

**EXPENDITURES OF DISTRICT FUNDS  
(REGULATIONS)**

District funds will be allocated for administrative costs according to provisions in 70 O.S. §18-124, which defines administrative costs as "costs associated with staff for the board of education, the secretary/clerk for the board of education, staff relations, negotiations staff, the superintendent, and immediate staff for the superintendent, any elementary superintendent or any assistant superintendent, any employee of a school district employed as a director, coordinator, supervisor, or who has responsibility for administrative functions of a school district; and any consultant hired by the school district." Legal services for the district are not included in "administrative costs" A superintendent who spends part of the time performing exempted nonadministrative services such as teaching in the classroom, serving as principal, counselor, or library media specialist, can code up to forty percent (40%) of their salary to other nonadministrative functions.

The superintendent or designee will determine and certify the ADA (average daily attendance) and will limit administrative costs to the percentage of the total amount of district expenditures as allowed by law.

If ADA was

1500 or more  
500-1499  
Less than 500

no more than 5% of total expenditures will be used for administrative costs  
no more than 7% of total expenditures will be used for administrative costs  
no more than 8% of total expenditures will be used for administrative costs

**REFERENCE: 70 O.S. §18-124**

TURKEY FORD

CAC

**POSSESSION AND USE OF SIGNATURE STAMPS**

The members of the Turkey Ford Board of Education have signature stamps which have been properly registered with the Oklahoma Secretary of State. It is the desire of the board members to place the responsibility for the safekeeping of these signature stamps with an employee of the board. Therefore, the board requires that possession of the stamps, and sole responsibility for their safekeeping, be given to the school (*activity fund custodian, encumbrance clerk, or other employee*). At all times, the stamps shall be kept in a safety deposit box, school safe, fireproof safe, or other secure place. Possession of the stamps will be relinquished only for the purposes needed by the school (*activity fund custodian, encumbrance clerk, or other employee*), to the board members, or to the board designated school employees under the following circumstances:

1. To be used by the activity fund custodian to place the signatures on warrants after board approval for payment.
2. To make budget changes within board approved appropriations.
3. To record the receipt of state and federal funds so that paperwork can be processed promptly.
4. To be used by the payroll clerk to place the signatures on payroll warrants.

Adoption Date:

Revision Date:

## MANAGEMENT AND INVESTMENT OF FUNDS

This investment policy is adopted in accordance with the provisions of applicable law by the Grove Board of Education. This policy sets forth the investment policy for the management of the public funds of the district. The policy is designed to ensure prudent management of public funds, the availability of funds when needed, and reasonable investment returns.

### Investment Authority

The district treasurer is required by the board of education to invest district monies in the custody of the treasurer in those investments permitted by law. The treasurer shall, to the extent practicable, use competitive bids when purchasing direct obligations of the United States government or other obligations of the United States government, its agencies, or instrumentalities.

The district treasurer shall limit investments to:

1. Direct obligations of the United States government to the payment of which the full faith and credit of the government of the United States is pledged; provided the district treasurer, after completion of an investment education program in compliance with applicable law, may invest funds in the investment account in other obligations of the United States government, its agencies or instrumentalities;
2. Obligations to the payment of which the full faith and credit of this state is pledged;
3. Certificates of deposit of banks when such certificates of deposit are secured by acceptable collateral as in the deposit of other public monies;
4. Savings accounts or savings certificates of savings and loan associations to the extent that such accounts or certificates are fully insured by the Federal Savings and Loan Insurance Corporation;
5. Repurchase agreements that have underlying collateral consisting of those items specified in paragraphs 1 and 2 above including obligations of the United States, its agencies and instrumentalities, and where the collateral has been deposited with a trustee or custodian bank in an irrevocable trust or escrow account established for such purposes;
6. County, municipal, or school district direct debt obligations for which an ad valorem tax may be levied or bond and revenue anticipation notes, money judgments against such county, municipality or school district ordered by a court of record or bonds or bond and revenue anticipation notes issued by a public trust for which such county, municipality, or school district is a beneficiary thereof. All collateral pledged to secure public funds shall be valued at no more than market value;
7. Money market mutual funds regulated by the Securities and Exchange Commission and which investments consist of obligations of the United States, its agencies and instrumentalities, and investments in those items and those restrictions specified in paragraphs 1 through 6 above;
8. Warrants, bonds, or judgments of the district; or

**MANAGEMENT AND INVESTMENT OF FUNDS (Cont.)**

9. Qualified pooled investment programs through an interlocal cooperative agreement formed pursuant to applicable law and to which the board of education has voted to be a member, the investment of which consist of those items specified in paragraphs 1 through 8 above, as well as obligations of the United States agencies and instrumentalities; or
10. Any other investment that is authorized by law.

Investment Philosophy

This policy shall be based upon a "prudent investor" standard. The board of education recognizes that those charged with the investment of public funds act as fiduciaries for the public and, therefore, the treasurer is directed to exercise the judgment and care that persons of ordinary prudence, discretion, and intelligence exercise in the management of their own affairs as to the permanent non-speculative disposition of their funds, with due consideration of probable income earnings and probable safety of capital. In investing the district's funds, the treasurer shall place primary emphasis on safety and liquidity of principal and earnings thereon.

1. Liquidity: Available funds will be invested to the fullest extent practicable in interest-bearing investments or accounts, with the investment portfolio remaining sufficiently liquid to meet reasonably anticipated operating requirements.
2. Diversification: The investment portfolio will be diversified to avoid one class of investment having a disproportionate impact on the portfolio; provided, this restriction will not apply to securities of the United States Treasury backed by the full faith and credit of the United States government.
3. Safety of Principal: Although investments are made to produce income for the district, investments will be made in a manner that preserves principal and liquidity.
4. Yield: The portfolio will be designed to attain maximum yield within each class of investment instrument, consistent with the safety of the funds invested and taking into account investment risk and liquidity needs.
5. Maturity: Investments may have maturities extending to six months, provided sufficient liquidity is available to meet major outlays, and except that general fund investments may not exceed six months.
6. Quality of the Instrument and Capability of Investment Management: The superintendent of schools shall be responsible for ensuring that the treasurer and any assistant treasurer are qualified and capable of managing the investment portfolio and satisfactorily complete any investment education programs required by state law or by the board of education.

Safekeeping and Custody

The treasurer will maintain a list of the financial institutions and pooled investment programs governed by an interlocal cooperative agreement formed pursuant to 70 O.S. Section 5-117b which are authorized to provide investment services, and will maintain a separate list of financial institutions with collateral pledged in the name of the district.

**MANAGEMENT AND INVESTMENT OF FUNDS (Cont.)**

1. Securities purchased from a bank or dealer, including any collateral required by state law for a particular investment, shall be placed under an independent third party custodial agreement. The trust department of a financial institution will be considered to be independent from the financial institutions.
2. All securities will be in book entry form, and physical delivery of securities will be avoided.
3. Telephone transactions may be conducted, but such transactions must be supported by written confirmation, which may be made by way of a facsimile on letterhead with authorized signatures of the safekeeping institution.
4. Written transactions and confirmations of transactions by computer connections will be kept in the treasurer's office.

Reporting and Review of Investments

The treasurer will prepare an investment report to be submitted to the board of education on at least a monthly basis. The report will include:

1. A list of individual securities held at the end of the reporting period.
2. The purchase and maturity dates of these securities.
3. The name and fund for these securities.
4. The yield rate of these securities.
5. Any collateral pledged by a custodian.

The board of education shall review the treasurer's investment performance on a regular basis that is no less frequent than monthly.

Depositing of Interest

Unless otherwise directed by the board of education through policy or by special directive, by the Oklahoma Constitution, or by the federal government, income earned from the investment of non-activity funds shall be deposited in the general fund and income earned from the investment of activity funds shall be deposited as directed by the activity fund custodian.

**REFERENCE: 62 O.S. §471  
70 O.S. §5-115**

**CROSS-REFERENCE: Policy CDAB, Use of School Funds**

**Adoption Date:**

**July 9, 2007**

**Revision Date(s):**

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**INVESTMENT PROCEDURES  
DESIGNATING "OPERATING" AND "INVESTMENT"  
FUNDS AND PERMISSION TO INVEST**

In compliance with the provisions of state law (70 O.S. §5-115), the school board shall, each month, set aside funds to an operating account and to an investment account. The school district treasurer is authorized by the board of education of Grove Public Schools to invest the full amount of the investment account for the fiscal year in the following:

1. Direct obligations of the United States government to the payment of which the full faith and credit of the government of the United States is pledged, or obligations to the payment of which the full faith and credit of this state is pledged;
2. Certificates of deposit of banks. If or when such certificates of deposit are over \$100,000 FDIC insured, the investment must be secured by acceptable collateral as in the deposit of other public monies;
3. In savings accounts or savings certificates of savings and loan associations to the extent that such accounts or certificates are fully insured by the Federal Savings and Loan Insurance Corporation. Provided, that the income received from said investments may be placed in the general fund of the governmental subdivision to be used for general governmental operations; or
4. Warrants, general obligation bonds, or judgments of the district.

The school district treasurer is hereby authorized to invest funds at the highest possible rate of interest by receiving two bids for each investment transacted. The bids will be solicited from banking institutions and credit unions as well as brokerage firms. The school district treasurer has the authority by state statute (62 O.S. §348.1) to execute orders to buy and/or sell investment instruments through a licensed broker and pay a reasonable commission or fee for this service.

The school district treasurer is also authorized to withdraw funds from the investment account as necessary to meet emergency requirements that cannot be covered by funds from the operating account, and to deposit cash received during this period in either the "operating" or the "investment" account as deemed desirable after analysis of the cash requirements at the time such cash is received.

**REFERENCE: 70 O.S. §5-115**

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**OSSBA POLICY SERVICES REVIEW NOTES:**

Please see policy CDA, Management and Investment of Funds, for a complete list of investments authorized by law.

*Adoption Date:*

July 9, 2007

*Revision Date(s):*

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**ANNUAL STATISTICAL/FINANCIAL REPORTS**

The Board of Education shall make annual statistical and financial reports to the State Board of Education in a timely manner. The statistical report shall be made as of June 30. Each of such reports shall be filed with the State Board of Education as soon as information is available following the effective date of such reports.

**REFERENCE: 70 O.S. §5-128**

**SCHOOL FINANCE**

It is the policy of the Board of Education that the superintendent of schools shall work with the school auditor and the board in the preparation of both a financial estimate and the annual budget, and to publish these documents, as well as any other necessary publications as required by law. The superintendent or designee shall report to the board monthly on the status of the budget.

The superintendent shall make to the board such fiscal recommendations as deemed necessary and shall furnish to the board all information pertaining thereto.

After recommendations made by the superintendent have been considered by the board, the board shall adopt those recommendations which it deems advisable.

Minor purchases may be made by school employees and charged to the school, provided such purchases are previously approved by the superintendent or made in accordance with procedures established by the superintendent.

The superintendent shall cause to be prepared all claims against the school district for consideration by the board. The superintendent shall furnish explanations of such claims.

When claims are approved by the board for payment, the board encumbrance clerk shall issue warrants in payment with the school district treasurer. The clerk shall insure that a record of such warrants is made in the school district warrant register, and that the warrants are distributed to the proper creditors.

The superintendent shall make such financial reports as may be required by the State Department of Education and such other financial reports as the board may require. The superintendent shall present to the board in July a financial statement reflecting the fiscal condition of the district as of the close of the previous fiscal year and an itemized statement of estimated needs and the probable income including ad valorem tax for the current fiscal year. These financial statements and estimates shall be published in one issue of a newspaper of general circulation in this area and shall be filed with the county excise board on or before September 1 of each year.

**REFERENCE:** 68 O.S. §3002  
70 O.S. §5-128, §5-128.1  
70 O.S. §5-134, §5-134.1  
70 O.S. §5-135

**CROSS-REFERENCE:** Policy CA, Expenditure of District Funds  
Policy CAB, School District Fund Accounts  
Policy CE, Annual Budget  
Policy CFC, Auditors



## **ACTIVITY FUNDS**

The Turkey Ford Board of Education shall exercise complete control over all activity funds and shall adopt appropriate rules and regulations for handling, expending, and accounting for all such funds.

At the beginning of each fiscal year, the board shall approve all school activity fund subaccounts, all subaccount fund raising activities and all purposes for which the monies collected in each subaccount can be expended. The board will approve any activity fund raising events during the fiscal year.

The school activity fund custodian will be appointed by the board of education. The board shall review on an annual basis the surety bond for the activity fund custodian, which shall be in no case less than one thousand dollars (\$1,000), and such bond shall be filed with the clerk of the board of education.

Annually, the board shall approve the various activity funds, beginning balances, depository bank for fund, authorized signers on the account, and location where interest will be placed.

The superintendent shall cause the activity account to be audited annually by a certified public accountant who will be selected by the board. The audit shall be furnished to the board and the cost of the audit shall be paid from the general fund.

No expenditures shall be made from activity funds except by check and on the authorization of the sponsor of the group to whom the fund belongs. All such checks are to be issued and signed by the custodian of the activity fund and countersigned by a person designated by the board.

All activity monies shall be deposited with the office of the superintendent. The custodian of such funds shall cause the funds to be deposited by the close of the next business day following receipt of funds.

The custodian of a school activity fund may provide cash advances to sponsors for travel expenses on behalf of school district students and sponsors of certain school activities. The cash advances may come only from the school activity subaccount directly involved in the travel of such students or sponsor and only if the travel is one of the stated functions or purposes for the establishment of subaccount. Receipts must be turned in to the custodian.

The principal shall cause to be kept complete and accurate accounts of all activity funds, and shall see that monthly reports are made to appropriate parties.

The board of education shall establish a petty cash account to be used only for the purpose of making small cash expenditures, such as postage, freight or express charges; provided that no single expenditure from the petty cash account will be made in excess of seventy-five dollars (\$75.00), and the total expenditures during any one fiscal year will not exceed two thousand five hundred dollars (\$2500.00) per school building.

These provisions shall not apply to funds collected by student achievement programs or parent-teacher associations and organizations that are sanctioned by the board of education. Guidelines adopted by the board for the sanctioning of such organizations and associations may include, but not be limited to, examinations of financial and performance audits performed on each such organization and association.

**ACTIVITY FUNDS (Cont.)**

The superintendent is directed to establish a regulation governing activity funds. Such regulation, when approved by the board of education, shall be incorporated into this policy and shall become a part hereof.

The board alone has the authority to approve the establishment of accounts by whatever name or style it deems best are furnished.

The board shall require that receipts for collections by the custodian be given proper internal control by using pre-numbered tickets for admission and providing written reconciliation made of tickets sold to actual revenues collected. Reconciliation documents will be filed and kept as documentation for the activity fund by the duly appointed activity fund custodian.

The board shall evaluate and adopt standard forms for the documentation of cash receipts.

The board shall require the custodian to deposit receipts in the local bank in a timely manner as proscribed by statute.

Recognizing that students will also be involved in the collecting and accounting of funds through fund-raising and student activities, the board encourages student participation and instruction in proper accounting procedures.

The board further requires the following procedures for the activity fund account:

1. The accounting system will be under the direction of one individual (activity fund custodian), who is responsible for keeping all accounts and preparing all financial reports. The activity fund custodian may delegate some of these duties to a central bookkeeper.
2. Records will be maintained and will include books of original entry, a general ledger, cash receipts records, expenditure records, and subsidiary ledgers.
3. Summary financial reports will be prepared on a monthly and annual basis.
4. Records will reflect that the budget has been planned and adopted cooperatively by students, sponsors, and school officials.
5. A centralized system of accounting and uniform method of handling funds shall be used.
6. Pre-numbered receipts for all money received will be utilized.
7. All money received will be deposited in the bank in a single account, in the name of Turkey Ford School Activity Fund.

**ACTIVITY FUNDS (Cont.)**

8. All expenditures will be substantiated by an invoice or a signed receipt.
9. Pre-numbered checks will be used for all disbursements.
10. Two designated signatures will be required to authorize each expenditure.
11. All spoiled pre-numbered receipts will be marked void and will be retained.

**REFERENCE: 70 O.S. §5-129, §5-129.1  
70 O.S. §22-103**

## RESOLUTION

Whereas, the Board of Education may direct by written resolution that any balance in excess of the amount needed to fulfill the function or purpose for which an activity account was established may be transferred to another activity account by the activity custodian (70 O.S. 5-129); and

WHEREAS, the Board of Education finds that the \_\_\_\_\_ activity account has \$ \_\_\_\_\_ in excess of the amount of money needed to fulfill the function or purpose for which the \_\_\_\_\_ account was established;

BE IT THEREFORE RESOLVED that the Board of Education hereby directs by this written resolution that \$ \_\_\_\_\_ be transferred by the activity fund custodian to the \_\_\_\_\_ activity account.

Adopted this 9<sup>th</sup> day of April, 2012.

\_\_\_\_\_  
Board President

ATTEST:

\_\_\_\_\_  
Board Clerk

## SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS

Booster clubs and parent organizations are encouraged to promote a positive relationship between the school and the community. The primary purpose of these organizations is to assist and support the school in recognizing and promoting students' activities. The principal is responsible for maintaining close communication with such organizations to ensure the organizations' goals are in compliance with the district policies. After receiving the superintendent's recommendation, the following criteria will be used in determining if an organization will be recognized (sanctioned) by the Turkey Ford Board of Education as a viable booster club or parent organization.

1. The organization must be managed by adults, rather than by students, and will present its by-laws and/or constitution to the board of education. These will clearly identify the organization as a parent organization or booster club separate from school district student organizations and will provide details of the structure of the organization including:
  - A. Officers and their duties;
  - B. Election of officer and term limits;
  - C. Purpose and goals;
  - D. Dues structure, if any;
  - E. Intended use of funds generated by the organization.
2. The organization must include one representative from the school faculty as a sponsor.
3. No fund raising activities will be conducted within the school by the organization during school hours and students will not participate during regular class periods.
4. The organization may not use school materials in advertising in activities. Use of school property by the organization for its activities will meet all regulations established by the board. (See policy GK.)
5. All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted.
6. The organization must maintain bank, financial, and tax exempt status separate from the school. The organization will provide to the board of education, annually or upon request, a complete set of financial records or detailed treasurer's report.

**SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS (Cont.)**

7. Any plan, project, or movement instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties, or provide academic achievement awards and other educational recognition to students or student bodies will be presented to the board of education in official session for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.
8. In no manner will board sanctioning of an organization preclude the organization from compliance with state and federal laws as they pertain to equal opportunity and treatment of all students. Gifts or services provided to the school should benefit both boys' and girls' activities.
9. The board of education reserves the right to revoke the sanctioning of any organization if it is found that the organization's operation and purpose are not consistent with the policies and procedures adopted by the board of education.

**REFERENCE: 70 O.S. §5-129.1**

**Title IX, Education Amendment of 1972, 20 U.S.C. §1681, et seq.**

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

**PURCHASING AND DISTRIBUTION**

It is the policy of the Board of Education that purchasing and distribution shall be under the supervision of the superintendent but may be delegated in writing by the superintendent to a principal or teacher. No person except the superintendent or the superintendent's designee shall make purchases without written authorization.

The superintendent should take advantage of discounts for buying in quantity and, if possible, purchase in sufficient quantities for one full school term. Requisitions for supplies shall originate from teachers, through the principal, to the superintendent. Purchases shall be made from local firms when economically wise to do so.

No expenditure involving an amount greater than \$500.00 shall be made except in accordance with a written contract or purchase order.

REFERENCE 70 O.S. §5-123  
70 O.S. §5-129  
70 O.S. §5-135

**BIDS AND QUOTATIONS**

No expenditures involving an amount greater than \$500.00 shall be made except in accordance with the provisions of a written contract or purchase order, and no contract involving an expenditure of more than \$50,000 for the purpose of erecting a building or making any improvements on school buildings shall be made except upon sealed proposals and to the lowest or best responsible bidder. This does not prohibit the district from erecting a building or making improvements on a force account basis.

Public construction contracts less than \$50,000 shall be let and awarded to the lowest responsible bidder by receipt of written bids. Public construction contracts are any contract for the purpose of making any public improvements or constructing any public building or making repairs to or performing maintenance on any school-owned building. Contracts between \$25,000 and \$50,000 shall be let and awarded to the lowest responsible bidder qualified contractor. If a public construction contract is less than \$25,000, a contract may be negotiated with a qualified contractor. No work shall be commenced until a written contract is executed and proof of insurance has been provided by the contractor to the school district's business office.

The term "force account" means the purchase of necessary materials, and the employment of necessary workmen, by the school district itself, rather than entering into a contract with a building or other contractor to construct the building or other improvement. No contract involving sums in excess of \$50,000 shall be split into partial contracts involving sums below \$50,000 for the purpose of avoiding the requirements of the Public Competitive Bidding Act.

For the purposes of this policy, the term "improvements on school buildings" shall not include any of the following:

1. Portable, or otherwise moveable, buildings and structures;
2. Prefabricated metal buildings and structures, along with necessary utility services for such buildings or structures;
3. Roofs place over existing structures; and
4. Other structures that can be disassembled after installation and removed without permanent damage to existing property.

For the purposes of the Public Competitive Bidding Act, where total payments of principal and interest are anticipated to exceed \$50,000 the lease purchase of items pursuant to paragraphs numbered 2 and 3 above must be competitively bid.

**REFERENCE: 61 O.S. §102, §103, §107, §131  
62 O.S. §430.1  
70 O.S. §5-123**



**SUSPENSION AND DEBARMENT COMPLIANCE**

It is the policy of the Turkey Ford Board of Education that all contracts and purchase orders reimbursed using federal funds need to include suspension and debarment language. The purpose of this certification is to protect the government from entering into business relations with unethical or otherwise irresponsible companies and individuals.

The following language shall be included within the terms of any contract for goods and services that will be paid for using federal funding:

Certification Regarding Debarment Suspension and Ineligibility

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS" published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified.

**THE SCHOOL DISTRICT IS REQUIRED BY FEDERAL LAW TO HAVE A POLICY FOR DEBARMENT AND SUSPENSION FROM PROGRAMS AND ACTIVITIES INVOLVING FEDERAL FINANCIAL BENEFITS. IF THE DISTRICT ELECTS NOT TO UTILIZE THIS POLICY, A POLICY ON THIS TOPIC WILL BE REQUIRED TO ENSURE THAT EITHER THE VENDOR OR THE SCHOOL DISTRICT IS VERIFYING THAT THE VENDORS ARE NOT LISTED ON THE EXCLUDED PARTIES LISTING SYSTEM ON THE FEDERAL WEBSITE OF THE SAME NAME.**

## SAFETY PROGRAM

The superintendent will establish procedures in an effort to offer reasonable protection for the safety of students, employees, visitors, and others present on school property or at school-sponsored events.

The practice of safety shall be taught in educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, disaster preparedness, etc., appropriately geared to students in different grade levels. Areas of emphasis shall include, but not be limited to, in-service training, accident record keeping, plant inspection, driver and vehicle safety programs, fire prevention, and emergency procedures in traffic safety problems relevant to students, employees, and the community.

Not later than October 1 of each school year, each school district site shall select a Safe School Committee composed of at least six members including an equal number of teachers, parents of the children affected, and students. The committee will study and make recommendations to the principal concerning unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issued which prohibit the maintenance of a safe school.

**REFERENCE: SB 1071 (70 O.S. §24-100)**

*Adoption Date:* 9-99

*Revision Date(s):*

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**EMERGENCY PLANS:  
DISASTER DRILLS**

It is the policy of the Board of Education that fire and tornado drills shall be performed periodically throughout the school year. Each classroom shall have posted a copy of rules, evacuation signals, evacuation routes, and procedures for both fire and tornado emergencies. All teachers and staff members shall make themselves familiar with these procedures.

**CROSS-REFERENCE: Policy CKC-R, Fire Drills, Rules and Procedures  
Policy CKCB-R, Bomb Threat Procedures**

## SCHOOL SECURITY DRILLS

The following are the planned procedures for responding to a school campus intrusion/crisis. If a teacher, student, or administrator is made aware of an intruder, violence, weapons, acts of terrorism, or other crisis within the school campus, the following actions should be taken:

1. Notify the office immediately by intercom or in person, whichever is fastest (no student messengers).
2. Do not confront any intruder. Instead, notify the principal/office, unless a student is in imminent danger.
3. The principal/office will announce over the intercom, "This is a security drill, please take action at this time." The office will also notify the police, ambulance, superintendent, etc., and will immediately shut off all school bells.
4. Teachers' immediate responsibilities shall be:
  - Lock all classroom doors (all inside)
  - Close all windows, window blinds/curtains
  - Turn all classroom lights off
  - Gather all students in an obscure corner of the room
  - Keep students orderly and quiet
  - Refrain from using the intercom unless the intruder is visible and office contact is necessary
  - Do not leave the classroom/students at any time
5. The principal shall close all hallway doors in the building.
6. The principal shall announce over the intercom that the drill is "over" and any explanation will be given at that time.

A minimum of two lockdown drills will be conducted at each school site within the district on an annual basis. No lockdown drill will be conducted at the same time of day as a previous lockdown drill conducted in the same school year, and no more than two lockdown drills shall be conducted in one semester. The board of education and administration shall make a determination each year as to the extent of student involvement in the lockdown drill. Staff shall be required to participate in the drill.

**LEGAL REFERENCE: 70 O.S. § 5-148**

## WARNING SYSTEMS INCLEMENT WEATHER

It is policy of the Turkey Ford Board of Education to dismiss school if weather conditions deteriorate to the extent that the safety of students may be jeopardized.

During the tornado season, the school administration will be concerned with tornado watches and tornado alerts. A tornado watch is issued by the weather bureau when conditions are favorable for the development of tornadoes. School will not be dismissed because of a tornado watch. However, if a parent is concerned about the safety of a child, the child will be released to the parent's custody at the school. A tornado warning is issued by the weather bureau when a tornado has been sighted. School will be dismissed if the administration feels that it is safe to do so. Otherwise, children shall remain at school and appropriate safety measures shall be taken.

Should the superintendent or, in the superintendent's absence, the principal decide to dismiss school because of weather conditions, the following media sources should be requested to make appropriate announcements: Radio station KGVE 99.3, KRMG 102.3. Absent such announcements, students should assume that school will be in session.

Should it become necessary to dismiss school during a school day, KGVE 99.3, KRMG 102.3 radio and all bus drivers will be notified by the administration. Students will be dismissed in an orderly fashion once buses have arrived.

## SAFETY DRILLS

The School District will conduct ten (10) safety drills each school year. The Superintendent shall be responsible for ensuring that all ten (10) drills have been appropriately conducted at each school site within the school district. It shall be the duty of the site principal, under the direction of the superintendent, to conform to the written plans and procedures adopted by the school district. All students and teachers shall participate in the safety drills. The extent of student involvement in intruder drills shall be determined by the superintendent in consultation with the building principal. The ten (10) drills shall consist of the following:

1. Lockdown drills. A minimum of two (2) lockdown drills shall be conducted at each site within the school district each school year. No lockdown drill can be conducted at the same time of day as a previous lockdown drill in the same school year, and no more than two drills shall be conducted in the same semester. Lockdown drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat on or near the school.
2. Fire drills. Each site school shall conduct a minimum of two (2) fire drills per school year. Each fire drill shall be conducted within the first fifteen (15) days of each semester. The fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.
3. Intruder drills. Each school site shall conduct a minimum of two (2) intruder drills per school year. Intruder drills are conducted for the purpose of mitigating injuries or deaths by executing a plan as an alternative to the lockdown method. Each intruder drill shall be conducted within the first fifteen (15) days of each semester.
4. Tornado drills. Each school site shall conduct a minimum of two (2) tornado drills per school year. Tornado drills are required to be conducted in the months of September and March.
5. Safety drills. Each school site shall conduct a minimum of two (2) safety drills per year that can consist of any of the aforementioned drills.

Documentation of completion of the drills shall be maintained. Records for each fire drill shall be preserved in writing for at least three years and made available to the State Fire Marshal or the marshal's agent upon request. The school district shall document all other safety drills in writing and by school site with a copy of the report remaining at the school, a copy filed with the district administrative office, and a copy with the Institute for School Security Resources.

**REFERENCE: 70 O.S. § 5-148**  
**70 O.S. § 5-149**

\*Evacuation of the building to various safe locations in a random order is preferred so that anyone threatening harm will not have prior knowledge of the evacuation route and safe areas.

## FIRE DRILLS RULES AND PROCEDURES

In accordance with the policy of the board of education and Oklahoma law, fire drills will be scheduled by the principal at least twice each school year. The fire drills shall be conducted within the first fifteen days of each semester. The purpose of a fire drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside.

The following rules and procedures will be complied with in all schools:

1. Rules for fire evacuation will be posted in each room. These rules will indicate the primary and alternate exits and the evacuation area to which the student should proceed upon leaving the building. The posted rules will be discussed with each class using the room during the first day(s) of the school year.
2. A district fire alarm signal will be used for fire drills only; another signal will be established by the principal for return to class.
3. No person is to remain in the building during fire drills.
4. Evacuation areas will be at least 50 feet (100 feet if possible) away from buildings and driveways at the north and south ends of the school.
5. It is each student's responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.
6. Provided safety considerations allow, the teacher or other fire evacuation leader will be responsible for:
  - A. Seeing that windows are closed.
  - B. Assuring that electrical circuits and gas jets are turned off.
  - C. Maintaining order during the evacuation.
  - D. Assigning students to hold doors open, if their group is the first to evacuate from such doors, and instructing students holding doors to rejoin the class after the last person has passed through the doors.
  - E. Taking the roll book and checking roll when the class is in the assigned evacuation area. The name of any student not accounted for will be reported immediately to the principal or the principal's designee.
7. The exercise will be observed by the vice-principals and a report made to the principal as to the time required to complete the evacuation.
8. The principal will provide the superintendent, or the superintendent's designee, with a report on all fire drills, including the time required for evacuation. The superintendent shall preserve such reports for at least three years and make them available to the State Fire Marshal, or his agent, upon request.

**REFERENCE:** 63 O.S. §176

## TORNADO DRILLS RULES AND PROCEDURES

In accordance with the policy of the board of education, tornado drills will be scheduled by the principal at least two times per school year in order to ensure the best possible plan has been established and to ensure all students and personnel know what they are to do when a signal for a tornado drill is given. Tornado drills must be conducted in September and March of each school year. The principal or designated staff member shall submit a copy of the drill plan for the building to the superintendent's office during the first month of school. Tornado drills are to be held on different days of the week at different hours of the day

### Definition of Terms

A **tornado watch** indicates that, within a period of several hours, a tornado may strike in a designated area.

A **tornado warning** indicates a tornado has been spotted or indicated on radar and that the tornado is likely to strike in a designated area immediately or within the next hour.

### Procedures

When a tornado warning has been received, the superintendent or designated administrator shall notify all schools in the area. Upon being notified of a tornado warning, the principal or designated staff member must check weather conditions in the area to determine if it is necessary for students to be moved into the refuge areas. A designated staff member will monitor commercial radio or TV for tornado warnings, even if the school has a NOAA weather radio tone-alert system.

It is not necessary for schools to wait for the "weather alert" before moving students into the refuge areas. If the principal or designated staff member deems it advisable to move students into the refuge areas, this should be done immediately. Designated staff members will be assigned to bring in children from playgrounds or other outdoor areas during a tornado warning.

Each principal or staff representative will need to use individual best judgment as to when students should leave the refuge areas and return to the classrooms.

### Refuge Areas

Students housed in single story buildings should be moved into a basement or the interior corridors that are not parallel to the tornado's path (usually from the southwest).

Students housed in single story buildings that do not have corridors should seek refuge under tables, desks, etc. preferably away from areas containing glass.

In situations where some of the students are housed in annexes adjacent to the main building, students should be moved from the annex into the main building when space is available.

Avoid the use of large enclosed areas, such as auditoriums, gymnasiums, cafeterias, or other rooms with wide, free-span roofs as places of refuge.



**TORNADO DRILLS, RULES AND PROCEDURES (Cont.)**

If a school bus is caught in the open when a tornado is approaching, the children will be escorted to a nearby ditch or ravine and made to lie face down, hands over their heads. They should be far enough away from the bus so that the bus cannot topple onto them.

Planning Security Drills

When developing a tornado security drill, selecting refuge areas to be used should be the first consideration. After refuge areas are determined, the following should be accomplished:

1. Assign and fit the students into the refuge areas. Adjustment may be necessary.
2. Conduct drills with one or two rooms at a time.
3. Determine the position(s) to be taken in the refuge areas and explain them to the students. The following positions are recommended:
  - A. Down on knees, lean forward, cover as much of exposed body as possible by crossing arms and burying the face in the arms.
  - B. Cross legs, sit on the floor, and cover face with folded arms. (Students should turn their backs to natural light.)
4. Determine the signal to be used for the security drill and ensure all school personnel and students know how to distinguish it from other signals. Establish a backup alarm to be used in the event of a power failure, e.g. a battery-operated bullhorn, hand-cranked siren, or hand bell.
5. Conduct a building drill and make any changes necessary to improve the plan.

Teacher Responsibility

The classroom teacher has the responsibility of preparing the students for the drills as well as the real emergency. Information given by the teacher will do much to protect the emotional health of the child. Statements by uninformed or poorly informed individuals can cause students to become emotionally upset. It would seem psychologically sound to teach all students the usable facts that can be understood at their intelligence level. There cannot be a quick course of instruction once a tornado has struck.

Preparation of the Building

Close the outside doors on the side from which the tornado is approaching.

Open outside doors on the side of the building opposite to the approaching tornado. Doors must be fastened securely so there is no danger of their blowing shut. Tapered wedges and/or doorstops should be used for this. All inside doors leading into corridors must be left open.

**TORNADO DRILLS, RULES AND PROCEDURES (Cont.)**

The custodian or alternate MUST turn off the gas on the outside of the building when a tornado warning has been received.

Variety

It is recommended that tornado drills be held under all kinds of conditions and circumstances and from all parts of the building in order to prepare students for any emergency that would make it necessary for them to be moved into the refuge areas. Among these would be the following situations:

- From regular classrooms
- From regular classrooms with a blocked exit
- From assemblies
- When some of the students are in the classrooms and others are on the school grounds or in the cafeteria
- When students are in the process of changing classes
- Any other situation in which students might be found
- From the cafeteria
- From a bus

Dismissal from School

School will not be dismissed because of a tornado warning. (See also policy CKBB.)

Children will not be permitted to leave school during a tornado warning alert in the immediate area. However, parents may go to the school and get their children. Parents should contact the principal's office and let a member of the school staff get the student from the classroom. When parents go to the classroom, it excites the other students and disrupts teaching.

If, at dismissal time, a storm is approaching and it is believed the children will not have time to reach home before it strikes, children should be kept in the building until it is deemed safe to dismiss them. School buses will not be used during tornado warnings.

**BOMB THREATS**

In the event of a call or notice to the effect that a bomb has been placed in a school or any other building or establishment, the following procedures are recommended:

1. Immediate evacuation of the school or buildings.
2. If the call was not received originally by the fire and police departments, immediate notification is required.
3. A search of the building or premises should be conducted by the police and/or fire department.
4. If a thorough search has been conducted and nothing found, the principal of the building should be notified by the police and/or fire department that reentry will be permitted.
5. A request for investigation of the incident should be made to the local police department.

Any decision concerning the dismissal or school students and subsequent action after the above procedures have been followed is the prerogative of the superintendent.

**BOMB THREAT PROCEDURES**

In accordance with the policy of the Board of Education, these procedures shall be followed in the event of a bomb threat communicated to any employee or student of the public schools.

In the event that you receive a telephoned bomb threat, try to remain calm - do not manifest fear. If not placed in immediate danger, attempt to safely follow the following procedure. The attached form (see CKCB-E) should be located near each telephone and be accessible to each user. Have the form before you as you talk. Try to keep the caller as occupied as possible. Keep the caller talking as long as you can. In addition to the information on the form, ask for the caller's name; where the caller is calling from; why the caller wants to blow up the building; where the bomb is located; how and when the bomb is set to explode.

When the caller hangs up, notify immediately the following persons. Do not discuss the call with anyone else.

1. Fire department and police department.
2. Principal.
3. Superintendent, Assistant Superintendent, or designee.

### BOMB THREAT PROCEDURES (EXHIBIT)

Stay calm.

1. Keep the caller talking for as long as possible
2. Ask the caller to speak louder, slower, etc.
3. Ask caller to repeat

CHARACTERISTICS NOTED (Please complete as much of the following as possible)

1. CALLER'S EXACT WORDS \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Use reverse of this paper if necessary)

2. WHAT BUILDING IS THE BOMB IN \_\_\_\_\_  
 EXACT LOCATION \_\_\_\_\_
3. WHAT TIME IS THE BOMB SET TO EXPLODE \_\_\_\_\_
4. BACKGROUND SOUNDS \_\_\_\_\_  
 \_\_\_\_\_
5. CALLER'S DESCRIPTION Time and date \_\_\_\_\_
  - a. age \_\_\_\_\_
  - b. sex \_\_\_\_\_ Person receiving call \_\_\_\_\_
  - c. race \_\_\_\_\_
  - d. accent \_\_\_\_\_
  - e. speech impediments \_\_\_\_\_
  - f. attitude \_\_\_\_\_
  - g. when bomb is to explode \_\_\_\_\_

**BOMB THREAT PROCEDURES, EXHIBIT (Cont.)**

6. PLEASE CIRCLE APPROPRIATE RESPONSE:

<u>  TONE  </u>	<u>  SPEECH  </u>	<u>  LANGUAGE  </u>	<u>  ACCENT  </u>	<u>  MANNER  </u>
Loud	Fast	Excellent	Local	Calm
Soft	Slow	Good	Not local	Angry
High Pitch	Distinct	Fair	Foreign	Coherent
Low Pitch	Distorted	Poor	Caucasian	Incoherent
Raspy	Stutter	Cursing	Black	Righteous
Pleasant	Nasal		Latin American	Emotional
				Rational
				Irrational
				Deliberate
				Laughing

ADDITIONAL COMMENTS:

## DISASTER PLANS

Written plans and procedures shall be in place for protecting students, faculty, administrators, and visitors from natural and man-made disasters and emergencies. Such plans will be kept on file in each school building in the district and at each local emergency management organization within the district. Annual reports will be presented to the board of education detailing the status of emergency preparedness and identifying safety needs for each school.

With respect to the size of the Turkey Ford school system, there will be a crisis team. The team will be composed of the superintendent, two teachers, a school board member, and two parents. The superintendent will be the team leader and media liaison.

Local agencies, as well as media agencies, will be contacted in regard to disaster assistance when needed.

In case of a disaster, the school will be used as the central office for coordination of activities stemming from the incident. If the school is not available because of the incident, the alternative site will be the \_\_\_\_\_ Fire Department.

Decisions to be made by the team and team leaders should a disaster occur include the following:

1. How the staff, student body, and community will learn of the disaster.
2. How to most accurately and efficiently provide information.
3. Schedule changes.
4. Opening or closing of school and resuming normal routines.
5. Plans for shielding the children from the media, if needed.

**REFERENCE: 63 O.S. § 681**

**ADMINISTRATOR'S CRISIS INTERVENTION CHECKLIST**

1. Determine the facts surrounding the crisis. (Critical Incident Fact Sheet, CKCD-E2.)
2. Determine the level of crisis and response required:
- A. Minor Crisis and Response. Only one or a few individuals will be affected. Life is not immediately in danger. The site team or a mini-team can manage the situation.
  - B. Major Crisis and Response: A large number of students and staff will be affected. The psychological and emotional impact will be moderate to severe. Assistance will be needed from the district team and/or other schools in the district. Professionals may also be needed from outside the school district.
3. Notify the following:
- A. Superintendent (if a major crisis, the superintendent will contact board members)
  - B. Site Intervention Team (Crisis Intervention Team Members, CKCD-E3)
  - C. District Team Coordinator (if a major crisis, the coordinator will contact the district team members)
  - D. Faculty and staff (staff will be assigned to make calls or use the telephone tree)
4. Assemble the Crisis Intervention Team to plan intervention activities. (Crisis Team Meeting, CKCD-E4)
- A. Determine what information is to be shared with: (Remember parental rights to confidentiality.)
    - Students (Sample Student Announcement, CKCD-E5)
    - Staff (Classroom Management, CKCD-E6)
    - Parents/Community
    - Media (Press Release Format, CKCD-E7)
  - B. Determine how the information is to be shared:
    - Written bulletins and/or letters
    - Phone calls
    - Classroom announcements/discussions led by the teachers
    - Classroom announcements/discussions led by crisis team members
    - Assemblies
    - Parent/Community meetings



## ADMINISTRATOR'S CRISIS INTERVENTION CHECKLIST (Cont.)

- \_\_\_ 5. Hold faculty meeting to review facts and discuss intervention plans. (Faculty/Staff Meeting, CKCD-E8)
- \_\_\_ 6. Make announcement. (If needed, crisis team members can visit assigned classrooms prior to any general announcement concerning the crisis.)
- \_\_\_ 7. Provide counseling and support services.
- \_\_\_ A. Designate interview/counseling locations.
- \_\_\_ B. Establish a procedure for self-referral.
- \_\_\_ C. Make referral forms available. (Referral Form, CKCD-E9)
- \_\_\_ D. Identify at-risk students and staff. (Screening for High Risk/At Risk, CKCD-E10)
- \_\_\_ E. Maintain a master list of referrals.
- \_\_\_ 8. Debrief with faculty and crisis intervention team at the end of the day.
- \_\_\_ A. Review the intervention process and events of the day.
- \_\_\_ B. Review the status of the referred students and needed follow-up.
- \_\_\_ C. Prioritize needs.
- \_\_\_ D. Plan activities for the next day.
- \_\_\_ E. Provide mutual support.
- \_\_\_ F. Announce funeral arrangements and determine who will attend.
- \_\_\_ 9. Write a detailed summary report. (Report Guidelines, CKCD-E11)
- \_\_\_ 10. When appropriate, contact the victim's family at home. (Family Support Checklist, CKCD-E12)

## DISASTER PLAN PROCEDURES

### Intermediate Steps for Crisis Control

1. Provide support and counseling for students.
  - A. Regular instruction will probably need to be suspended while the disaster is discussed.
  - B. Individuals trained in counseling might target classrooms for their most immediate services where children are most severely affected.
  - C. Teachers need to know how to get assistance from another professional quickly should the need arise.
2. Disseminate factual information about the crisis to parents.
  - A. The most effective method of providing factual information to parents may be to prepare a letter to be sent home.
  - B. Some parents may need to be contacted by phone, especially if their child's reaction to the disaster seems extreme.
3. Decide how to deal with funerals or memorial services if death(s) are involved in the disaster.
  - A. When possible, have parents take their own children to the services.
  - B. If parents are unable to go, staff members may volunteer to do this. Permission slips may be needed.
  - C. At times, school buses may be used. Permission slips may be needed.
  - D. Plans for makeup work or forgiveness for assignments not completed due to attending services should be made and discussed with staff members so that a consistent plan is used.

### Long-term and On-going Disaster Intervention

1. Provide for on-going opportunities to deal with the crisis. This might include:
  - A. Continue to have additional support staff and outside professionals available to students.
  - B. Make additional resources available to teachers who will be dealing with student reactions daily.
2. Think ahead to effects that might be delayed. For example:
  - A. A similar incident in another location may trigger renewed feelings.
  - B. The one-year anniversary of a disaster may provide an opportunity for planning a special remembrance; thereby diverting renewed reactions if the anniversary date is ignored.

## **24/7 SMOKE FREE/TOBACCO FREE ENVIRONMENT POLICY**

Smoking, distribution, and the use or possession of tobacco or tobacco products or paraphernalia used with tobacco and tobacco products is prohibited on school property, in school vehicles, or at or going to or from any school-sponsored or authorized function.

It is specifically directed that this ban on the use of tobacco products will be in effect 24 hours a day, seven days a week, and will apply to all students, employees, visitors, and anyone providing service to the schools with the exception of training provided by \_\_\_\_\_ Technology Center as required by government contract. When required by a government contract, the designated smoking area must be away from general traffic areas and completely out of sight of children under eighteen (18) years of age and can be used only by adults attending those training sessions.

Additionally, students are prohibited from possessing or distributing tobacco products or simulated tobacco products in school buildings, on school grounds, in school-owned vehicles, and at all school affiliated functions on or off school campus.

Employees are prohibited from use or distribution of, tobacco products or simulated tobacco products in school buildings, on school grounds, in school-owned vehicles, and at all school affiliated functions on or off school campus.

### **Definitions:**

1. "School Property" is defined as all property owned, leased, rented or otherwise used by any school in this district, including but not limited to the following:
  - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
  - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
  - c. All vehicles used by the district for transporting students, staff, visitors, or other persons.
2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing, smoking, or both.
3. "Simulated Tobacco Products" are defined as products that imitate or mimic tobacco products, including, but not limited to cloves, bidis, kreteks, and vapor smoking with/without nicotine.
4. "Use" is defined as lighting, chewing, dipping, inhaling, or smoking any tobacco as defined within this policy.

Advertising of tobacco products on school property, school publications, and video-TV productions is prohibited. This prohibition also includes gear, paraphernalia, clothing, etc. that display and/or promote tobacco products.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited. The success of this policy will depend on the cooperation and consideration of smokers/tobacco users and non-smokers/tobacco users. All individuals on school property share in the responsibility for adhering to and enforcing this policy. Those found in violation will be informed that they are in violation of board policy, and in the case of tobacco and/ or tobacco products, state law. Any individual who observes a violation on school property may report it in accordance with the procedures listed below:

**24/7 SMOKE FREE TOBACCO FREE ENVIRONMENT POLICY (Cont.)**

**Students** - Any violation of this policy by students will be referred to the site administrator. Site administrators shall inform both students and parents that failure to comply with the policy may result in confiscation of paraphernalia and/or suspension from classes and school activities.

**Employees** - Any violation of this policy by staff will be referred to the appropriate supervisor. Continued violations will constitute willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal, and non-renewal of employee.

**Visitors and General Public** - Visitors who are observed smoking or using tobacco products on school district property will be asked to refrain from smoking or using tobacco on school property. If the individual fails to comply with the request, such violation of policy may be referred to the site administrator or other school district supervisory personnel responsible for the area or program during which the violation occurred. The site administrator or supervisor shall make a decision on further action that may include a directive to leave school property. Repeated violations may result in a recommendation to the Superintendent to prohibit the individual from entering school district property for a specified period of time. If deemed necessary by the school administration, local law enforcement officials may be called upon to assist with enforcement of this policy with regard to removal of violators of this policy.

## HAZARDOUS MATERIALS

The Board of Education realizes that hazardous materials are used in the day-to-day operation of the school facilities and in the support of education requirements. The board also recognizes that with the use of hazardous materials, responsibility must be taken to ensure personal safety and to protect the environment during the use, storage, and transportation of such materials.

Therefore, this school district shall establish and maintain conditions of work which are reasonably safe and healthful for our employees. The school district's safety standards and safeguards shall be those which are reasonably necessary for the protection of the life, health and safety of our employees.

The term "hazardous materials" includes any substance or mixture of substances that pose a fire, explosive, reactive, or health hazard (such as bloodborne pathogens). Examples are common household cleaning supplies, spray oven cleaners, cleaning solvents, photo chemicals, soldering flux, some ceramic glazes, oils, gasoline and other fuels, and all other materials for which a "material safety data sheet" (MSDS) has been prepared. The U.S. Occupational Safety and Health Administration maintains complete listings of hazardous substances and materials.

The superintendent will develop regulations and/or procedures which govern the purchase, storage, handling, transportation, and disposal of hazardous materials for school facilities and operations.

Such regulations will establish an ongoing process by which each location in the district will have a program of identifying and managing hazardous material. District personnel will be encouraged to substitute non-hazardous material for hazardous material to the extent possible and to minimize the quantities of hazardous substances used and stored on school property.

**CROSS-REFERENCE: Policy DIAF, Hygiene and Sanitation (Bloodborne Pathogens)**

## HAZARDOUS MATERIALS (REGULATION)

In accordance with the policy of the board of education, the following regulation establishes procedures for the use, storage, and transportation of hazardous materials in this school district.

Hazardous materials are defined to be those items listed in Oklahoma and federal law and regulations regarding the transportation of hazardous materials. Examples include, but are not limited to the following:

Non-building related asbestos materials;

Lead and lead compounds (included in school supplies, e.g., art supplies, ceramic glazes, etc.);

Compressed gases (natural gas), and explosive (hydrogen), poisonous (chlorine), or toxic gases (including exhaust gases such as carbon monoxide);

Solvents (gasoline, turpentine, mineral spirits, alcohol, carbon tetrachloride);

Liquids, compounds, solids or other hazardous chemicals which might be toxic, poisonous, or cause serious bodily injury;

Materials required to be labeled by the Department of Agriculture or the EPA (pesticides, algacide, rodenicide, bactericides);

Regulated underground storage tank hazardous materials (including diesel fuel, regular and unleaded gasoline, oil (both new and used), and propylene glycol).

Each building principal or project manager is responsible for ensuring receipt, proper labeling and storage of hazardous materials received at their location. Copies of the current inventory will be provided to the superintendent no later than May 1 of each year. Inventory lists will be maintained and may be made available to appropriate police, fire, and emergency service districts as appropriate.

The superintendent or superintendent's designee will maintain a set of material safety data sheets (MSDS) for the district.

Purchase orders for hazardous materials will include a requirement that the shipment of any such materials include MSDS with any order or portion of order. Purchase orders also will note that failure to provide MSDS with the shipment may result in either the District's refusing to accept the shipment or conditionally accepting the shipment and refusing to pay for the material until the MSDS are provided. These procedures will apply to all hazardous materials regardless of the method of acquisition.

Storage of hazardous materials will be in compliance with any local ordinances and state and federal law and regulations. Hazardous materials will be separated and labeled according to hazardous characteristics and stored safely in storage areas appropriate to the risk posed by the materials. Where appropriate, storage cabinets may be locked and access to students or non-authorized staff limited. Containers will be labeled to show the date of receipt by the district, shelf life, and expiration date. Materials should be stored so that the oldest materials are used first.

**HAZARDOUS MATERIALS, REGULATION (Cont.)**

The superintendent or designee will maintain a master Chemical Information List (CIL) which shall contain the common and trade names of all hazardous substances used or stored within the district. Any new substances introduced into the district will be added to the master CIL within 30 days.

The superintendent or designee will maintain a CIL on each employee who works with or who has had chemical exposure at a workplace within the district. Such CILs shall be presented to any employee upon request and to all appropriate employees at least once annually. The master and individual CILs will be made available for inspection within 24 hours of an employee's request.

Each building principal will maintain a Chemical Information List (CIL) of hazardous materials used or stored in their respective building. Such CILs will be available for inspection by any employee working in the building or who is known to have had exposure to any chemical or other hazardous substance stored within the building.

**REFERENCE: 40 O.S. §401**

**HAZARD COMMUNICATION**

It is the policy of the Turkey Ford Public Schools to provide in-service training on an annual basis concerning hazard communications (Right To Know Law) and the Maintenance, Operation of Plants (MOPs) workshops by the Oklahoma State Department of Education.

1. MOP Workshop in-services will be mandatory for district employees, custodial staff, appropriate support personnel, and student workers and any other employees who work during the summer.
2. Hazard communications in-service will be conducted by district personnel or outside consultants. Employees to attend are custodial staff, appropriate support personnel, lunchroom personnel, and student workers.

All employees will be compensated to attend these workshops. Meals will be paid for or the employees will be reimbursed after submitting receipts to the assistant superintendent's office.

Certificates of attendance will be maintained in the employee's personnel file on an annual basis.

In accordance with O.A.C. 380:45-1-2(a)(2)



**HAZARD COMMUNICATION STANDARD, REGULATIONS (Cont.)**

Prior to starting work, each new employee of the school district will attend a health and safety orientation and will receive information and training on the following:

1. An overview of the requirements contained in the Hazard Communication Standard;
2. Chemicals present in the workplace operations;
3. Location and availability of the written Hazard Communication Standard Program;
4. Physical and health effects of the hazardous chemicals;
5. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area;
6. How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment;
7. Emergency procedures to follow if exposed to these chemicals;
8. How to read labels and review MSDS's to obtain appropriate hazard information; and
9. Location of MSDS files and location of hazard chemical lists.

After attending the training class, each employee will sign a form to verify that the training was attended, written materials were received, and the policies on hazard communication are understood.

Prior to a new chemical hazard being introduced into any section of the district, each employee of that section will be given information as outlined above. The maintenance director is responsible for ensuring that MSDS's on the new chemical(s) are available.

List of Hazardous Chemicals

The hazards associated with chemicals used by the school district will be identified from Material Safety Data Sheets obtained from the chemical supplier.

A Chemical Information List is available in the assistant superintendent's office. Further information on each noted chemical can be obtained by reviewing Material Safety Data Sheets.

Hazardous Nonroutine Tasks

Periodically, employees are required to perform hazardous nonroutine tasks. Prior to starting work on such projects, each affected employee will be given information by the maintenance director about hazardous chemicals to which they may be exposed during such activity.

## HAZARD COMMUNICATION STANDARD (REGULATIONS)

In order to comply with the Hazard Communication Standard, the following written program has been established for Turkey Ford Public Schools:

All work units of the school district are included within this program. The written program will be available in the assistant superintendent's office for review by any interested employee. As an employer, the school district intends to provide and maintain conditions of work which are reasonably safe and healthful for all employees. The Turkey Ford School Hazard Communication Standard Program is to assure that each employee receives the information and training needed to work safely. It is a tool for providing communication to personnel about hazards and how to deal with them.

The assistant superintendent will be the Hazard Communication Standard Program Manager and will be assisted by the maintenance director.

### Container Labeling

The maintenance director will verify that all containers received for use will be clearly labeled as to the contents, the appropriate hazard warnings are noted, and the name and address of the manufacturer are listed on each one.

The custodian in each section will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with the generic labels which have a block for identity and blocks for the hazard warnings.

The assistant superintendent will review the school district labeling system every 12 months and update as required.

### Material Safety Data Sheets (MSDS)

The maintenance director will be responsible for obtaining and maintaining the data sheet system for the school district and will review incoming data sheets for new and significant health/safety information. New information will be passed on to the affected employees.

Copies of MSDS's for all hazardous chemicals to which employees of the district may be exposed will be kept in the assistant superintendent's office.

MSDS's will be available to all employees in their work areas for review during each work shift. If MSDS's are not available or new chemicals in use do not have MSDS's, the assistant superintendent should be contacted immediately.

### Employee Training and Information

The assistant superintendent is responsible for the employee training program and will ensure that all elements specified below are carried out.

**HAZARD COMMUNICATION STANDARD, REGULATIONS (Cont.)**

This information will include:

1. Specific chemical hazards;
2. Protective/safety measures the employee can take; and
3. Measures the district has taken to lessen the hazards, including ventilation, respirators, presence of another employee, and emergency procedures.

**Informing Contractors**

It is the responsibility of the assistant superintendent to provide contractors (with their employees) the following information:

1. Hazardous chemicals to which they may be exposed while on the job site, and
2. Precautions the employees may take to lessen the possibility of exposure by usage of protective measures.

The assistant superintendent will be responsible for contacting each contractor before work is started in the school district to gather and disseminate any information concerning chemical hazards that the contractor is bringing to the school workplace.

It is the responsibility of the contractor to train his employees.

**Fire Safety**

The fire safety regulations call for keeping the Cow Skin Fire Department informed of hazards. A system for placards to mark areas for the fire department will be set up with the local fire chief.

**Monitoring and Evaluation**

The superintendent, assistant superintendent, and maintenance director will review the Hazard Communications Programs at least annually and update and make changes as necessary.

**Other Areas of Responsibility**

Each principal, the vocational agricultural instructor, the bus mechanic, middle school and high school science instructors, and the head football coach will be familiar with the Hazard Communication Standard and with these regulations and will see that they are carried out in their respective work areas and areas of responsibility.

## BUILDINGS, EQUIPMENT, AND GROUNDS

The Board of Education believes that the education of children is dependent upon many factors including a proper physical environment that is safe, clean, attractive, and smoothly functioning.

The care, custody, and safekeeping of all school district property is the general responsibility of the superintendent. It is also the superintendent's responsibility to establish procedures for the proper maintenance and safekeeping of school property.

Citizens of the district, students, and members of the police department are encouraged to cooperate in reporting to the chief of security any incidents of vandalism to property belonging to the district and the name(s) of the person or persons believed to be responsible. Every employee of the district shall report to the principal of the school - and the principal in turn to the chief of security - any incident of vandalism known to them, and, if known, the names of those responsible.

The superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism to school property. The superintendent is further authorized to delegate, as seen fit, authority to sign such complaints and to press charges.

The superintendent shall have authority to let contracts for minor repair work. Contracts beyond minor repair shall require board approval.

For public use of school property, see the policy on the community use of school property located elsewhere in this manual (see policy GK).

*Adoption Date:*

9-99

*Revision Date(s):*

*Page 1 of 1*

**EQUIPMENT ACCOUNTABILITY**

It is the policy of the Board of Education that each teacher shall be charged with the responsibility of accounting for equipment used by the teacher.

Inventories will be made of all equipment, books, furniture, and supplies at the beginning and close of the school year. The inventory will be filed in the office of the superintendent.

No school property or equipment may be removed from the school for non-school use without the approval of the superintendent. Any equipment on loan must be operated by a school approved operator. The borrower shall assume the expense of the operator and the full responsibility for the equipment while it is in the borrower's possession.

**REFERENCE:** 70 O.S. §5-130  
Department of Education, Administrator's Handbook

**NOTE:** The board of education may delegate authority for inventory control to anyone it wishes. However, the superintendent is usually charged with that responsibility.

**CROSS-REFERENCE:** Policy CMA, Equipment Accountability, Lending  
Policy CMAA, Use of School Property by District Employees  
Policy GK, Use of School Property

## INVENTORIES (REGULATION)

Inventories must be maintained by all personnel of the \_\_\_\_\_ Public School System should it become necessary to file claims arising from fire, theft, or storm damage.

A separate furniture and equipment list must be used for each room of the building listing all items of furniture and equipment which are movable or portable.

A furniture and equipment inventory book is provided by the administration office for the purpose of recording all pertinent data. Exact instructions are listed in this book.

Building inventories are the responsibility of the principals. Classroom inventories are the responsibility of the teachers.

Inventories of furniture and nonconsumable equipment is a responsibility of the building principal. Furniture and equipment inventories must be submitted to the assistant superintendent on October 1 and June 1 of each school year. Copies of all inventories will be stored away from the specific location.

### BUILDING AND GROUNDS MAINTENANCE

The Board of Education believes that adequate maintenance of buildings, grounds, and property is essential to efficient management of the district.

The board directs a continuous program of inspection and preventative maintenance of school buildings and equipment.

The superintendent shall develop and implement a maintenance program that will include:

A regular program of repair and conditioning,

Critical spare parts inventory,

An equipment replacement program, and

A long-range program of building modernization and conditioning.

The superintendent shall develop such guidelines as may be necessary for the maintenance and repair of the physical plant.

The superintendent shall develop a checklist that will be applicable to all buildings in the district. Each building principal, in conjunction with the maintenance supervisor in that building, shall conduct a physical inspection of the building on a monthly basis and submit a written report to the superintendent.

The superintendent shall report to the board regarding the current maintenance and improvement program.

## **CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM**

The Turkey Ford Board of Education recognizes that childhood obesity has reached epidemic levels throughout the country. Overweight children are at a higher risk for developing severe long-term health problems, and overweight children are affected by discrimination, psychological stress, and low self-esteem. However, research indicates that obesity and subsequent diseases are largely preventable through diet and regular physical activity. Research also indicates that becoming physically active and maintaining a regular physical activity program significantly reduces the risk of some obesity and some cancers, diabetes, and other chronic diseases.

Children who eat well-balanced meals and are healthy are more likely to learn in the classroom. The board supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of our district's youth. Therefore, it is the policy of the board to:

1. Provide students access to nutritious food;
2. Provide opportunities for physical activity and developmentally appropriate exercise; and
3. Provide accurate information related to these topics.

### Nutrition and Physical Fitness (wellness) Policy

1. Physical Education Instructors shall include in the curriculum age-appropriate nutritional knowledge as well as the required minutes per week of planned physical activities.
2. Cafeteria staff will hang posters and provide encouragement to students about proper eating habits and foods of nutritional value.
3. Each classroom teacher will integrate nutrition education into the core curriculum including math, science and language arts.
4. Family/parent nutrition education information will be included on occasion in a school news letter.
5. USDA and Child Nutrition Program guidelines will be followed regarding nutritional requirements for meal patterns and reimbursable school meals.
6. A vending machine policy is adopted. (see attached)
7. The superintendent of schools will be responsible for evaluating the effectiveness of the wellness program.

### Curriculum

The Turkey Ford Board of Education recognizes that healthy eating patterns are essential for students to achieve their academic potential, full physical and mental growth, and lifelong health and well being. To help ensure students possess the knowledge and skills necessary to make nutritious food choices for a lifetime, the superintendent shall prepare and implement a comprehensive district nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program and/or the School Breakfast Program. To implement the program, the



**CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM (Cont.)**

superintendent shall adopt and implement a comprehensive curriculum on health, fitness, and nutrition that will provide opportunities for developmentally appropriate instruction for grades K-12. The input of staff, students, parents, and public health professionals in the development of the curriculum will be encouraged.

Nutrition, health, and fitness topics shall be integrated within the sequential comprehensive health education curriculum taught at every grade level, K-12, and coordinated with the district's nutrition and food services operation.

The district shall take a proactive effort to encourage students to make nutritious food choices. The superintendent shall ensure that:

1. A variety of healthy food choices are available whenever food is sold or served on district property or at district-sponsored events;
2. Schools shall regulate the sale or serving of foods or snacks high in fat, sodium, or added sugars; and
3. Nutritious meals served by the school nutrition and food services operation complies with state and federal law.

**Child Nutrition Program**

The Turkey Ford Public Schools will operate a school lunch program that will include lunch, and may include breakfast, through participation in the Child Nutrition Programs. The superintendent, in conjunction with the food service supervisor and with the approval of the board of education, will establish and post meal prices.

As required for participation in the Child Nutrition Programs, the board prescribes that:

School lunch is to be made available to all students.

Free and reduced price lunches are to be made available for students who meet the federal income guidelines.

In the operation of the Child Nutrition Programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability. Discrimination complaints under these programs should be filed with the State Department of Education Child Nutrition Programs, 2500 North Lincoln Blvd., Oklahoma City, Oklahoma 73105-4599.

The district shall inform parents of the eligibility standards for free or reduced price meals. Reasonable efforts shall be made to protect the identity of students receiving such meals. A parent has the right to appeal to the superintendent any decision with respect to his/her application for free or reduced price food services.

The district's child nutrition program shall reflect the board's commitment to providing adequate time for instruction to promote healthy eating through nutrition education, serving healthy and appealing foods at district schools, developing food-use guidelines for staff, and establishing liaisons with nutrition service providers, as appropriate. Nutrition education topics shall be integrated within the sequential, comprehensive health education program taught at every grade level, pre-kindergarten through grade 12, and coordinated with the district's nutrition and food services operation.

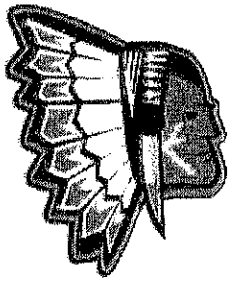
**CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM (Cont.)**

It is the intent of the board of education that district schools take a proactive effort to encourage students to make nutritious food choices. Meals served in school before the end of the last lunch period shall conform to the U. S. Dietary Guidelines for Americans. Food and beverages sold or served on district grounds or at district-sponsored events shall meet requirements for nutritional standards and/or other guidelines as may be recommended by the district and school health and nutrition committees. The superintendent shall ensure that nutritious foods are available as an affordable option whenever food is sold or served on district property or at district-sponsored events.

The superintendent is directed to prepare rules and regulations to implement and support this policy, including such provisions as may be necessary to address all food and beverages sold and/or served to students at school (i.e., competitive foods, snacks, and beverages sold from vending machines, school stores, and fund raising activities and refreshments that are made available at school parties, celebrations, and meetings), including provisions for staff development, family and community involvement, and program evaluation.

**REFERENCE:** 70 O.S. §1-107  
7 CFR, Parts 210 and 220  
7 CFR, Part 245.5

*THIS POLICY REQUIRED BY  
PUBLIC LAW 108-265, SECTION 204.*



## Turkey Ford Elementary School

*Tamyra Larson, Superintendent*

23900 S 670 Rd

Wyandotte, OK 74370

(918) 786-4902 Fax (918) 787-5015

### Vending Machine Policy

To provide healthful food and beverage choices the following items will be available in the vending machines.

- Less than 30 percent or 7 grams of fat (exception for nut and seed mixes)
- No more than 35 percent sugar by weight or 15 grams (exception of dried fruits)
- Less than 480 mg sodium

#### Beverages for Vending Machines:

- Bottled Water
- 100 percent fruit juice
- Tea (unsweetened or diet)
- Sports drinks
- Fruit based (no less than 50% fruit juice and no added sweeteners)

#### Choice of healthy snacks for vending machine:

- Nuts/peanuts
- Dried fruits
- Trail mix
- Whole-grain cereal bars
- Pretzels
- Baked chips or crackers
- Animal crackers
- Baked fish-shaped crackers
- Granola bars
- Whole-grain chips
- String cheese
- Popcorn, airpop or fat-free
- Lowfat baked goods
- Lowfat crackers
- Beef jerky
- Bagels
- Multigrain bars
- Fruit snacks



## Turkey Ford Elementary School

*Tamyra Larson, Superintendent*

23900 S 670 Rd

Wyandotte, OK 74370

(918) 786-4902 Fax (918) 787-5015



### Nutrition Education Policy

1. Physical Education Instructors shall include in the curriculum age-appropriate nutritional knowledge.
2. Cafeteria staff will hang posters and provide encouragement to students about proper eating habits and foods of nutritional value.
3. Each classroom teacher will integrate nutrition education into the core curriculum including math, science and language arts.
4. Family/parent nutrition education information will be included on occasion in the school news letter.

This plan adopted by the Turkey Ford Board of Education at the regularly scheduled meeting on this, the 11<sup>th</sup> day of March in the year 2010.

Signatures:

Karen Haas

SFA Official

Patricia Armstrong

School Board Clerk

## CHILD NUTRITION PROGRAMS – LUNCH SERVICE (REGULATION)

In accordance with the lunch service policy of the Board of Education, the following regulation shall govern the school lunch program in this school district.

1. Any student may eat in the school cafeteria or other designated place.
2. Students may bring or otherwise provide their own lunch. Milk or other beverages may be purchased in the dining hall, if desired. Vending machine ("junk food") items shall not be consumed in the dining hall.
3. Meal prices will be established by the superintendent and food service supervisor, with the approval of the Board of Education, at the beginning of each year.
4. Meal prices will be conspicuously posted in each cafeteria.
5. A guest must be cleared through the food service supervisor by his host to be eligible to eat in the cafeteria.
6. Use of dining room facilities by nondistrict organizations or individuals must have approval of the superintendent.
7. The food service supervisor will develop in-service training programs, approved by the superintendent, for the food service staff.
8. Under federal law, a school that operates on a commodity program is prohibited from serving free meals to any adult, including employees of the district.
9. Qualifications for free and reduced-price lunches will vary annually in accordance with the annual eligibility schedule.
10. Cafeteria charges will be limited to \$10.00 per family from August to May 1. Students who exceed this limit will not be able to charge in the cafeteria. After May 1 each school year, there will be no charges permitted and outstanding accounts will need to be paid in full. Rather than allow a child to go hungry, the school will provide a peanut butter sandwich and milk when students wish to eat in the cafeteria but have exceeded the charges allowed.

### Definitions

1. **Competitive foods** means any food or drink sold in competition with the National School Lunch Program and/or School Breakfast Program in food service areas during the meal periods.
2. **Dietary Guidelines for Americans** means the current set of recommendations of the federal government that are designed to help people choose diets that will meet nutrient requirements, promote health, support active lives, and reduce chronic disease risks.
3. **Nutrition education** means a planned sequential instructional program that provides knowledge and teaches skills to help students adopt and maintain lifelong healthy eating habits.

**CHILD NUTRITION PROGRAMS, REGULATION (Cont.)**

4. **Foods of minimal nutritional value means:**
- A. In the case of artificially sweetened foods, a food that provides less than five percent of the Reference Daily Intakes (RDI) for each of eight specified nutrients per serving; and
  - B. In the case of all other foods, a food that provides less than five percent of the RDI for each of eight specified nutrients per 100 calories and less than five percent of the RDI for each of eight specified nutrients per serving. The eight nutrients to be assessed for this purpose are protein, vitamin A, vitamin C, niacin, riboflavin, thiamine, calcium, and iron.
  - C. Food that is classified into four categories:  
  
Carbonated soft drinks  
Chewing gum  
Water ices  
Certain candies made predominately from sweeteners such as hard candy, licorice, jellybeans, gumdrops, marshmallows, fondant, cotton candy, and candy-coated popcorn
5. **Food service area** means any area on school premises where child nutrition program meals are both served and eaten, as well as any areas in which such meals are either served or eaten.
6. **Meal period** means the period(s) during which breakfast or lunch meals are served and eaten, and as identified on the school schedule.

Nutrition Education

Nutrition education shall focus on students' eating behaviors, be based on theories and methods proven effective by research and be consistent with state and local district health education standards. Nutrition education at all levels of the district's curriculum shall include, but not be limited to, the following essential components designed to help students learn:

1. Age-appropriate nutritional knowledge, including the benefits of healthy eating; essential nutrients; nutritional deficiencies; principles of healthy weight management; the use and misuse of dietary supplements; safe food preparation, handling, and storage; and cultural diversity related to food and eating;
2. Age-appropriate nutrition-related skills, including, but not limited to, planning a healthy meal, understanding and using food labels, and critically evaluating nutrition information, misinformation, and commercial food advertising; and
3. How to assess one's personal eating habits, set goals for improvement, and achieve those goals.

## **FOOD PROCUREMENT PROTEST PROCEDURES**

Any actual or prospective bidder, offeror, or contractor who considers himself to have been aggrieved in connection with the solicitation, evaluation, or award of a contract by Turkey Ford School may formally protest to the Superintendent of Turkey Ford School. Such protests must be made in writing and received by the Superintendent of Turkey Ford School at 23900 S. 670 Rd., Wyandotte, OK 74370 within 10 days of the awarding of the bid. The protesting party must mail or deliver copies of the protest to the Turkey Ford School, the State Agency, and other interested parties.

In the event of a timely protest, the Turkey Ford School shall not proceed further with the solicitation or award of the contract.

A. A formal protest must be sworn and contain:

1. A specific identification of the statutory or regulatory provision that the protesting party alleges has been violated.
2. A specific description of each action by Turkey Ford School that the protesting party alleges to be a violation of the statutory or regulatory provision that the protesting party has identified.
3. A precise statement of the relevant facts.
4. A statement of any issues of law or fact that the protesting party contends must be resolved.
5. A statement of the argument and authorities that the protesting party offers in support of the protest.
6. A statement that copies of the protest have been mailed or delivered to the State Agency and all other identifiable interest parties.

The Turkey Ford School may settle and resolve the dispute over the solicitation or award of a contract at any time before the matter is submitted on appeal. The Turkey Ford School may solicit written responses to the protest from other interested parties.

If the protest is not resolved by mutual agreement, the Turkey Ford School shall issue a written determination that resolves the protest.

If the Turkey Ford School determines that no violation of statutory or regulatory provisions has occurred, then the Turkey Ford School shall inform the protesting party, the State Agency, and other interested parties by letter that sets forth the reasons for the determinations.

If the Turkey Ford School determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has not been awarded, then the Turkey Ford School shall inform the protesting party, the State Agency, and other interested parties of that determination by letter that details the reasons for the determination and the appropriate remedy.

If the Turkey Ford School determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has been awarded, the Turkey Ford School shall inform the protesting party, the State Agency, and other interested parties of that determination by letter that details the reasons for the determination. This letter may include an order that declares the contract void.

The Turkey Ford School shall maintain all documentation on the purchasing process that is the subject of a protest or appeal in accordance with the retention schedule of Turkey Ford School.

## FOOD PROCUREMENT (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the procurement of food products for this school district.

The method of procurement used will be determined by the aggregate amount of goods, equipment, and services purchased. "Aggregate" is defined as any purchase or group of purchases, e.g., milk and milk products, bread, canned and staple foods, fresh and frozen meats, etc., capable of being secured from a single source on a given date or during a purchase period. The procurement methods that will be used by this school district to purchase the goods, equipment, and services required by the program are as follows:

1. Small Purchase Procedures will be used to purchase goods, equipment, and services where the aggregate cost is less than \$150,000, and fresh produce regardless of aggregate amount. Such procedures shall be utilized on an annual basis by the school district.

When small purchase procedures are used, the following conditions, stipulations, and terms must be met:

- A. The goods, equipment, or services to be purchased must be adequately and consistently described for each prospective supplier so that each one can provide price quotes on the same merchandise or service;
  - B. Written or verbal "requests for quotations" for the goods, equipment, or services to be purchased may be made;
  - C. An adequate number of qualified sources must be contacted to provide such quotes. NOTE: The term "adequate number" is determined by local market conditions;
  - D. Responses to "requests for quotations" can be in either written form or verbal with a written confirmation;
  - E. Cost plus a percentage of cost method of purchasing is prohibited;
  - F. Price quotation responses will be retained by this school district with other program documentation and records for a period of five years after the end of the fiscal year to which they pertain.
2. Competitive Sealed Bids (Formal Advertising) will be used to purchase goods, equipment, and services where the aggregate cost is \$150,000 or more, and when the selection of a successful supplier can appropriately be made principally on the basis of price. NOTE: Breaking up purchases with the intent of circumventing formal advertising procedures is contrary to federal procurement regulations. Any change in the district's normal purchasing practices, which results in the aggregate amount of purchases becoming less than \$150,000, must be documented for review and audit purposes.

When competitive sealed bids are used, the following conditions, stipulations, and terms must be met:

- A. The invitation to bid will be publicly advertised;
- B. Bids will be solicited from an adequate number of known suppliers in sufficient time prior to the date set for the opening of the bids;



**FOOD PROCUREMENT, REGULATION (Cont.)**

- C. The invitations for bid will clearly define the goods, equipment, or services needed in order for the bidders to be able to properly respond. This includes product specifications and general purchasing conditions;
  - D. All bids will be opened publicly at the time and place stated in the invitations for bid;
  - E. A firm, fixed-price contract award will be made by written notice to the responsible bidder whose bid is lowest, assuming the bid conforms to the requirements in the invitation for bid;
  - F. Where specified in the bidding documents, factors such as discounts, transportation costs, and life cycle costs (for equipment), if applicable, will be considered in determining which bid is lowest;
  - G. Payment discounts will only be used to determine the low bid when prior experience of the school district indicates that such discounts are generally taken;
  - H. Any and all bids may be rejected when there are sound documented reasons that the best interest of the program will not be served by the potential suppliers;
  - I. Cost plus a percentage of cost method of contracting is prohibited;
  - J. All bids received must be documented and such documentation shall be maintained by this school district with other program records for five years after the end of the fiscal year to which they pertain.
3. Competitive Negotiation can be used when competitive sealed bids are determined to be inappropriate, infeasible, or impossible. This method of procurement is commonly used for the acquisition of professional services. The document used to solicit bids is commonly referred to as a request for proposal.

When competitive negotiation is used, the following conditions, stipulations, and terms must be met:

- A. Proposals will be solicited from an adequate number (at a minimum, two) of qualified sources to permit reasonable competition;
- B. The request for proposal will be publicized and reasonable requests by other sources to compete must be honored to the maximum extent possible;
- C. The request for proposal will identify all significant evaluation factors, including price or cost where required, and their relative importance;
- D. This school district will provide a mechanism: (1) for technical evaluation of the proposals received; (2) to determine which responsible bidders will be contacted for further written and verbal discussions; and (3) for selection of contract award;

**FOOD PROCUREMENT, REGULATION (Cont.)**

- E. The contract will be awarded to the responsible bidder whose proposal is most advantageous to the school district when price or other factors are considered;
  - F. Cost plus a percentage of cost method of contracting is prohibited;
  - G. All requests for proposals received must be documented and such documentation shall be retained by the school district with other program records for five years after the end of the fiscal year to which they pertain.
4. Noncompetitive Negotiation is procurement through solicitation of a proposal from only one source and can only be used when the procurement is not feasible under small purchase procedures, competitive sealed bids (formal advertising), or competitive negotiation. The decision to use noncompetitive negotiation must be justified in writing and be available for audit and review. As with the methods of procurement, such documentation must be maintained with other program records for five years after the end of the fiscal year to which they pertain, and cost plus a percentage of cost method of contracting is prohibited.

Circumstances under which a procurement may be made by noncompetitive negotiations are limited to the following:

- A. The merchandise or service is available only from a single source;
- B. A public emergency exists and the urgency for the requirement will not permit the delay involved with competitive sealed bids (formal advertising) or competitive negotiation;
- C. After solicitation from a number of sources, competition is found to be lacking.

## DISABILITY ACCOMMODATIONS

It is the policy of the board of education to take reasonable steps to accommodate our patrons and students with disabilities.

Each facility or part of a facility constructed by, on behalf of, or for the use of the district will be designed and constructed in such manner that the facility or part of the facility is readily accessible to and usable by persons with disabilities. Alterations of facilities that affect or could affect their usability will, to the maximum extent feasible, be altered in such a manner that the altered portion is readily accessible to and usable by persons with disabilities.

This school district prohibits discrimination in any form against any person, persons, organizations or other entity. Employment opportunities will not be withheld from any qualified person solely because of a known disability. The school district will make reasonable accommodations to the known physical or mental limitations of a qualified person, unless it can be shown that the accommodation would impose an undue hardship on the operation of this school district. This school district does not require pre-employment medical examinations except for bus drivers.

For the purposes of this policy, the term "reasonable accommodation" shall mean making existing facilities used by employees readily accessible to and usable by individuals with disabilities; and job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment, modifications of examinations and training, the provision of qualified readers, and other similar and reasonable accommodation.

In determining whether an accommodation would impose an undue hardship, the district will consider:

- a. the nature and cost of the accommodation needed;
- b. the overall financial resources available to the district;
- c. the number and nature of employees at the facility in question.

In order to disseminate the content of this policy to all school district employees, the superintendent is directed to post appropriate notices in those common areas where employees may expect to find such notices.

**REFERENCE: Public Law 101-336, The Americans With Disabilities Act (ADA)  
70 O.S. §13-101, et seq.**

Adoption Date: 9-99

Revision Date(s):

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**FAIR LABOR STANDARDS ACT**

The Turkey Ford Board of Education will comply fully with the Fair Labor Standards Act, its regulations, and relevant court decisions. This district will inform employees of the Act through proper posting of information as disseminated by the U.S. Department of Labor. The district will cooperate with all state agencies and maintain compliance.

The superintendent is directed to prepare a regulation supporting this policy and implementing the provisions of the Fair Labor Standards Act subject to approval of this board.

**REFERENCE: Fair Labor Standards Act**  
**State Department of Education, Outline for FLSA Policies**

## FAIR LABOR STANDARDS ACT PROCEDURES

It is the intent of this school district to fully comply with the Fair Labor Standards Act (FLSA), its regulations, and relevant court decisions and to cooperate with state agencies in an effort to maintain compliance with the FLSA.

The following procedures and guidelines are to be followed in each department to ensure employees are properly compensated for approved hours worked in excess of the established work week as required by the provisions of the FLSA.

### Definitions

"Overtime" is defined as authorized, compensable work time in excess of forty (40) hours per work week.

A "work week" for full-time nonexempt employees is forty (40) hours during one consecutive seven-day period beginning at 12:00:01 a.m. on Saturday and ending at 12:00 midnight on the following Friday.

"Non-covered employees" are those who are excluded from the definition of "employee" within the meaning of 29 USCA §203(e) (Supp. 1990).

"Covered employees" are those who meet the definition of "employee" within the meaning of 29 USCA §203(e) (Supp. 1990). Covered employees will be either exempt or nonexempt employees.

An "exempt employee" is a covered employee who is exempt from FLSA by virtue of meeting one of the tests for exemption.

A "nonexempt employee" is a covered employee who does not meet one of the tests for exemption.

### Exemptions

The FLSA exempts certain groups of covered employees from coverage. The following categories of exemptions are established:

1. Executives
2. Administrators; e.g., superintendents, principals
3. Professionals; e.g., teachers, special education skilled service providers, attorneys, auditors, nurses, counselors

**FAIR LABOR STANDARDS ACT  
(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall ensure compliance with the Fair Labor Standards Act within this school district.

1. This district will pay all nonexempt employees at least the federal minimum wage and time and one-half for all hours worked which exceed 40 hours per week, or permit compensatory time off at the rate of one and one-half hours off duty for each overtime hour worked. However, any overtime hours to be credited for overtime pay must be approved in advance by that employee's designated superior. Failure to get approval for overtime may result in disciplinary action being taken, which may include termination of employment.
2. This district will inform employees of the law by posting information disseminated by the U.S. Department of Labor.
3. This district shall establish, through separate administrative regulations, the process of time keeping which complies with the Act.

**TIMEKEEPING  
NON-EXEMPT EMPLOYEES**

The district may use a time clock, have a timekeeper keep track of employee work hours, or have the employees write their own times on sign-in/sign-out records. Whichever method is used, employees will be required to sign the time card/sheet to indicate knowledge of recorded work time.

*The following are samples of timekeeping formats that may be used by the district to meet record keeping requirements. These formats may be substituted by the district's current format if the same information requirements are met. The Time Sheet used by this district is attached.*

*Option 1:*

Day/Date:

Employee Name	Time In	Time Out	Time In	Time Out	Total Hours	Employee Signature
John Doe	8:00	12:03	1:00	5:01	8	

Total Regular Hours: \_\_\_\_\_

Total Overtime Hours: \_\_\_\_\_

Total Workweek Hours: \_\_\_\_\_

Timekeeper's Signature: \_\_\_\_\_

*Option 2:*

Employee Name:

Day	Date	Time In	Time Out	Total Hours
Sunday	5/2/93	-----		
Monday	5/3/93	8:00	12:03	
		1:00	5:02	8
Tuesday	5/4/93			

Total Regular Hours: \_\_\_\_\_

Total Overtime Hours: \_\_\_\_\_

Total Workweek Hours: \_\_\_\_\_

Employee Verification Signature: \_\_\_\_\_





**OVERTIME AUTHORIZATION FORM**

Name \_\_\_\_\_ Date \_\_\_\_\_

Job to be Done \_\_\_\_\_

Reason for Overtime \_\_\_\_\_

Form Returned: Date \_\_\_\_\_

Signature of Worker \_\_\_\_\_

Signature of Superintendent \_\_\_\_\_

Rate of Pay: (Reg.) \_\_\_\_\_ (OT) \_\_\_\_\_