SCHOOL HOURS:**

School buildings, property, or equipment may be used only by student groups for student group meetings or activities which are related to the curriculum during normal school hours. Such use shall be arranged according to the official school schedule.

The use of school buildings, property, or equipment by students during normal school hours shall be free of charge. However, consent of the superintendent must be obtained. The building custodian and a member of the faculty must be present at the school.

**DURING NON-SCHOOL HOURS:**

School buildings, property, or equipment may be made available to student or non-student groups for non-curriculum use of a general public interest during non-school hours. A schedule of fees, rates, and charges is outlined below.

These regulations shall be made available to applicants and the observance of these regulations is a condition of the use of the facilities.

**SCHEDULE OF FEES, RATES, AND CHARGES:**

Gyms - \$10.00 for practice (minimum rental of 3 hours).

Custodial service will be made available at \$5.00 per hour per custodian.

Cafeterias - \$10.00/per hour (minimum rental of 3 hours). If the kitchen is used, at least one cafeteria employee regularly assigned to that kitchen must be used for an additional rate of \$5.00 per hour. Custodial service will be available at \$5.00 per hour.

Classrooms - \$10.00 per hour per room (minimum rental of 3 hours).

Other buildings, property, or equipment may be available for use as described above at the discretion of the board of education.

School buses - \$\_\_\_\_\_ per day.

## Facility Use Request Form

School Name: **TURKEY FORD SCHOOL**

Please return completed, signed form to:

Contact Name: Tamyra Larson

Street Address: 23900 S. 670 Rd

City, State, ZIP: Wyandotte, OK 74370

Phone: (918) 786-4902

Fax: (918) 787-5015

Request is:

Tentative \* ☐

Confirmed ☐

Cancelled ☐

\*If this is a tentative request you have  
10 days to confirm or your reservation  
will be cancelled.

Date Facility Needed:	Day of the week:
Group/ Sponsor:	
Brief description of the Requested facility use:	
Use Start Time:	Use End Time:
If request is for a regular weekly/monthly time please describe:	
Location being requested:	Room:
Rain Plan/ Alternate Site	Estimated Attendance:
Name, Address & Phone of Primary Contact:	Name, Address & Phone of Secondary Contact:
Will your group need access to the building to decorate or set up before the time/day of the use? If so, when?	
Admission Standards for the event: <div style="display: flex; justify-content: space-around;"> <span>Ticket Required</span> <span>Invitation Only</span> <span>Open to Public</span> </div>	
Do you anticipate guests with special needs or physical challenges? If yes, describe:	
Will food be served? If yes, describe:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is special room set-up required? If yes, describe:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will there be a need for custodial services after the event? If yes, describe.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will outside equipment be delivered/picked up? If yes, describe.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is audio/visual equipment needed? If yes, describe.	Yes <input type="checkbox"/> No <input type="checkbox"/>

**REQUEST FOR USE OF SCHOOL PROPERTY**

Request for use of \_\_\_\_\_  
(School Property)

Date of use \_\_\_\_\_

Starting time \_\_\_\_\_ Ending time \_\_\_\_\_

Request made by \_\_\_\_\_  
(Sponsoring Group or Organization)

Purpose of use \_\_\_\_\_

Admission charge: Yes \_\_\_\_\_ No \_\_\_\_\_

The following stipulations apply to non-school-related individuals, groups, and organizations.

The undersigned user of school property hereby agrees to:

1. Observe the rules and regulations for the use of school property as established in Section GK of the adopted board policy.
2. Assume full responsibility for loss or damage to school district property resulting from such use.
3. Assume full responsibility for personal injury sustained by any person as a result of such use and waive all school district liability.
4. Pay the usual and customary fee for such use.
5. Sign a hold-harmless agreement with the District.
6. Signing this statement also assures the school district that the sponsoring group or organization has liability insurance.

\_\_\_\_\_  
Signature

Request approved \_\_\_\_\_ Fee \_\_\_\_\_

## **USE OF SCHOOL STORM SHELTER**

The Turkey Ford Board of Education will make the school owned storm shelter available for public use during times of bad weather.

No pets, of any kind, shall be allowed in the shelter. Patrons bringing animals to the shelter will not be allowed to enter the shelter. Service animals will be allowed into the shelter for those individuals that have a disability protected under the Americans with Disabilities Act that require the use of a service animal for a protected disability.

Patrons are encouraged to be weather wise and not to travel to the storm shelter if imminent danger exists.