



Latta Public Schools
Regular Meeting
Superintendent's Office , 13925 County Road 1560, Ada, Oklahoma
74820
Monday, August 4, 2025 at 6:30 PM

AGENDA

{{Name: Agenda Item Name}}

1. Call meeting to order.
2. Roll call.
3. Vote to approve or not approve the minutes of the regular meeting June 26, 2025, and of the special meeting of July 9, 2025.
4. Consent Agenda
All of the following items, which concern reports and items of a routine nature normally approved at board meetings, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items.
 - 4.A. Finance FY 26
 - 4.A.a. Purchase order numbers 1 through 170 and purchase order numbers 70001 through 70197, in the General Fund, totaling \$9,714,649.91.
 - 4.A.b. Purchase order numbers 1 through 30, in the Building Fund, totaling \$627,203.98.
 - 4.A.c. Purchase order number 1, in the Bond 1 Fund, totaling \$1,162,950.00.
 - 4.A.d. Activity Fund Report.
 - 4.A.e. Activity Fund Accounts and Fundraisers for FY 26.
 - 4.A.f. Reimbursement to OSDE for duplicate federal claim.
 - 4.B. Declare 1150 square foot mobile home as surplus.
 - 4.C. Memorandum of Understanding with the Department of Health of the Chickasaw Nation.
 - 4.D. Child Nutrition Program Provisional 2 Participation for FY 26.
 - 4.E. OK Department of Career & Technology Education Contract for Secondary Career & Technology Education Programs(s) for school year 2025-2026
 - 4.F. Extra-duty assignments for FY 26.
 - 4.G. Athletic contest gate prices and season ticket prices for FY 26.
 - 4.H. Marty Duncan as an adjunct Small Engines teacher (3710 Small Engines) and Fire/Safety teacher (2715 Safety Education) for FY 26.
 - 4.I. Jeff Williams as adjunct Athletic Director (2019 Phys. Ed./Health/Safety) for FY 26.
 - 4.J. Trent Storts as an adjunct teacher for secondary math (4642) for FY 26.
 - 4.K. Savanna Sutton as an adjunct teacher for elementary (1600) for FY 26.
 - 4.L. Chloe Henry as an adjunct teacher for vocal music (3071) for FY 26.
 - 4.M. Jordyn Norton as an adjunct teacher for elementary (1600) for FY 26.
 - 4.N. Nicole Barney as an adjunct teacher for Speech/Drama (4250) for FY 26.
 - 4.O. Lane Burch as an adjunct teacher for elementary (1600) for FY 26.
 - 4.P. Madison Bess as an adjunct teacher for elementary (1600) for FY 26.
 - 4.Q. James Poulin as an adjunct Art Teacher (2808) for FY 26.
 - 4.R. Jill Bates as an adjunct Elementary Instructor (1600 Elementary) for FY 26.
5. Principal's Report
 - 5.A. Elementary Principal
 - 5.B. Middle School Principal
 - 5.C. High School Principal
6. Superintendent's Report

6.A. Financial Report

6.B. District News

6.C. Latta School Safe Return & Continuity of Services Plan

7. Proposed executive session to discuss the resignations, the possible employment of a special education teacher, elementary teacher, a secondary music teacher, cafeteria workers, a maintenance worker, a teacher assistant, a high school softball assistant and a speech/drama teacher. 25 O.S. Section 307(B)(1)
 - a) Resignations received to date: Hailey Teel, Dan Krumholz and Indyana Impson
 - b) Employment of Randi Gaddis as a temporary special education teacher
 - c) Employment of Tabitha Green as a temporary elementary teacher
 - d) Employment of Mike Minton as temporary secondary music teacher
 - e) Employment of Brandy Cordova and Carol Blalock as cafeteria workers
 - f) Employment of a maintenance worker.
 - g) Employment of Kaycee Thompson as a teacher assistant
 - h) Employment of Trinity Cotanny as an athletic assistant
 - i) Employment of Nicole Barney as a temporary part-time speech/drama teacher
 - j) Employment of Attie White as a 12-month support employee
8. Vote to return to open session
9. Executive session compliance statement
10. Discussion and possible action regarding resignations received to date.
11. Vote to employ or not to employ Randy Gaddis as a temporary special education teacher for FY 26.
12. Vote to employ or not to employ Tabitha Green as a temporary elementary teacher for FY 26.
13. Vote to employ or not to employ Mike Minton as a temporary secondary music teacher for FY 26.
14. Vote to employ or not to employ Brandy Cordova and Carol Blalock as cafeteria workers for FY 26.
15. Vote to employ or not to employ a maintenance worker for FY 26.
16. Vote to employ or not to employ Kaycee Thompson as a teacher assistant for FY 26.
17. Vote to employ or not to employ Trinity Cotanny as an athletic assistant for FY 26.
18. Vote to employ or not to employ Nicole Barney as a temporary part-time speech/drama teacher.
19. Vote to employ or not to employ Attie White as a 12-month support employee.
20. Vote to approve or not approve contracts for all certified and support personnel for FY 26 who work 11 months or less.
21. Vote to approve or not approve the contract of Stephanie Negri as a concession worker for FY 26.
22. Vote to approve or not approve the contract of Wendy Norton as a concession worker for FY 26.
23. Consideration and possible action on changes to Latta Student Handbook for FY 26.
24. Consideration and possible action concerning the revision of or adoption of the following policies:
 - DAA - Nondiscrimination
 - DABB - Records Investigation
 - DBCA - Standards of Performance and Conduct of Teachers
 - DEC-R7 - Maternity Leave (Regulations)
 - DO - Termination of Employment of Teachers
 - DO-R - Teacher Termination Procedures
 - DOAC - Support Personnel Suspension, Demotion, Nonrenewal, or Termination
 - EMDB - Flags
 - FE - Student Transfers
 - FFG - Reporting Suspected Child Abuse and/or Neglect
 - FNC - Student Conduct
 - FNG - Personal Electronic Devices

25. Board to take action to allow Stan Cochran, Superintendent, to sign off on budget reallocations and change orders to specific contracts that do not affect the overall Guaranteed Maximum Price of the project. Any reallocations and change orders will be reviewed by Redland Childers Architects and Latta Public Schools Board of Education once per month at the time of the pay application review.
26. Review and possible action concerning Procurement Policies and Procedures for the Child Nutrition Program for FY 26.
27. Discussion and possible action for selection of the ACT as Latta Public Schools nationally recognized assessment for the College and Career Readiness Assessment (CCRA).
28. Review and vote to approve or not approve Teacher/Leader Evaluation policies for FY 26.
29. Vote to approve or not approve bus routes for FY 26.
30. Discussion and possible action on proposal from Digi Security Systems for Latta Public Schools Access Control & Video Intercom Additions.
31. Proposed executive session to discuss the appointment of an individual and/or interview candidates to be appointed to school board seat #4. 25 O.S. § 307(B)(1) and 70 O.S. § 5-118.
32. Vote to convene or not convene into executive session.
33. Acknowledge board's return to open session.
34. Executive session compliance announcement.
35. New Business: This item is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of the posting this Agenda [Okla. Stat.tit. 25, Section 311 (A) (9)].
36. Announcements
37. Adjournment

Posted by: _____

Andrea Nickell
Superintendent's Secretary

Date: 08.01.2025

Time: 3:50pm

Location: Entrance to Superintendent's Office
13925 County Road 1560, Ada, OK



Latta Public Schools
Special Meeting
Wednesday, July 9, 2025
12:04 PM

Superintendent's Office
13925 County Road 1560
Ada, Oklahoma 74820

Attendance Taken at 12:03 PM.

Justin Berst: Present
Royce Chandler: Present
Quinton Scott: Present
Connie Smith: Present

1. Call meeting to order.

2. Roll call.

3. Proposed executive session to discuss resignations, the possible employment of a School-Based Family Services Liaison/Social Worker, a Mental Health Counselor and a temporary Special Education teacher. 25 O.S. § 307(B)(1).

4. Vote to convene or not to convene in executive session.

No action taken.

5. Acknowledge board's return to open session.

No action taken.

6. Executive session compliance announcement.

None

7. Discussion and possible action regarding resignations received to date.

Motion to accept resignations of Kristi Byers, Brooke Williamson and Katrina Ellis. This motion, made by Connie Smith and seconded by Royce Chandler, Carried.

Justin Berst: Yea
Royce Chandler: Yea
Quinton Scott: Yea
Connie Smith: Yea

8. Discussion and possible action to employ a School-Based Family Services Liaison/Social Worker.

Motion to employ Kenzie Hoppe. This motion, made by Quinton Scott and seconded by Connie Smith, Carried.

Justin Berst: Yea
Royce Chandler: Yea
Quinton Scott: Yea
Connie Smith: Yea

9. Discussion and possible action to employ a Mental Health Counselor.

Motion to employ Anna Word. This motion, made by Royce Chandler and seconded by Quinton Scott, Carried.

Justin Berst: Yea

Royce Chandler: Yea

Quinton Scott: Yea

Connie Smith: Yea

10. Discussion and possible action to employ a temporary Special Education teacher.

Motion to employ Hailey Hansen. This motion, made by Quinton Scott and seconded by Royce Chandler, Carried.

Justin Berst: Yea

Royce Chandler: Yea

Quinton Scott: Yea

Connie Smith: Yea

11. Proposed executive session to discuss the appointment of an individual and/or interview candidates to be appointed to school board seat #4. 25 O.S. § 307(B)(1) and 70 O.S. § 5-118.

12. Vote to convene or not convene into executive session.

Motion to convene at 12:15pm. Those present were Justin Berst, Quinton Scott, Royce Chandler, Connie Smith and Stan Cochran. This motion, made by Connie Smith and seconded by Quinton Scott, Carried.

Justin Berst: Yea

Royce Chandler: Yea

Quinton Scott: Yea

Connie Smith: Yea

13. Acknowledge board's return to open session.

Motion to return at 12:43pm. This motion, made by Quinton Scott and seconded by Royce Chandler, Carried.

Justin Berst: Yea

Royce Chandler: Yea

Quinton Scott: Yea

Connie Smith: Yea

14. Executive session compliance announcement.

Board President, Justin Berst, reported the minutes of the executive session to discuss the

appointment of an individual and/or interview candidates to be appointed to school board seat #4. Nothing further was discussed and no vote was taken.

15. Adjournment

Motion to adjourn at 12:43pm. This motion, made by Connie Smith and seconded by Quinton Scott, Carried.

Justin Berst: Yea

Royce Chandler: Yea

Quinton Scott: Yea

Connie Smith: Yea



Latta Public Schools
Regular Meeting
Thursday, June 26, 2025 6:30
PM

Superintendent's Office
13925 County Road 1560
Ada, Oklahoma 74820

Attendance Taken at 6:30 PM.

Justin Berst: Present
Royce Chandler: Present
Michael McElroy: Absent
Quinton Scott: Present
Connie Smith: Present

1. Call meeting to order.

2. Roll call.

3. Vote to approve or not approve the minutes of the regular meeting of June 2, 2025.

Motion to approve. This motion, made by Royce Chandler and seconded by Quinton Scott, Carried.

Justin Berst: Yea
Royce Chandler: Yea
Quinton Scott: Yea
Connie Smith: Yea

4. Consent Agenda

All of the following items, which concern reports and items of a routine nature normally approved at board meetings, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items.

Motion to approve consent agenda item numbers 4A through 4E.s. This motion, made by Quinton Scott and seconded by Connie Smith, Carried.

Justin Berst: Yea
Royce Chandler: Yea
Quinton Scott: Yea
Connie Smith: Yea

A. Finance FY 25

B. Purchase order numbers 607 through 617, purchase order numbers 70483 through 70487, and changes to previous purchase order numbers, 11, 28, 29, 33, 37, 38, 48, 52, 53, 55, 57, 61, 62, 63, 79, 83, 85, 86, 87, 92, 210, 268, 296, 352, 361, 400, 410, 413, 458, 466, 470, 478, 501, 508, 509, 520, 533, 537, 554, 561, 569, 574, 586, 589, 70001 through 70004, 70006 through 70014, 70017 through 70036, 70039, 70041 through 70048, 70050 through 70056, 70058

through 70060, 70062 through 70064, 70066 through 70081, 70083 through 70122, 70124 through 70132, 70134 through 70139, 70141, 70148 through 70175, 70179, 70181, 70183 through 70188, 70191 through 70195, 70198, 70200 through 70203, 70205, 70207 through 70210, 70212 through 70220, 70310, 70341, 70353 through 70360, 70412, 70418, 70422 through 70426, 70431 through 70435, 70439 through 70448, 70458 through 70461, 70467, 70469, 70471, 70473, 70477, 70479 through 70482, in the General Fund, totaling (-\$99,959.25).

C. Purchase order number 99, and changes to previous purchase order numbers 8, 28, 32, 62, 63, 65 and 89, in the Building Fund, totaling (-\$4,382.77).

D. Activity Fund Report.

E. Finance FY 26

- a. Resolution of Encumbrance FY 26.
- b. Certified Salary Schedule FY 26.
- c. Support Salaries for FY 26.
- d. Authorization of the Latta Activity Fund Custodian to place all interest for FY 26 into the Employees for Excellence activity sub-account.
- e. Authorization of the District Treasurer to place all interest earned from the General, Building, Sinking and Bond Funds into the General and Building Funds for FY 26.
- f. Authorization of the Encumbrance Clerk to increase approved purchase orders up to \$1,500 for FY 26.
- g. Addendum to Contract For Certified Personnel.
- h. Enrollment with Loomis & Lapann for School Catastrophic Accident Insurance.
- i. LEA Implementation Agreement for Special Education for FY 26.
- j. Renewal of a lease-purchase for the fiscal year ending June 30, 2026, as required under the provisions of the Equipment Lease/Purchase Agreement dated April 1, 2023 between the District and Vision Bank.
- k. Federal Programs General Assurances for FY 26.
- l. MOU for Alternative Education Cooperative and Authorization to Pay the FY 26 Allocation of Statewide Alternative Education Academy Program Funds to the LEA for the Cooperative
- m. Pontotoc Technology Center Math/Science Course Instruction Agreement
- n. Resolution #25-119, Interlocal Cooperative Agreement with Pontotoc County
- o. Agreement for Services with the Board of County Commissioners of Pontotoc County on behalf of the Pontotoc County Sheriff's Office
- p. Rave Panic Button as the Districts Adopted Emergency Safety Notification Platform
- q. Bi-Annual Standard Oil and Grease Agreement with Allied Elevator Service.

r. Stan Cochran as Authorized User for PMA-OLAP.

s. Stan Cochran as authorized signatory for BancFirst requisitions as related to the bond construction projects.

5. Vote to convene or not to convene into executive session to discuss resignations, employment of a teacher assistant, paraprofessional, temporary maintenance worker, a Mental Health Counselor, a School-Based Family Services Liaison, the contracts of the Superintendent and all 12 month certified and support personnel as listed below: Executive Session Authority 25 O.S. Section 307(B)(1)

a) Resignations received to date: Ashley Newport, Kenley Burk, Carter Smith

b) Employment of Layna Taylor as a teacher assistant

c) Employment of Rio Peterson as a paraprofessional

c) Employment of a temporary maintenance worker

d) Employment of a Mental Health Counselor

e) Employment of a School-Based Family Services Liaison

f) Contract of the Superintendent

g) Contract for all 12 month certified and support personnel

No action taken.

6. Vote to return to open session

No action taken.

7. Executive session compliance statement

No action taken.

8. Discussion and possible action regarding resignations received to date.

Motion to accept resignations on Kenley Burk, Ashley Newport and Carter Smith. This motion, made by Quinton Scott and seconded by Connie Smith, Carried.

Justin Berst: Yea

Royce Chandler: Yea

Quinton Scott: Yea

Connie Smith: Yea

9. Vote to employ or not to employ Layna Taylor as a teacher assistant.

Motion to employ. This motion, made by Quinton Scott and seconded by Connie Smith, Carried.

Justin Berst: Yea

Royce Chandler: Yea

Quinton Scott: Yea

Connie Smith: Yea

10. Vote to employ or not to employ Rio Peterson as a paraprofessional.

Motion to employ. This motion, made by Royce Chandler and seconded by Quinton Scott, Carried.

Justin Berst: Yea

Royce Chandler: Yea
Quinton Scott: Yea
Connie Smith: Yea

11. Consideration and possible action concerning the employment of a temporary maintenance worker.

No action taken.

12. Consideration and possible action concerning the employment of a Mental Health Counselor.

No action taken.

13. Consideration and possible action concerning the employment of a School-Based Family Services Liaison.

No action taken.

14. Vote to revise or not to revise the contract of the Superintendent, Stan Cochran.

Motion to revise. This motion, made by Quinton Scott and seconded by Royce Chandler, Carried.

Justin Berst: Yea
Royce Chandler: Yea
Quinton Scott: Yea
Connie Smith: Yea

15. Vote to approve or not approve the FY 26 contracts of all 12-month certified and support personnel.

Motion to approve. This motion, made by Quinton Scott and seconded by Royce Chandler, Carried.

Justin Berst: Yea
Royce Chandler: Yea
Quinton Scott: Yea
Connie Smith: Yea

16. Principal's Report

A. Elementary Principal

Mr. Cochran reported for the Elementary Principal that summer school is complete.

B. Middle School Principal

Mr. Cochran reported for the Middle School Principal. He reported on the following: summer sports, panther pride and dead week will begin soon.

C. High School Principal

Mr. Cochran reported for the High School Principal. He reported on the following items: summer camps/leagues and no drivers ed this summer.

17. Superintendent's Report

A. Financial Report

Mr. Cochran read over the finance report.

B. District News

Mr. Cochran updated on the Board on the following items: ms/hs flooring, tubing rail at the ballfields, portable remodel complete, roofing, dirtwork at softball field washout, sidewalk to ag and gym, striping the parking lot and land purchase closing is completed.

C. Latta School Safe Return & Continuity of Services Plan

18. Vote to revise or not to revise the following Latta Board Policies:

EBA - School Hours

CFB-R1 - Activity Funds (Regulations)

Motion to revise. This motion, made by Quinton Scott and seconded by Connie Smith, Carried.

Justin Berst: Yea

Royce Chandler: Yea

Quinton Scott: Yea

Connie Smith: Yea

19. Vote to approve or not approve Latta Board Policy EBA that requires not less than 1086 hours of instruction for the 2025-2026 school year.

Motion to revise. This motion, made by Quinton Scott and seconded by Royce Chandler, Carried.

Justin Berst: Yea

Royce Chandler: Yea

Quinton Scott: Yea

Connie Smith: Yea

20. Vote to approve or not approve Latta Public Schools Transfer Policy FE and district wide transfer capacities.

Motion to approve. This motion, made by Quinton Scott and seconded by Royce Chandler, Carried.

Justin Berst: Yea

Royce Chandler: Yea

Quinton Scott: Yea

Connie Smith: Yea

21. Consideration and possible action concerning FY 26 membership in the organizations listed below:

OASIS

NAFIS

OROS

OPSRC

Ada Area Chamber of Commerce

Motion to approve. This motion, made by Quinton Scott and seconded by Royce Chandler, Carried.

Justin Berst: Yea

Royce Chandler: Yea

Quinton Scott: Yea

Connie Smith: Yea

22. Consideration and possible action concerning quote(s) on two 71-passenger buses.

Motion to approve Holt Truck Center quote. This motion, made by Quinton Scott and seconded by Royce Chandler, Carried.

Justin Berst: Yea

Royce Chandler: Yea

Quinton Scott: Yea

Connie Smith: Yea

23. Consideration and possible action concerning quote(s) on a reel mower.

Motion to approve P & K Equipment quote without bunker field rake. This motion, made by Quinton Scott and seconded by Royce Chandler, Carried.

Justin Berst: Yea

Royce Chandler: Yea

Quinton Scott: Yea

Connie Smith: Yea

24. Vote to accept or not to accept the resignation of Michael McElroy from the Latta Board of Education effective June 26, 2025.

Motion to accept. This motion, made by Royce Chandler and seconded by Connie Smith, Carried.

Justin Berst: Yea

Royce Chandler: Yea

Quinton Scott: Yea

Connie Smith: Yea

25. New Business: This item is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of the posting this Agenda [Okla. Stat.tit. 25, Section 311 (A) (9)].

No new business.

26. Announcements:

Business Office Closed - June 27 through July 6

Board Meeting - August 4, 2025

27. Adjournment

Motion to adjourn at 8:06pm. This motion, made by Quinton Scott and seconded by Royce Chandler, Carried.

Justin Berst: Yea

Royce Chandler: Yea

Quinton Scott: Yea

Connie Smith: Yea

LATTA PUBLIC SCHOOLS

From PO: 1 to PO: 170

**Encumbrance For Board Approval
GEN FUND-FOR OPERAT**

PO	Vendor Name	General Description	Amount	Date
1	***AMAZON	CLASSROOM SUPPLIES-D REEVES	1,000.00	07/01/2025
2	***HOBBY LOBBY	CLASSROOM SUPPLIES-D REEVES	700.00	07/01/2025
3	***HOME DEPOT	MAINTENANCE SUPPLIES	4,000.00	07/01/2025
4	ADA BATTERY CENTER	BATTERIES	1,600.00	07/01/2025
5	ADA CITY UTILITIES	WATER AND SEWER	44,000.00	07/01/2025
6	ADA NEWS	ADS AND NOTICES	1,000.00	07/01/2025
7	ADA PAPER CO.	SUPPLIES	60,000.00	07/01/2025
8	ADPC	MONTHLY MAINTENANCE, FIN. ACCOUNTING AND SUPPLIES	11,115.00	07/01/2025
9	ALCOHOL AND DRUG TESTING, INC.	CONSORTIUM FEE	361.90	07/01/2025
10	ASHLEY CALVERT	PSYCHOLOGIST SERVICES	46,000.00	07/01/2025
11	AT&T	PHONE SERVICE	500.00	07/01/2025
12	B & S SANITATION	TRASH SERVICE	8,340.00	07/01/2025
13	BANCFIRST	BOND SERVICES RENTALS	3,300.00	07/01/2025
14	BATES ELECTRONICS, INC.	ALARM MONITORING	1,620.00	07/01/2025
15	BEN E KEITH	SUPPLIES	160,000.00	07/01/2025
16	BOND WHOLESALE	CUT FLOWERS FFA	1,000.00	07/01/2025
17	CAMPBELL TIRE LLC	FLATS AND REPAIRS	15,000.00	07/01/2025
18	CDW-G	INK ORDERS	15,000.00	07/01/2025
19	CINTAS	DUST MOPS AND RUGS	4,000.00	07/01/2025
20	CROWELL LOCK & SAFE	LOCKSMITH SERVICES	1,500.00	07/01/2025
21	CULLIGAN	WATER SUPPLIES AND RENTAL	5,300.00	07/01/2025
22	DEPENDABLE HEAT & AIR	REPAIRS	2,000.00	07/01/2025
23	DOBSON FIBER	ENTERPRISE ETHERNET	21,000.00	07/01/2025
24	DUNCAN, JERRY M	TRAVEL REIMBURSEMENT	250.00	07/01/2025
25	FIRST CHOICE PEST CONTROL	BUG SPRAY	3,110.00	07/01/2025
26	GOVERNMENT ACCOUNT SERVICES	PIKEPASS FEES	400.00	07/01/2025
27	GUDERIAN PRODUCE	FOOD CAFE	6,000.00	07/01/2025
28	GUDERIAN PRODUCE	FOOD - FCCLA/CLASSROOM	1,000.00	07/01/2025
29	HEARTLAND DAIRY	MILK AND JUICE	62,000.00	07/01/2025
30	HOLT TRUCK CENTER	BUS PARTS	30,000.00	07/01/2025
31	J B LUMBER	SUPPLIES	3,000.00	07/01/2025

LATTA PUBLIC SCHOOLS

From PO: 1 to PO: 170

**Encumbrance For Board Approval
GEN FUND-FOR OPERAT**

PO	Vendor Name	General Description	Amount	Date
32	JAMES SUPPLY	SUPPLIES	2,715.00	07/01/2025
33	KELLOGG & SOVEREIGN CONSULTING	CONSULTING	4,087.00	07/01/2025
34	LOCKE SUPPLY	SUPPLIES	4,000.00	07/01/2025
35	MIDWEST BUS SALES	BUS PARTS	2,000.00	07/01/2025
36	MORRIS PLUMBING	PLUMBING SERVICES	2,100.00	07/01/2025
37	NATIONAL FCCLA	REGISTRATION	900.00	07/01/2025
38	NORTON, JARAD L	TRAVEL REIMBURSEMENT	750.00	07/01/2025
39	O'REILLY AUTO	PARTS	15,000.00	07/01/2025
40	OKLAHOMA COPIER SOLUTIONS	PAYMENTS	13,000.00	07/01/2025
41	OKLAHOMA FFA ASSOCIATION	MEMBERSHIP	1,008.00	07/01/2025
42	ONENET	INTERNET	15,000.00	07/01/2025
43	OSAG	WORKER COMPENSATION	25,681.00	07/01/2025
44	OSSBA	LEADERSHIP CONFERENCE	3,450.00	07/01/2025
45	P.E.C.	ELECTRIC SERVICE	220,000.00	07/01/2025
46	PAINTER, TERRY E	TRAVEL REIMBURSEMENT	750.00	07/01/2025
47	PITNEY BOWES BANK, INC. PURCHASE POWER	POSTAGE	6,000.00	07/01/2025
48	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	POSTAGE RENTAL	1,100.00	07/01/2025
49	PONTOTOC COUNTY SHERIFF'S OFFICE	RESOURCE OFFICER	35,000.00	07/01/2025
50	PROHAB THERAPY SPECIALISTS	THERAPY	8,000.00	07/01/2025
51	PRUETTS FOOD	CLASSROOM SUPPLIES-D REEVES	1,000.00	07/01/2025
52	PRUETTS FOOD	FOOD FOR CAFETERIA	200.00	07/01/2025
53	RED RIVER SPECIALTIES	WEED KILLER	1,100.00	07/01/2025
54	REEVES, DARCI R	TRAVEL EXPENSES FCCLA FY21	575.00	07/01/2025
55	REEVES, SETH A	TRAVEL	750.00	07/01/2025
56	RENAISSANCE LEARNING, INC	RENAISSANCE PRODUCTS	12,871.00	07/01/2025
57	ROSENSTEIN, FIST & RINGOLD	LEGAL SERVICES	3,000.00	07/01/2025
58	ROSS TRANSPORTATION	BUS PARTS	250.00	07/01/2025
59	SHERRELL STEEL, L.L.C.	CLASSROOM SUPPLIES	5,000.00	07/01/2025
60	SOUTHEASTERN ALARM CO.	ALARM SERVICE	4,482.00	07/01/2025
61	SPARKLIGHT	CABLE	300.00	07/01/2025

LATTA PUBLIC SCHOOLS

From PO: 1 to PO: 170

**Encumbrance For Board Approval
GEN FUND-FOR OPERAT**

PO	Vendor Name	General Description	Amount	Date
62	SULLIVAN, ZACH A	TRAVEL	250.00	07/01/2025
63	SUMMIT UTILITIES OKLAHOMA, INC.	NATURAL GAS	25,000.00	07/01/2025
64	SUN COAST RESOURCES, LLC	GAS AND DIESEL	41,000.00	07/01/2025
65	TANKERSLEY	FOOD/SUPPLIES	186,000.00	07/01/2025
66	TELECOMP HOLDINGS INC.	RENEWAL SOFTWARE SUPPORT	28,000.00	07/01/2025
67	TELECOMP HOLDINGS INC.	BILLABLE SERVICES	5,000.00	07/01/2025
68	SHERWIN-WILLIAMS CO.	PAINT	5,000.00	07/01/2025
69	TOM CAMERON & ASSOCIATES	CONSULTATION SERVICES	19,320.00	07/01/2025
70	UMB BANK N.A.	BOND FEES	1,500.00	07/01/2025
71	VISUAL SENSES	THERAPY	2,600.00	07/01/2025
72	WALMART	CAFE SUPPLIES	2,000.00	07/01/2025
73	WALMART	FCCLA SUPPLIES	4,000.00	07/01/2025
74	WALMART	MAINTENANCE SUPPLIES	500.00	07/01/2025
75	WILLIAMS, JEFFREY S	MILEAGE REIMBURSEMENT	3,000.00	07/01/2025
76	WILSON DOTSON & ASSOCIATES	AUDITING	8,310.00	07/01/2025
77	PONTOTOC TECHNOLOGY CENTER	BUS DRIVER TRAINING FOR 2 NEW EMPLOYEES	150.00	07/01/2025
78	EDMENTUM	STUDY ISLAND DISTRICT WIDE	8,430.00	07/01/2025
79	OKSTE	FY25 MEMBERSHIP RENEWAL	250.00	07/01/2025
80	SYLOGISTED, INC.	STUDENT INFORMATION SYSTEM SOFTWARE & SERVICES	13,676.36	07/01/2025
81	PRECISION TESTING LAB	FY25 ASBESTOS CONTRACT	1,200.00	07/01/2025
82	OROS	24-25 MEMBERSHIP DUES	800.00	07/01/2025
83	OSSBA	ASSEMBLE ANNUAL SUBSCRIPTION	3,000.00	07/01/2025
84	AMERICAN PLANT PRODUCTS	SUPPLIES FOR FFA	1,000.00	07/01/2025
85	NAFIS	FY25 MEMBERSHIP	836.93	07/01/2025
86	***STAPLES	OFFICE SUPPLIES FOR SUPERINTENDENT OFFICE	300.00	07/01/2025
87	***CPI	MANUALS FOR SP ED	1,400.00	07/01/2025
88	SWANK MOVIE LICENSING	RENEWAL 8/18/2024 TO 8/17/2025	570.00	07/01/2025
89	OCCUPATIONAL THERAPY SOLUTIONS	THERAPY SERVICES	40,000.00	07/01/2025
90	PONTOTOC TECHNOLOGY CENTER	K-12 HEART SAVER CPR CARDS	25.00	07/01/2025

LATTA PUBLIC SCHOOLS

From PO: 1 to PO: 170

**Encumbrance For Board Approval
GEN FUND-FOR OPERAT**

PO	Vendor Name	General Description	Amount	Date
91	FOLLETT SCHOOL SOLUTIONS	LICENSE AND ON-LINE RENEWALS 11/1/2024 TO 10/31/2025	2,200.00	07/01/2025
92	NORTON, JARAD L	TRAVEL EXPENSES	250.00	07/01/2025
93	FOLLETT SOFTWARE, LLC.	LIBRARY AND ON-LINE RENEWALS	1,200.00	07/01/2025
94	COCHRAN, STANLEY K	TRAVEL REIMBURSEMENT	1,500.00	07/01/2025
95	TODD, CHASE S	TRAVEL REIMBURSEMENT	500.00	07/01/2025
96	DEERE & COMPANY	PURCHASE OF PRECISION CUT TRIM & SURROUND MOWER	47,930.96	07/09/2025
97	HOLT TRUCK CENTER	PURCHASE OF 2 INTERNATIONAL BUSES	268,554.00	07/01/2025
98	LATTA FFA	BLUE AND GOLD SAUSAGE	99.00	07/01/2025
99	PRAIRIE QUILT	SEWING MACHINES AND TRAINING	14,843.83	07/01/2025
100	STORTS, LINLEE	FINGERPRINTS	58.25	07/01/2025
101	LEHENBAUER, KATHERINE	FINGERPRINTS	58.25	07/01/2025
102	TEACHWARE	ADOBE CREATIVE CLOUD LICENSE RENEWAL	2,500.00	07/01/2025
103	TEACHWARE	MICROSOFT OFFICE SUBSCRIPTION RENEWAL	3,010.00	07/01/2025
104	OSSBA	FY26 MEMBERSHIP DUES	2,898.00	07/01/2025
105	CDW-G	MONITORS AND DOCKING STATION	585.67	07/01/2025
106	THE LAMPO GROUP, LLC	FOUNDATIONS IN PERSONAL FINANCE - DAVE RAMSAY	624.75	07/01/2025
107	QUICKCARE URGENT CARE	BUS DRIVER PHYSICALS	250.00	07/01/2025
108	EAST CENTRAL UNIVERSITY	SPED BOOT CAMP FOR STACY OLDENBURG	600.00	07/01/2025
109	STORTS, TRENT	FINGERPRINTS	58.25	07/01/2025
110	AGPARTS WORLDWIDE, INC.	COMPUTER MONITORS	479.00	07/01/2025
111	BLACKWELL, DAKOTA	FINGERPRINTS	58.25	07/01/2025
112	EDMENTUM	STUDY ISLAND DISTRICT LICENSE	8,250.00	07/01/2025
113	OKLAHOMA COPIER SOLUTIONS	FY26 COPY SERVICE	14,103.00	07/01/2025
114	OKLAHOMA SCHOOLS ADVISORY COUNCIL (OSAC)	FY26 MEMBERSHIP	600.00	07/01/2025
115	CCOSA	MCREL RE-CERT TRAINING FOR STAN COCHRAN	75.00	07/01/2025
116	***OKLA SECRETARY OF STATE	NOTARY FOR ANDREA AND TAMMY	57.20	07/01/2025
117	***WILL ROGERS WORLD AIRPORT	PARKING TO PICK UP FCCLA GROUP	2.00	07/01/2025
118	***WILL ROGERS WORLD AIRPORT	PARKING AT AIRPORT FOR FCCLA TRIP TO ORLANDO	40.00	07/01/2025
119	***CPI	WORKBOOKS FOR SPED	1,464.76	07/01/2025

LATTA PUBLIC SCHOOLS

From PO: 1 to PO: 170

**Encumbrance For Board Approval
GEN FUND-FOR OPERAT**

PO	Vendor Name	General Description	Amount	Date
120	SUPERIOR SIGN SHOP	WRAP HOOD O BUS #5	1,400.00	07/01/2025
121	***MULTI HEALTH SYSTEMS, INC.	TESTING PROTOCOLS	2,500.00	07/01/2025
122	***PEARSON	TESTING PROTOCOLS	2,500.00	07/01/2025
123	RIVERSIDE INSIGHTS	TESTING PROTOCOLS	5,000.00	07/01/2025
124	LIVESTOCKJUDGING.COM	SUPPLIES	300.00	07/01/2025
125	AET RECORD BOOK	SUPPLIES	1,050.00	07/01/2025
126	***QUICK TRIP	GAS FOR MINI BUS FOR FLORIDA TRIP	72.32	07/01/2025
127	***WAL MART	CLASSROOM SUPPLIES FOR SPED	300.00	07/01/2025
128	CLASSLINK, INC.	CLASSLINK LICENSE FOR IT	4,305.00	07/01/2025
129	CLASSLINK, INC.	CLASSLINK ONE TIME FEE FOR SETUP AND TRAINING - IT	2,575.00	07/01/2025
130	RENAISSANCE LEARNING, INC	PRODUCTS AND SERVICES FOR IT	13,233.37	07/01/2025
131	WEST, JENNIFER	FINGERPRINTS	58.25	07/01/2025
132	***AMAZON	SUPPLIES FOR SPECIAL ED	500.00	07/01/2025
133	TAYLOR, LAYNA L	FINGERPRINTS	58.25	07/01/2025
134	HOPPE, MCKENZIE M	FINGERPRINTS	58.25	07/01/2025
135	BLALOCK, CAROL L	FINGERPRINTS	58.25	07/01/2025
136	ADA POST OFFICE	2 ROLLS OF STAMPS FOR SUPERINTENDENT OFFICE	156.00	07/01/2025
137	***ROSEN CENTRE HOTEL	ADDITIONAL COST FOR DARCI REEVES ORLANDO HOTEL	21.60	07/01/2025
138	***STAPLES	NOTARY STAMP FOR TAMMY REED	64.51	07/01/2025
139	*** MARRIOTT	HOTEL STAY FOR SAMANTHA WALKER - CONFERENCE	368.64	07/01/2025
140	APPTEGY INC	REGISTRATION FOR SAMANTHA WALKER FOR CONFERENCE	500.00	07/01/2025
141	WALKER, SAMANTHA K	INCIDENTALS FOR CONFERENCE	200.00	07/01/2025
142	HANSEN, HAILEY	FINGERPRINTS	58.25	07/01/2025
143	CORDOVA, BRANDY N	FINGERPRINTS	58.25	07/01/2025
144	***GONZALAS	STAFF LUNCH FOR TRAINING - CAFETERIA	159.88	07/01/2025
145	***AMAZON	SUPPLIES FOR MATT BRYANT	866.70	07/01/2025
146	TRENTON GOLDEN	FINGERPRINTS	58.25	07/01/2025
147	SCHOOL SPECIALITY, LLC	SUPPLIES FOR H. MEARNS AND M. MORROW	634.15	07/01/2025
148	WORD, ANNA M	FINGERPRINTS	58.25	07/01/2025
149	OKLAHOMA STATE DEPT OF HEALTH	ELEM CAFETERIA FOOD SERVICE LICENSE	125.00	07/01/2025

LATTA PUBLIC SCHOOLS

From PO: 1 to PO: 170

**Encumbrance For Board Approval
GEN FUND-FOR OPERAT**

PO	Vendor Name	General Description	Amount	Date
150	CCOSA	EMERGING LEADERS ACADEMY FOR CHASE TODD	800.00	07/01/2025
151	WORTHINGTON DIRECT	12 BLACK CHAIRS FOR ELEM.	1,019.40	07/01/2025
152	ULINE	FURNITURE FOR ELEM/SPECIAL ED	4,666.64	07/01/2025
153	FOLLETT CONTENT SOLUTIONS	MIGRATION TO DESTINY CLOUD - IT	1,910.00	07/01/2025
154	CDW-G	LAPTOP FOR NEW SOCIAL WORKER	1,275.28	07/01/2025
155	CDW-G	LAPTOPS FOR SPED	3,825.84	07/01/2025
156	***STAPLES	DYMO PRINTER LABEL MAKER FOR IT	199.98	07/01/2025
157	***STAPLES	BROTHER PRINTER TONER FOR MATT BRYANT	250.00	07/01/2025
158	CDW-G	PRINTER FOR SCARLETT BARTON'S CLASSROOM	299.19	07/01/2025
159	CDW-G	LAPTOP FOR NEW 3RD GRADE TEACHER - TABITHA GREEN	1,181.91	07/01/2025
160	CDW-G	30 CHROMEBOOKS AND CART	12,158.10	07/01/2025
161	***AMAZON	10 NO CELL PHONE SIGNS FOR HIGH SCHOOL	31.89	07/01/2025
162	***STAPLES	TEACHER SUPPLIES FOR SPED	472.03	07/01/2025
163	***STAPLES	OFFICE SUPPLIES FOR SUPERINTENDENT	344.39	07/01/2025
164	GREEN, TABITHA	FINGERPRINTS	58.25	07/01/2025
165	GADDIS, RANDI	FINGERPRINTS	58.25	07/01/2025
166	CCOSA	TLE TRAINING FOR MATT BRYANT	150.00	07/01/2025
167	SUPER DUPER PUBLISHING	SUPPLIES FOR TESSA TODD	251.74	07/01/2025
168	WESTERN PSYCHOLOGICAL SERVICES	FORMS FOR SPEECH	1,232.50	07/01/2025
169	E3 DIAGNOSTICS	CALIBRATION OF GSI MODEL 18 FOR SPEECH	155.00	07/01/2025
170	LITTLE BEE SPEECH	TEST CENTER HIVE LICENSES FOR SPEECH	239.98	07/01/2025

(11) GEN FUND-FOR OPERAT Current Encumbered:**1,748,012.90**

LATTA PUBLIC SCHOOLS

From PO: 1 to PO: 30

**Encumbrance For Board Approval
BUILDING FUND**

PO	Vendor Name	General Description	Amount	Date
1	LAMACK ELECTRIC	ELECTRICAL SERVICES	5,000.00	07/01/2025
2	OKIE RENTS	EQUIPMENT RENTALS	1,000.00	07/01/2025
3	OSIG	PROPERTY INSURANCE	302,000.00	07/01/2025
4	P&K EQUIPMENT	LAWN MOWER SERVICES	2,000.00	07/01/2025
5	ONENET	ETHERNET, FIREWALL AND ARCHIVAL STORAGE	7,800.00	07/01/2025
6	ABC OCCUPATIONAL	ANNUAL FIRE INSPECTION	2,300.00	07/01/2025
7	TRIPLE R CLEANING, LLC.	CONTRACT JANITORIAL SERVICES	80,000.00	07/01/2025
8	TERMINIX PROCESSING CENTER	YEARLY RENEWAL FOR TREATMENT	2,200.00	07/01/2025
9	ARBO FLOOR SERVICE	REFINISHING ON NEW AND OLD GYM FLOORS	11,364.40	07/01/2025
10	SOVEREIGN BANK	IDEAL IMPACT PAYMENT	74,000.00	07/01/2025
11	ABC OCCUPATIONAL	FIRE EXTINGUISHERS AND SAFETY EQUIPMENT	250.00	07/01/2025
12	FIREROL PROTECTION SYSTEMS, INC.	FIRE MONITORING CONTRACT	2,875.00	07/01/2025
13	WYN ATHLETICS LLC	CUSTOM BACKSTOP FOR BASEBALL	14,103.00	07/01/2025
14	VISION BANK	LOAN PAYMENT #1080014510	38,438.76	07/01/2025
15	***AMAZON	5 FOOT FOLDING TABLE FOR SCARLETT BARTON	604.80	07/01/2025
16	PRECISION TESTING LAB	FY26 MAINTENANCE SERVICES	1,200.00	07/01/2025
17	WESTCO COMPUTER & LAMINATOR	ROLLS OF LAMINATE FOR MIDDLE SCHOOL	380.00	07/01/2025
18	P&K EQUIPMENT	NEW REELS FOR REEL MOWER	1,251.36	07/01/2025
19	CREATIVE CONCRETE CONSTRUCTION	SIDEWALK CONSTRUCTION BY AG BUILDING	5,825.00	07/01/2025
20	OKIE SECURITY	FY26 ALARM MONITORING	366.00	07/01/2025
21	SCHOOLOUTLET.COM	12 SCIENCE LAB TABLES FOR MIDDLE SCHOOL	4,966.70	07/01/2025
22	OKIE SECURITY	ANNUAL FIRE ALARM INSPECTIONS	2,000.00	07/01/2025
23	OKIE SECURITY	SMOKE DETECTORS REPLACEMENT	4,450.00	07/01/2025
24	YERBY'S APPLIANCE	2 AC UNITS FOR CAFETERIA - MS/HS	1,349.98	07/01/2025
25	SIMONIZE SPORTS FIELD SERVICES	SPRAY HERBICIDE ON BASEBALL FIELD	500.00	07/01/2025
26	SIMONIZE SPORTS FIELD SERVICES	IMPORT MATERIALS TO REBUILD PITCHERS MOUND FOR BB	2,710.00	07/01/2025
27	WYN ATHLETICS LLC	DEMOLITION & INSTALLATION OF CUSTOM BACKSTOP - BB	15,653.00	07/01/2025
28	CARPET WAREHOUSE	FLOOR REPLACEMENT FOR MS/HS ROOMS	40,000.00	07/01/2025
29	JIMMY JENNINGS TRUCKING	SAND FOR SOFTBALL	550.00	07/01/2025

LATTA PUBLIC SCHOOLS

From PO: 1 to PO: 30

**Encumbrance For Board Approval
BUILDING FUND**

PO	Vendor Name	General Description	Amount	Date
30	BEACON ATHLETICS	TARPS FOR BASEBALL FIELD	2,065.98	07/01/2025
(21) BUILDING FUND Current Encumbered:			627,203.98	

LATTA PUBLIC SCHOOLS

From PO: 1 to PO: 1

Encumbrance For Board Approval
ELEM/AG CONSTRUCTION

PO	Vendor Name	General Description	Amount	Date
1	BANCFIRST	LEASE REVENUE BOND PAYMENT	1,162,950.00	07/01/2025
(31) ELEM/AG CONSTRUCTION Current Encumbered:			1,162,950.00	

LATTA PUBLIC SCHOOLS

13925 CR 1560

ADA, OK 74820

July, FY2026
MTD Summary

Summary Of Accounts

August 01, 2025

For Bank Account: ** 1511 Date: ____/____/____	This Report Is True And Correct To The Best Of My Knowledge.
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Beginning:	225,427.69
Receipts:	1,826.75
Checks:	(24,978.20)
Adjustments:	7,266.86
Ending:	\$209,543.10

Acct. Name	Beg.Month	Receipts	Checks	Adjust.	Ending
0001 MISC ACTIVITY	30454.25	1226.75	5800.09	1113.78	26994.69
001 SUB OF MISC ACTIVITY	30454.25	1226.75	5800.09	1113.78	26994.69
0002 STUDENT COUNCIL	2158.13	0.00	0.00	0.00	2158.13
001 Sub of STUDENT COUNCIL	2158.13	0.00	0.00	0.00	2158.13
0003 ELEMENTARY	38427.93	0.00	317.03	0.00	38110.90
001 Sub of ELEMENTARY	20738.10	0.00	0.00	0.00	20738.10
002 KG JENNINGS	960.55	0.00	181.79	0.00	778.76
004 PK REEVES	885.40	0.00	0.00	0.00	885.40
005 TK WYCHE	376.37	0.00	0.00	0.00	376.37
006 PK MCELHANNON	1358.44	0.00	0.00	0.00	1358.44
007 KG MEARNES	465.34	0.00	135.24	0.00	330.10
008 KG MORROW	743.83	0.00	0.00	0.00	743.83
009 2ND WARE	949.05	0.00	0.00	0.00	949.05
010 PK FORTNER	234.05	0.00	0.00	0.00	234.05
011 1ST GRIMM	711.87	0.00	0.00	0.00	711.87
012 1ST AILEY	540.74	0.00	0.00	0.00	540.74
013 4TH NORTON	1272.61	0.00	0.00	0.00	1272.61
014 1ST HUFF	651.25	0.00	0.00	0.00	651.25
015 RESOURCE BYERS	447.10	0.00	0.00	0.00	447.10
016 2ND HARRIS	1027.18	0.00	0.00	0.00	1027.18
017 KRISTI CLINTON	477.89	0.00	0.00	0.00	477.89
018 INACTIVE	0.00	0.00	0.00	0.00	0.00
019 3RD KEELING	482.41	0.00	0.00	0.00	482.41
020 KFORTNER-KG	591.43	0.00	0.00	0.00	591.43
021 4TH JOHNSTON	659.94	0.00	0.00	0.00	659.94
022 2ND SAVAGE	744.64	0.00	0.00	0.00	744.64
023 RESOURCE SHALE LONG	155.27	0.00	0.00	0.00	155.27
024 RESOURCE MARTIN	426.36	0.00	0.00	0.00	426.36
025 3RD BESS	704.14	0.00	0.00	0.00	704.14
026 RESOURCE WILLIAMS	606.30	0.00	0.00	0.00	606.30
027 PE ACCOUNT	89.81	0.00	0.00	0.00	89.81
028 4TH ELLIOTT	1115.06	0.00	0.00	0.00	1115.06
029 INACTIVE	0.00	0.00	0.00	0.00	0.00
030 RESOURCE ADUCCI	321.82	0.00	0.00	0.00	321.82
031 SUTTON 1ST GRADE	690.98	0.00	0.00	0.00	690.98

LATTA PUBLIC SCHOOLS

13925 CR 1560

ADA, OK 74820

July, FY2026
MTD Summary

Summary Of Accounts

August 01, 2025

Acct.	Name	Beg.Month	Receipts	Checks	Adjust.	Ending
0004	NHS	2887.14	0.00	0.00	0.00	2887.14
001	Sub of NHS	2887.14	0.00	0.00	0.00	2887.14
0005	EMPLOYEES FOR EXCELLENCE	1849.45	0.00	0.00	0.00	1849.45
001	Sub of EMPLOYEES FOR EXCELLENC	1849.45	0.00	0.00	0.00	1849.45
0006	FFA	14304.40	400.00	0.00	0.00	14704.40
001	Sub of FFA	14304.40	400.00	0.00	0.00	14704.40
0008	SPECIAL OLYMPICS	2222.78	0.00	0.00	0.00	2222.78
001	SUB OF SPECIAL OLYMPICS	2222.78	0.00	0.00	0.00	2222.78
0009	4-H	2412.94	0.00	0.00	0.00	2412.94
001	Sub of 4-H	2412.94	0.00	0.00	0.00	2412.94
0010	FCCLA	5349.13	100.00	3978.69	1626.34	3096.78
001	SUB OF FCCLA	5349.13	100.00	3978.69	1626.34	3096.78
0011	BASEBALL	6463.23	0.00	0.00	0.00	6463.23
001	Sub of BASEBALL	6463.23	0.00	0.00	0.00	6463.23
0012	GIRL'S BASKETBALL	2715.08	0.00	0.00	0.00	2715.08
001	Sub of GIRL'S BASKETBALL	2715.08	0.00	0.00	0.00	2715.08
0013	LIBRARY	8706.11	0.00	0.00	0.00	8706.11
001	Sub of LIBRARY	8706.11	0.00	0.00	0.00	8706.11
0014	YEARBOOK	17642.74	0.00	0.00	0.00	17642.74
001	Sub of YEARBOOK	17642.74	0.00	0.00	0.00	17642.74
0015	CHEERLEADERS	1077.54	0.00	4460.00	4460.00	1077.54
001	Sub of CHEERLEADERS	1077.54	0.00	4460.00	4460.00	1077.54
0016	PETTY CASH	0.00	0.00	0.00	0.00	0.00
001	Sub of PETTY CASH	0.00	0.00	0.00	0.00	0.00
0017	BOY'S BASKETBALL	505.76	0.00	0.00	0.00	505.76
001	Sub of BOY'S BASKETBALL	505.76	0.00	0.00	0.00	505.76
0018	VOCAL MUSIC	6885.87	0.00	66.74	66.74	6885.87
001	Sub of VOCAL MUSIC	6885.87	0.00	66.74	66.74	6885.87
0020	PTO	23565.65	0.00	253.84	0.00	23311.81
001	Sub of PTO	23565.65	0.00	253.84	0.00	23311.81

LATTA PUBLIC SCHOOLS

13925 CR 1560

ADA, OK 74820

July, FY2026
MTD Summary

Summary Of Accounts

August 01, 2025

Acct.	Name	Beg.Month	Receipts	Checks	Adjust.	Ending
0021	LEADS	0.00	0.00	0.00	0.00	0.00
001	Sub of LEADS	0.00	0.00	0.00	0.00	0.00
0024	INACTIVE	0.00	0.00	0.00	0.00	0.00
001	INACTIVE	0.00	0.00	0.00	0.00	0.00
0025	CLASS OF 2017 (GRADS)	0.00	0.00	0.00	0.00	0.00
001	CLASS OF 2017 (GRADS)	0.00	0.00	0.00	0.00	0.00
0026	SCIENCE	87.32	0.00	0.00	0.00	87.32
001	Sub Of SCIENCE	87.32	0.00	0.00	0.00	87.32
0027	CLASS OF 2020 - GRADS	0.00	0.00	0.00	0.00	0.00
001	CLASS OF 2020 - GRADS	0.00	0.00	0.00	0.00	0.00
0028	DECA	1657.27	0.00	0.00	0.00	1657.27
001	Sub of DECA	1657.27	0.00	0.00	0.00	1657.27
0029	SOFTBALL	1218.24	100.00	0.00	0.00	1318.24
001	Sub of SOFTBALL	1218.24	100.00	0.00	0.00	1318.24
0030	C N P	0.00	0.00	0.00	0.00	0.00
001	Sub of C N P	0.00	0.00	0.00	0.00	0.00
0031	CVET/ATAE	103.53	0.00	0.00	0.00	103.53
001	Sub of ATAЕ	103.53	0.00	0.00	0.00	103.53
0032	MS RESOURCE ROOM-STEVENSON	1.36	0.00	0.00	0.00	1.36
001	MS RESOURCE ROOM-STEVENSON	1.36	0.00	0.00	0.00	1.36
0033	JH SOFTBALL	896.81	0.00	0.00	0.00	896.81
001	JH SOFTBALL	896.81	0.00	0.00	0.00	896.81
0034	NEWSPAPER	133.40	0.00	0.00	0.00	133.40
001	NEWSPAPER	133.40	0.00	0.00	0.00	133.40
0035	FCA	126.84	0.00	0.00	0.00	126.84
001	FCA	126.84	0.00	0.00	0.00	126.84
0036	SPEECH/DRAMA	3091.41	0.00	0.00	0.00	3091.41
001	Sub of SPEECH/DRAMA	3091.41	0.00	0.00	0.00	3091.41
0037	GOLF	524.49	0.00	0.00	0.00	524.49
001	Sub of GOLF	524.49	0.00	0.00	0.00	524.49

LATTA PUBLIC SCHOOLS

13925 CR 1560

ADA, OK 74820

July, FY2026
MTD Summary

Summary Of Accounts

August 01, 2025

Acct.	Name	Beg.Month	Receipts	Checks	Adjust.	Ending
0038	ACADEMIC CONFRENCE (TETRA)	2303.50	0.00	0.00	0.00	2303.50
001	ACADEMIC CONFRENCE (TETRA)	2303.50	0.00	0.00	0.00	2303.50
0039	MS GIRLS BASKETBALL	76.85	0.00	0.00	0.00	76.85
001	MS GIRLS BASKETBALL	76.85	0.00	0.00	0.00	76.85
0040	CLASS OF 2022 - GRADUATES	0.00	0.00	0.00	0.00	0.00
001	CLASS OF 2022 -GRADUATES	0.00	0.00	0.00	0.00	0.00
0041	CROSS COUNTRY	1352.73	0.00	0.00	0.00	1352.73
001	CROSS COUNTRY	1352.73	0.00	0.00	0.00	1352.73
0042	HS RESOURCE ROOM-NORTON	85.00	0.00	0.00	0.00	85.00
001	HS RESOURCE ROOM-NORTON	85.00	0.00	0.00	0.00	85.00
0043	CLASS OF 2023 - GRADUATED	535.67	0.00	0.00	0.00	535.67
001	CLASS OF 2023 - GRADUATED	535.67	0.00	0.00	0.00	535.67
0044	CLASS OF 2024 - GRADS	489.03	0.00	0.00	0.00	489.03
001	CLASS OF 2024 - GRADS	489.03	0.00	0.00	0.00	489.03
0045	ACADEMIC TEAM	3010.20	0.00	0.00	0.00	3010.20
001	ACADEMIC TEAM	3010.20	0.00	0.00	0.00	3010.20
0046	CLASS OF 2021 - SENIORS	624.88	0.00	0.00	0.00	624.88
001	CLASS OF 2021 - SENIORS	624.88	0.00	0.00	0.00	624.88
0047	TISHA TODD MINISTRIES	7958.12	0.00	0.00	0.00	7958.12
001	TISHA TODD MINISTRIES	7958.12	0.00	0.00	0.00	7958.12
0048	CLASS OF 2025 - 12th	1988.71	0.00	0.00	0.00	1988.71
001	CLASS OF 2025 - 12th	1988.71	0.00	0.00	0.00	1988.71
0049	ROTARY	115.81	0.00	0.00	0.00	115.81
001	ROTARY	115.81	0.00	0.00	0.00	115.81
0050	PEACEMAKERS	130.00	0.00	0.00	0.00	130.00
001	PEACEMAKERS	130.00	0.00	0.00	0.00	130.00
0051	LIFESKILLS	583.69	0.00	0.00	0.00	583.69
001	LIFESKILLS	583.69	0.00	0.00	0.00	583.69
0052	CLASS OF 2026-11th	4138.97	0.00	0.00	0.00	4138.97
001	CLASS OF 2026-11th	4138.97	0.00	0.00	0.00	4138.97

LATTA PUBLIC SCHOOLS

13925 CR 1560

ADA, OK 74820

July, FY2026
MTD Summary

Summary Of Accounts

August 01, 2025

Acct.	Name	Beg.Month	Receipts	Checks	Adjust.	Ending
0053	CLASS OF 2027 - 10th	1971.54	0.00	0.00	0.00	1971.54
001	CLASS OF 2027 - 10th	1971.54	0.00	0.00	0.00	1971.54
0054	MS BOYS BB	86.72	0.00	0.00	0.00	86.72
001	MS BOYS BB	86.72	0.00	0.00	0.00	86.72
0055	CLASS OF 28 (9th)	2686.48	0.00	0.00	0.00	2686.48
001	CLASS OF 28 (9th)	2686.48	0.00	0.00	0.00	2686.48
0056	STUDENT TECHNOLOGY FUND	10101.81	0.00	10101.81	0.00	0.00
001	STUDENT TECHNOLOGY FUND	10101.81	0.00	10101.81	0.00	0.00
0057	MS BASEBALL	1452.69	0.00	0.00	0.00	1452.69
001	MS BASEBALL	1452.69	0.00	0.00	0.00	1452.69
0058	CLASS OF 29-8th	1723.74	0.00	0.00	0.00	1723.74
001	CLASS OF 29-8th	1723.74	0.00	0.00	0.00	1723.74
0059	CLASS OF 30 (7TH)	3235.34	0.00	0.00	0.00	3235.34
001	CLASS OF 30 (7TH)	3235.34	0.00	0.00	0.00	3235.34
0060	JOM	1366.61	0.00	0.00	0.00	1366.61
001	JOM	1366.61	0.00	0.00	0.00	1366.61
0061	5th & 6th Basketball	201.30	0.00	0.00	0.00	201.30
001	5th & 6th Basketball	201.30	0.00	0.00	0.00	201.30
0062	SHOOTING	0.00	0.00	0.00	0.00	0.00
001	SHOOTING	0.00	0.00	0.00	0.00	0.00
0063	MS ACADEMIC BOWL	0.00	0.00	0.00	0.00	0.00
001	MS ACADEMIC BOWL	0.00	0.00	0.00	0.00	0.00
0064	CLASS OF 31 (6TH)	2004.46	0.00	0.00	0.00	2004.46
001	CLASS OF 31 (6TH)	2004.46	0.00	0.00	0.00	2004.46
0065	ELEM. MUSIC	0.00	0.00	0.00	0.00	0.00
001	ELEM. MUSIC	0.00	0.00	0.00	0.00	0.00
0066	POWERLIFTING	853.63	0.00	0.00	0.00	853.63
001	POWERLIFTING	853.63	0.00	0.00	0.00	853.63
0067	MS STUCO	440.41	0.00	0.00	0.00	440.41
001	MS STUCO	440.41	0.00	0.00	0.00	440.41

LATTA PUBLIC SCHOOLS

13925 CR 1560

ADA, OK 74820

July, FY2026
MTD Summary

Summary Of Accounts

August 01, 2025

Acct. Name	Beg.Month	Receipts	Checks	Adjust.	Ending
0068 MS FCA	0.00	0.00	0.00	0.00	0.00
001 MS FCA	0.00	0.00	0.00	0.00	0.00
0069 CLASS OF 32-5TH GRADE	441.00	0.00	0.00	0.00	441.00
001 CLASS OF 32-5TH GRADE	441.00	0.00	0.00	0.00	441.00
0070 NOT ACTIVE	0.00	0.00	0.00	0.00	0.00
001 NOT ACTIVE	0.00	0.00	0.00	0.00	0.00
MTD TOTALS: (66 Accounts)	225,427.69	1,826.75	(24,978.20)	7,266.86	209,543.10

Approval of Activity Fund and Accounts

The Board of Education shall exercise control over all funds on hand or hereafter received or collected, herein provided, from student or other extracurricular activities conducted in the district. Such funds shall be deposited to the credit of the account maintained for the benefit of the particular activity within the school activity fund. Disbursements from each of the activity accounts shall be by check countersigned by the school activity fund custodian and shall not be used for any purpose other than that for which the account was originally created. The Board of Education shall approve all school activity fund sub accounts, all sub account fundraising activities and all purposes for which the monies collected in each sub account can be expended. Provided, the Board of Education may direct that any balance in excess of the amount needed to fulfill the function or purpose for which an account was established may be transferred to another account by the custodian.

The following accounts are approved for the purpose of purchasing goods or services, and paying expenses to benefit the particular activity for which the sub accounts are established.

Activity Fund Sub accounts for 2025-2026: (Fundraisers for teacher sponsored accounts are limited to a maximum two-week duration.)

Miscellaneous Activity

Fundraisers – concession proceeds, gate proceeds, student fees on activity fund proceeds and donations.

Expenditures – concession supplies, gate change, student activity workers (officials, gatekeepers, scorekeepers, etc.), student activity fees, student activity coach and sponsor fees, registration fees, equipment, supplies, uniforms, clothing, awards/prizes, entry fees, meals/refreshments, travel expenses, donations to service projects, student drug testing, scholarships and any other expenditures necessary to adequately conduct student/school activities.

Student Council

Fundraisers – Admission to Student Dances

Expenditures – any expenditure associated with carrying out the activities of the student council or bettering Latta Public Schools, registration fees, awards/prizes, food/snack items and any other expenditures necessary to adequately conduct the activities of the Student Council.

Elementary

Fundraisers – Fundraisers - Donations, Boxtops for Education, Group Pictures, Restaurant Spirit Nights, Rainy Hat Day, Drive in Movie Night, Skate Night, and the sales of: paper, t-shirts, small office supplies, school spirit items, and snow cones.

Expenditures - Any supplies necessary to adequately conduct or support the various activities of the elementary, as well as playground equipment and office/school supplies.

National Honor Society

Fundraisers – Baked Potato sale, Little Ceasars, Concession summer girls basketball camp or other activity to be approved during year by Board of Education and member dues

Expenditures – Certificates and wallet cards for NHS members, awards/prizes, cost of induction dinner, honor cords, state and national convention registration, state and national dues and any other expenditures necessary to adequately conduct the activities of the National Honor Society.

Employees for Excellence

Fundraisers – donations from staff and interest earned on activity fund proceeds as established by the board of education

Expenditures – flowers/gifts for staff members (bereavement or illness) and staff meals, refreshments and awards/prizes for staff.

FFA

Fundraisers – sale of meat products, FFA member dues, sale of FFA jackets, registration fees, donations, sale of various shop projects.

Expenditures – state and national convention registration, meals and travel expenses for state/national convention, various pieces of equipment for student projects, shop materials and equipment, FFA jackets, meat products to be sold, scholarships, awards/prizes and other expenses associated with properly conducting business as an FFA Chapter.

4-H

Fundraisers – sale of candy, food items or gift items; donations; raffle

Expenditures – defray expenses associated with 4-H club throughout the school year, meals and travel expenses, awards/prize, expenses of countywide 4-H princess/queen contest and any other expenditures necessary to adequately conduct the activities of the 4-H club.

FCCLA

Fundraisers – member dues, fundraiser (to be determined and approved in the fall of the school year), crush and cookie sales, State Convention ticket money, donations, registration fees.

Expenditures – payment of state and national dues, fundraiser expenditures, crush and cookie sale expenses, state convention registration, officer installation dinner, flowers for various events, FCCLA Senior Scholarship, Regional and National meeting expenses, officer pins and t-shirts, meals, travel expenses, awards/prizes, and other expenses associated with properly conducting business as an FCCLA organization.

Baseball

Fundraisers – raffle of various items, 100 inning game, sale of baseball caps, t-shirts, jerseys, jackets, baseball equipment and donations

Expenditures – purchase of baseball caps, t-shirts, jerseys and jackets, meals and travel expenses, awards/prizes, other misc. equipment and supplies associated with the baseball program,

Girls Basketball

Fundraisers – free-throw shoot, sale of merchandise, donations, elementary basketball tourn., ham sales

Expenditures – purchasing supplies, equipment, meals, travel expenses, awards/prizes, and camp/league fees.

Library

Fundraisers – Book Fair in the Fall and Spring, overdue and lost book fines.

Expenditures – costs associated with conducting the Book Fair, other supplies and equipment associated with operation of the libraries.

Yearbook

Fundraisers – advertising sales, sale of senior baby pictures and messages, yearbook sales, donations

Expenditures – publishing costs, photo reprint costs, equipment costs, other misc. costs associated with publishing a yearbook.

Cheerleaders

Fundraisers – sale of spirit items, t-shirts, etc., cheerleader camp, cheer clinic, donations and carwash.

Expenditures – camp registration, homecoming expenses, sports team gifts, meals, travel expenses, awards/prizes, other misc. costs associated with the cheerleading program.

Boys Basketball

Fundraisers – free-throw shoot, donations

Expenditures – purchasing supplies, equipment and meals for the high school boys basketball team, meals, travel expenses, awards/prizes, camp/league fees and any other expenses associated with the boys basketball program.

Vocal Music

Fundraisers – sale of candy/other gift item, admissions to performances and donations

Expenditures – vocal music equipment, supplies, travel expenses, contest fees, and accompanist for special programs, awards/prizes.

PTO

Fundraisers – Fall Carnival, elementary basketball festival, t-shirt sales, donations

Expenditures – supplies, equipment, awards/prizes, scholarships, student/staff incentives and gifts, food/refreshments, flowers and other expenditures to support the school district, students and staff, and its various programs.

Class of 2033 (5th grade)

Fundraisers – booth at the PTO carnival

Expenditures – misc. items to operate the PTO carnival booth; refreshments, snacks and party items, field trip expenses.

Class of 2032 (6th grade)

Fundraisers – booth at the PTO carnival

Expenditures – misc. items to operate the PTO carnival booth; refreshments, snacks and party items, field trip expenses.

Class of 2031 (7th grade)

Fundraisers – booth at the PTO carnival

Expenditures – misc. items to operate the PTO carnival booth; refreshments, snacks and party items, field trip expenses.

Class of 2030 (8th grade)

Fundraisers – booth at the PTO carnival

Expenditures – misc. items to operate the PTO carnival booth; refreshments, snacks and party items, field trip expenses.

Class of 2029 (9th grade)

Fundraisers – booth at the PTO carnival

Expenditures – misc. items to operate the PTO carnival booth

Class of 2028 (Sophomores)

Fundraisers – booth at the PTO carnival

Expenditures – misc. items to operate the PTO carnival booth

Class of 2027 (Juniors)

Fundraisers – booth at the PTO carnival

Expenditures – misc. items to operate the PTO carnival booth

Class of 2026 (Seniors)

Fundraisers – booth at the PTO carnival

Expenditures – Misc. items to operate the PTO carnival booth, Prom Expenses

Class of 2025 (Graduates)

Fundraisers – booth at the PTO carnival

Expenditures – misc. items to operate the PTO carnival booth; Sr. Field Trip expenses, graduation expenses

Class of 2024 (Graduates)

Expenditures - expenses from class activities, supplies, materials, etc.

DECA

Fundraisers – donations for DECA, student store, t-shirt sales, hamburger fry, alumni basketball game, dues/fees

Expenditures – dues and fees, supplies, materials, meals, travel expenses, convention expenses, equipment, award/prizes and any other expenditures necessary to adequately conduct the activities of the DECA Chapter.

Softball

Fundraisers – little league tournament or summer league, donations, sale of sponsorships

Expenditures – purchasing supplies, equipment and meals for the girls' softball team, travel expenses, camp/league fees and any other expenses associated with the girls' softball program.

Child Nutrition Program

Fundraisers – collection of monies from daily cafeteria activity

Expenditures – reimbursement payments to General Fund

ATAE

Fundraisers –dues, project sales, contest fees, other dues, donations

Expenditures – payment of VICA dues, materials for projects, meals, travel expenses, field trip expenses, awards/prizes and misc. items associated with conducting an ATAE program.

Speech/Drama

Fundraisers – sale of pizza/other items, donations, admission fee to play performances, sale of t-shirts, sale of jackets, dinner theater, Panther Pandemonium

Expenditures – play prop expenses, scripts, speech travel expenses, meals, awards/prizes, registration fees, other misc. expenses associated with the speech and drama program.

Golf

Fundraisers – donations

Expenditures – expenses associated with conducting a golf program including equipment, supplies, travel related expenses, meals, awards/prizes, entry fees for tournaments.

Science

Fundraisers- donations

Expenditures – conference and travel related expenses, registration fees, awards/prizes and supplies for Science Fair and Science Program, refreshments/food for meetings.

HS Resource Room

Fundraisers- sale of food items and school supplies

Expenditures – classroom supplies, dues, fees, refreshments, food and travel related expenses.

Resource Room-Multi

Fundraisers- sale of food items and school supplies

Expenditures – classroom supplies, dues, fees, refreshments, food and travel related expenses

Special Olympics

Fundraisers- Polar Plunge, T-shirt sales, donations or other fundraiser to be approved

Expenditures- Expenses related to attending Special Olympics including but not limited to supplies, fees, meals, awards/prizes, t-shirts, equipment and travel expenses.

Middle School Resource Room

Fundraisers- TBA

Expenditures- Party supplies, food and refreshments, classroom supplies

TESLA Academic Conference

Fundraisers – Conference Dues, TBA

Expenditures – Awards, purchase of questions, payment of officials other expenses related to the operation of the TESLA Academic Conference.

Tisha Todd Ministries

Fundraiser – Donated Funds/Expenditures - Funds to purchase personal needs of students including shoes, clothing, school supplies, fees, etc.

FCA

Fundraiser – Donations or other fundraiser to be approved
Expenditures - refreshments, due/fees, meals, travel, other expenses associated with the FCA program

MS Girls Basketball

Fundraiser – To be determined
Expenditures - equipment, uniforms, clothing items, refreshments, due/fees, meals and other expenses associated with the middle school girls basketball program

JH Softball

Fundraiser – To be determined
Expenditures - equipment, uniforms, clothing items, refreshments, due/fees, meals and other expenses associated with the middle school girls basketball program

Newspaper

Fundraiser – Sale of newspaper and donations
Expenditures - paper, toner, ink and other supplies related to publishing newspaper as well as donations to service projects

Cross Country

Fundraiser – Sale of hats, t-shirts, athletic gear, 5k Run/cookout, other merchandise
Expenditures - supplies, meals, food/drink items, travel expenses, equipment and other items related to the Cross Country program.

Academic Team

Fundraiser – bake sale, dessert auction, donations
Expenditures – purchasing questions, supplies, snacks, meals, repairs to equipment, t-shirts/uniforms, tournament fees and awards

Native American Student Club

Fundraiser – sale of merchandise, donations
Expenditures – meals, food/drink items, supplies, travel expenses, dues/fees and other items related to the activities of the Peacemakers Club.

MS Boys Basketball

Fundraiser – sale of merchandise, donations, raffle, free throw shoot, basketball festival
Expenditures – uniforms/clothing, travel gear, meals, food/drink items, supplies, travel expenses, dues/fees and other expenses related to the activities of MS Boys Basketball Team activities.

MS Baseball

Fundraiser – sale of merchandise, donations, raffle
Expenditures – uniforms/clothing, travel gear, meals, food/drink items, supplies, travel expenses, dues/fees and other expenses related to the activities of MS Baseball Team activities.

Student Technology Fund

Fundraisers – Insurance fee from students/parents for technology to be checked-out and used at home. Funds to pay for damages/repair/loss of technology

Expenditures – refunds; transfer of funds to General Fund

Aducci Resource Room (Elementary Resource Room)

Fundraisers- TBA

Expenditures- Party supplies, food and refreshments, classroom supplies

5th/6th Basketball

Fundraiser – sale of merchandise, donations, raffle, free throw shoot, basketball festival

Expenditures – uniforms/clothing, travel gear, meals, food/drink items, supplies, travel expenses, dues/fees and other expenses related to the activities of MS Boys Basketball Team activities.

Shooting Sports

Fundraiser – sale of merchandise, donations, raffle

Expenditures – uniforms/clothing, travel gear, meals, food/drink items, supplies, travel expenses, dues/fees/entries and other expenses related to the activities of Shooting Sports team/individual activities.

Powerlifting

Fundraiser – sale of merchandise, lift-a-thon, donations and lifting booth at cross fit games

Expenditures – t-shirts, uniforms/clothing, travel gear, meals, food/drink items, supplies, travel expenses, dues/fees/entries and other expenses related to the activities of powerlifting team/individual activities.

COMMUNITY SERVICE FUNDRAISERS

FFA

<u>Fundraiser</u>	<u>Charity/Beneficiary</u>	<u>Purpose for Funds</u>
Donations As approved by Admin	Latta Special Olympics Disabled American Veterans	Travel Exp., Meals, etc Donation to help Veterans
Blue & Gold Sales	Dude Be Nice	Honor School Employee
Blue & Gold Sales	Children's Hospital	Supply Items - Needs List
Blue & Gold Sales	Children's Miracle Network	Donation to help ill children
Blue & Gold Sales	Compassion Int'l	Provide Safe Water

DECA

<u>Fundraiser</u>	<u>Charity/Beneficiary</u>	<u>Purpose for Funds</u>
Donations	United Way	Support U.W. Activities
Donations	Camp Cavett	Support Kids @ Camp
Blue Out Game	American Diabetes Assoc.	Raise Diabetes Awareness
Pink Out Game	American Cancer Society	Cancer Research
TBD – Admin	Children's Miracle Network	Donation to help ill children
TBD - Admin	American Red Cross	Support Red Cross activities
Donations	Latta Partners In Excellence	Support Student College

FCCLA

<u>Fundraiser</u>	<u>Charity/Beneficiary</u>	<u>Purpose for Funds</u>
Back the Blue	Law Enforcement	Purchase Body Armor
TBD – State Org. Sponsored	TBD – As approved by admin	TBD

NATIONAL HONOR SOCIETY

<u>Fundraiser</u>	<u>Charity/Beneficiary</u>	<u>Purpose for Funds</u>
Blood Drive (2)	Oklahoma Blood Institute	No Funds Involved
Hamburger Sale	Kids Holiday Gift Store	Purchase of Gifts for Parents
Share the Warmth	Nursing homes, etc.	Supply blankets, gloves, etc.

FCA

Donations

Compassion Int'l

Provide Safe Water

STUDENT COUNCIL

5K/Fund Run

Pantherthon

Thanksgiving Food Drive

Linus Project

Special Olymp. Volunteers

Gifts/Donations

PAWS

Childrens Miracle Network

Needy Families in Community

Homeless Shelters

Special Olympics

Military

Pet Supplies

Support Activities of CMN

Food for Needy Families

Blankets for those in need

Mentorship of SO Athletes

Gifts- Military Soldiers

ACTIVITY FUND SUBACCOUNTS FOR 2025-2026

Miscellaneous Activity	Central Office
Student Council	Jessica Tilley
Elementary	Jackie Collins
National Honor Society	Tiffany Oliphant
Employees for Excellence.....	Central Office
FFA.....	Seth Reeves
Class of 2024 (Graduates)	Central Office
4-H	4-H Sponsor
FCCLA	Darci Reeves
Baseball.....	Dillon Atkinson
Girl's Basketball	Clay Plunk
Library	Michelle Ellison
Yearbook	Lisa Sawyers
Cheerleaders.....	Terra Fortner
Boy's Basketball	Trent Storts
HS/MS Vocal Music.....	Mike Minton
Elem.Vocal Music	Chloe Henry
PTO	Brenda Smith
Class of 2032 (5 th grade).....	5 th Grade Teachers
Class of 2031 (6 th grade).....	6 th Grade Teachers
Class of 2030 (7 th grade)	7 th Sponsor
Class of 2029 (8 th grade)	8 th Sponsor

Class of 2028 (Freshmen)	9 th Sponsor
Class of 2027 (Sophomores)	10 th Sponsor
Class of 2026 (Juniors)	Jr. Sponsor
Class of 2025 (Seniors)	Sr. Sponsor
Class of 2024 (Grads)	Central Office
DECA	Stacy Oakley
Softball	Jeremy Bates
CNP	Central Office
ATAE	Marty Duncan
Speech/Drama	Nicole Barney
Golf	Golf Coach
Science	Julie Bruner
Resource Room	Resource Room Sponsor
Special Olympics	Sp Oly Sponsor
Multi-Resource Room	Resource Room Teacher
Cross Country	Zach Sullivan
Middle School Resource Room	MS Resource Room Sponsor
TESLA Academic Conference	Julie Bruner
Tisha Todd Ministries	Central Office
FCA	FCA Sponsor
MS Girls Basketball	Clay Plunk
JH Softball	Trent Storts
JH Baseball	Lane Burch
Newspaper	Newspaper Sponsor
HS Academic Bowl	Julie Bruner
MS Academic Bowl	Stacy Oakley
Native American Student	John Impson
Rotary	Stacy Oakley
MS Boys Basketball	Dakota Blackwell
5 th /6 th Basketball	Trent Storts
Shooting Sports	Nikki McElhannon

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING ("Memorandum") is made on the date last signed below, by and between the Department of Health of the Chickasaw Nation ("Nation"), a federally recognized and sovereign Indian nation, and the following participating school district ("District"):

Effective Date: 7-9-25

District: Latta Public Schools

School Year: 2025- 2026

Superintendent: Stan Cochran

District Address: 13925 CR 1560

City: Ada State: OK Zip: 74820

Purpose:

The purpose of this Memorandum is to establish the obligations, terms, and conditions agreed to by and between the parties to this Memorandum for the Nation to provide funding for the position of Public School Health Educator in the District for the above-defined school year.

Recitals:

WHEREAS the Nation, as part of its ongoing commitment to improving the physical and mental health and wellness of Chickasaw citizens and the communities within its jurisdictional boundaries, hereby commits to provide funding for the position of **Public School Health Educator** in the District for the above-described school year.

WHEREAS the District agrees to employ, manage, and support a full-time, on-site Public School Health Educator to deliver health-related education in nutrition, exercise, mental resilience, and other life-enhancing skills to District students, staff, and other community members.

Term:

This Memorandum is effective upon the date set forth above and shall remain in full force and effect unless earlier terminated until the last day of school as designated on the District's calendar for the above-named school year.

Obligations of the Parties:

1. **The Nation** agrees to:

a. Provide financial funding to the District for the employment of a Public School Health Educator, which funding will not exceed \$62,000.00 per district in any defined school year.

b. Of the \$62,000.00 awarded to the District herein, \$2,000.00 is to be set aside and used exclusively for materials and supplies to assist and support the Public School Health Educator.

c. The Nation will lend expertise health resources to the Public School Health Educator as needed and as available.

2. The District agrees to:

- A. Obtain any and all consents and/or approvals by any authority necessary to perform the obligations, terms, and conditions of this Memorandum prior to accepting the funding provided by the Nation.
- B. Accept full responsibility for the hiring and employment of the Public School Health Educator position, including any costs, expenses, liabilities, and/or benefits incidental to the position which may fall outside the terms of this Memorandum and the funding provided hereby.
- C. Support the Nation's commitment to educate the District's students, staff, and the surrounding community regarding the importance and value of mental and physical health and wellness, including, but not limited to, nutrition, physical activity, COVID19 support and education, and exercise, and mental health through the hiring and support of a Public School Health Educator;
- D. The Public School Health Educator will perform duties including, but not limited to:
 - i. Facilitate public health curriculum during in-class instruction time;
 - ii. Establish and direct after-school programs such as cooking club;
 - iii. Participate at the district wellness council and promote policy implementation on campus;
 - iv. Plan events supportive of public health, such as monthly lunchtime demonstrations and annual health fair;
 - v. Build relationships and mentor students and staff to adopt healthier behaviors;
 - vi. Organize staff wellness events and appreciation such as a pedometer challenge and healthy potlucks;
 - vii. Partner with the nutrition services staff to design the cafeteria so students are encouraged to make healthier choices;
 - viii. Facilitate at least one (1) staff training session on professional development for educators;
 - ix. Empower students to take leadership with leading programming;

- x. Increase public health exposure by communicating through campus-wide mediums such as newsletters, flyers and loudspeaker announcements;
- xi. Manage an annual budget to implement the health education program effectively in the District;
- xii. Educator can attend the national and local professional development provided by the Health Organizations or the Nation at the expense of the Educator or District;
- xiii. Conduct monitoring and evaluation of the health education directive, such as administering and collecting surveys from students and staff to provide insight as to effectiveness and areas for improvement.

General Provisions:

3. Relationship of the Parties: District and its employees and contractors and agents, including any position created by the funds granted in accordance with this Memorandum, are not employees or contractors of the Nation and shall not accrue leave, retirement, insurance, bonding, or accrue any other benefits afforded to employees of the Nation.

4. Third Party Beneficiary Rights: The parties do not intend to create in any other individual or entity the status of a third party beneficiary, and this Memorandum shall not be construed so as to create such status. The rights, duties and obligations contained in this Memorandum shall operate only between the parties to this Memorandum, and shall inure solely to the benefit of the parties hereto. The provisions of this Memorandum are intended only to assist the parties in determining and performing their obligations under this Memorandum. The parties to this Memorandum intend and expressly agree that only parties signatory to this Memorandum shall have any legal or equitable right to seek to enforce this Memorandum, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Memorandum, or to bring an action for the breach of this Memorandum.

5. Termination: Either party may terminate this Memorandum upon thirty (30) days' written notice to the other party. The Nation reserves the right to immediately terminate this Memorandum at any time for lack of sufficient funding as determined by "Nation" in its sole discretion. District acknowledges that implementation and support of the Educator position is at all times subject to the availability of adequate funding. Should the District terminate this Memorandum prior to the end of the subject school year, it shall reimburse the Nation a pro-rated amount based upon the percent of the school year commenced at the time of termination (i.e., if the Memorandum is terminated 50% of the way through the school year, District shall repay 50% of the total amount received to Nation).

6. Notices: All notices, requests or demands hereunder shall be in writing and shall be delivered in person, or by registered or certified mail, return receipt requested, or sent by a nationally

recognized overnight delivery service to the addresses below. Such addresses may be changed, from time to time, by means of a notice given in the manner provided in this section. Notices by regular mail shall be deemed delivered five days after mailing, and notices by overnight courier shall be deemed delivered one day after deposit with such courier.

Notice to Nation:

Chickasaw Nation

Department of Health

Attn: _____

1921 Stonecipher Blvd.

Ada, OK 74820

Correspondence Email:

Notice to District:

Latta Public Schools

Attn: Stan Cochran

13925 CR 1560

Ada, OK 74820

Correspondence Email:

scocroan@latta.k12.ok.us

7. Indemnification. To the fullest extent permitted by law, District shall protect, and hold harmless the Nation and each of its respective officers, directors, managers, members, employees, representative and agents (collectively, the "Indemnified Parties") from and against all claims, actions, liabilities, damages, losses, fines, penalties and costs suffered or incurred by the Indemnified Parties or the District (including students and staff) arising out of or related to: (1) any actual or alleged act or omission by the District or any of the District's officers, directors, managers, members, employees, representatives, contractors or agents, including any person employed by the District pursuant to the funding provided by the Nation; or (2) the breach by the District of any representation, warranty or provision of this agreement or any third party agreement. Notwithstanding the foregoing, the District shall not be required to hold harmless the Indemnified Parties for any losses to the extent caused by the gross negligence or willful misconduct of any of the Indemnified Parties.

8. Dispute Resolution & Sovereign Immunity: The parties will use their best efforts to amicably resolve any dispute arising hereunder or relating hereto and shall resort to the non-binding mediation process outlined in Section 9 prior to the filing of any action. Notwithstanding anything contained in this Memorandum, nothing herein shall be construed to waive the Nation's sovereign rights and immunities as shared with Nation's officers, employees, and agents. By this Memorandum, the Chickasaw Nation hereby expressly retains, without limitation, its sovereign immunity from unconsented suit.

9. Mediation: Mediation shall be conducted as follows:

- A. The mediation will be conducted by an attorney of the Chickasaw Nation, or any other qualified person designated or approved by the Administrator of the

Chickasaw Nation. Should the parties not be able to agree upon an attorney or qualified person to perform the mediation, then each party may submit a choice of mediator, and those two persons shall together appoint a mediator.

B. The mediator shall evaluate the claim using established legal principles.

C. The mediation shall be conducted as follows:

- i. The aggrieved party shall be given time to state its case and present arguments and evidence before the opposing party's representatives.
- ii. The opposing party's representatives shall be given similar time to respond with the aggrieved party's representatives present.
- iii. Mediator shall meet with the aggrieved party alone.
- iv. Mediator shall meet with the opposing party alone.
- v. Mediator shall meet with both parties to discuss points of argument and contention.

D. Mediators Role:

- i. During the process described in step i. and ii. of section c, the mediator shall listen and make direct inquiry to identify facts.
- ii. During the process described in step iii. and iv. of section c, the mediator shall direct the parties toward agreement by comments, questions, and legal evaluation of the facts stated.
- iii. During step v., as well as in earlier stages, the mediator shall suggest solutions agreeable to both parties and endeavor to establish concurrence.

E. Failing agreement of the parties, the mediator shall prepare a complete report of the proceedings to the Administrator of The Chickasaw Nation and the Administrator of the Division of Commerce.

F. The Administrators shall review the report and announce the final decision of The Chickasaw Nation. The Administrator may publish all or none of the report of the mediator at the Administrator's discretion. Nothing herein shall bind the Administrator to the report of the mediator.

G. The Administrator's announcement shall be the final decision in regard to any claim.

10. Governing Law and Venue: This Memorandum shall be governed by and construed in accordance with the laws, guidelines, resolutions, and ordinances of the Chickasaw Nation. State law shall neither be applicable nor shall disputes be subject to any authority outside the Nation. District, its officers, employees, agents, assigns, and contractors affirmatively consent to the exclusive jurisdiction of the Nation's Courts for all purposes relevant to and arising from this Memorandum.

11. **Entire Agreement.** This Memorandum contains the entire agreement between District and Sponsor regarding the terms of the Sponsorship and supersedes any prior written or oral agreements between the parties.

12. **Amendment/ Assignment:** This Memorandum cannot be amended except in a writing signed by both parties, nor can it be assigned to any other District without the prior written consent of the Nation.

IN WITNESS WHEREOF, the parties have executed this Memorandum as of the date last below written; however, this Memorandum is effective for all purposes as of the date written above. This Memorandum was last signed on tribal lands within the jurisdiction of the Chickasaw Nation.

DISTRICT:

Latta Public Schools;

By: 

Name: Stan Cochran

Title: Supt.

Date: 7-9-75

THE CHICKASAW NATION,

A federally recognized and sovereign Native American nation;

By: _____

Name: Dr. Charles Grim

Title: Secretary, Department of Health

Date: _____

**LATTA BOARD OF EDUCATION
TREASURER'S REPORT
FOR THE MONTH OF JUNE, 2025**

	GENERAL	BUILDING	BOND 31	BOND 39	SINKING	TOTAL
Balance on last report	\$5,586,884.38	\$1,230,216.10	\$1,409,178.04	\$39,309.00	\$1,472,600.14	\$9,738,187.66
Receipts this month	893,522.63	120,663.97	0.00	\$0.00	7,024.80	1,021,211.40
Total	6,480,407.01	1,350,880.07	1,409,178.04	\$39,309.00	1,479,624.94	10,759,399.06
Warrants paid this month	1,541,769.17	204,262.07	0.00	0.00	317,175.00	2,063,206.24
ENDING FUND BALANCES	\$4,938,637.84	\$1,146,618.00	\$1,409,178.04	\$39,309.00	\$1,162,449.94	\$8,696,192.82
Checking acct. balance, 06/30/25	\$3,673,813.23	\$810,112.64	\$1,401,178.04	\$39,309.00	\$762,449.94	\$6,686,862.85
Investment acct. balance, 06/30/25	\$1,264,824.61	\$336,505.36	\$8,000.00	\$0.00	\$400,000.00	\$2,009,329.97
FY 2025						
Warrants issued on last report	\$8,151,628.73	\$1,371,855.08	\$1,181,500.00	\$108,691.00	\$1,329,175.00	\$12,142,849.81
Warrants issued this month	1,273,130.67	214,005.73	0.00	0.00	317,175.00	1,804,311.40
Total warrants issued to date ..	\$9,424,759.40	\$1,585,860.81	\$1,181,500.00	\$108,691.00	\$1,646,350.00	\$13,947,161.21
Warrants paid on last report	\$7,497,188.11	\$1,357,874.98	\$1,181,500.00	\$108,691.00	\$1,329,175.00	\$11,474,429.09
Warrants paid this month	1,541,769.17	204,262.07	0.00	0.00	317,175.00	2,063,206.24
Total warrants paid to date	\$9,038,957.28	\$1,562,137.05	\$1,181,500.00	\$108,691.00	\$1,646,350.00	\$13,537,635.33
Warrants outstanding	\$385,802.12	\$23,723.76	\$0.00	\$0.00	\$0.00	\$409,525.88
Carryover as of 06/30/25.....	\$4,552,835.72	\$1,122,894.24	\$1,409,178.04	\$39,309.00	\$1,162,449.94	\$8,286,666.94

¹LATTA
HIGH SCHOOL & MIDDLE SCHOOL



STUDENT HANDBOOK

2025-2026

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Mission/Purpose

It is the mission of the Latta Public School District to provide a balanced instructional program for all students that fosters intellectual growth, advocates responsible membership in society, exemplifies self-discipline, and kindles a desire for continued learning. This handbook contains general student information as well as a summary of the policies, regulations, and procedures for students as established by the Latta School Board in collaboration with its school administration and faculty and documented in the School Policy

Reference Manual. Students are responsible for making themselves and their parents aware of these policies.

General Information

Classes at Latta HS/MS begin at 8:15 a.m. and end at 3:00. Students are required to enroll in seven (7) periods a day in Grades 7-12. (Seniors with work permits must enroll in at least six periods.) Notice of cancellations due to bad weather will be given to local and state media outlets and via text notifier. The Latta Public School System does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap, or veteran status.

Graduation Requirements

GRADUATING CLASSES OF 26, 27, 28, & 29

Students and parents are required to select between the College Prep / Work Ready graduation plan and the Core graduation plan. These requirements – outlined below – will be provided to students upon enrolling in 9th grade and the selected plan will be on record in the counselor's office. According to law, if a student's parent/guardian does not select between the two plans, the student will automatically be enrolled in the College Prep / Work Ready curriculum.

College Prep/Work Ready Graduation Plan

4 Units English
3 Units Lab Science (Biology required and Phys Sci, Physics, or Chemistry required)
3 Units Math (Algebra I and above)
3 Units History/Citizenship Skills (OK Hist, Gov't, AM Hist required)
2 Units of the same Foreign Language or 2 Units Computer Technology
(One Computer unit required by district policy)
1 Add'l Unit from above courses or approved technology education courses
1 Unit or set of competencies The Arts or Speech
Electives to complete 25 units
Requirements for Personal Financial Literacy Passport
Required instruction in CPR/AED

Core Graduation Plan

4 Units Language Arts
3 Units Lab Science (Biology required)
3 Units Math (Algebra and above)
3 Units Soc. Studies (OK Hist, Gov't, AM Hist required)
1 Unit Computer Applications
1 Unit or set of competencies in the Arts
Electives to complete 25 units
Requirements for Personal Financial Literacy Passport
Required instruction in CPR/AED

Seniors who lack more than one unit will not be allowed to participate in graduation exercises. Graduation exercises and attire will be under the authority of school administration. Only school issued/approved attire (honor chords, stoles, etc.) will be worn with graduation caps and gowns.

GRADUATING CLASSES OF 2030 AND AFTER

Beginning with students entering the eighth grade in the 2025-2026 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall complete a minimum of the following twenty-three (23) curriculum units or sets of competencies at the secondary level:

• Four units or sets of competencies of English to include Grammar, Composition, Literature, or any English course;

• Four units or sets of competencies of mathematics, two of which shall be Algebra I and either Algebra II or Geometry. The other two units may include Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Statistics, Math of Finance, Computer Science, college courses approved for dual credit, an approved full-time postsecondary career and technology program, or locally approved math based application

Commented [1]: Requirements were 25 with Computers. Do we want to continue making that a requirement?

Commented [2]: I believe we should stay with the 25 total unit requirement - even if we do away with the local computer requirement.

Am I correct that we are proposing to do away with that computer requirement?

course, or any mathematics course with content and/or rigor above Algebra I;

• Three units or sets of competencies of laboratory science approved for college admission requirements including one unit or set of competencies of life science meeting the standards for Biology I; one unit or set of competencies of physical science meeting the standards for Physical Science, Chemistry, or Physics; and one unit or set of competencies from the domains of physical science, life science, or earth and space science, or approved full-time postsecondary career and technology program or locally approved science based application course, or any science course with content and/or rigor above Biology I or Physical Science;

• Three units or sets of competencies of history and citizenship skills including one unit of American History, 1/2 unit of Oklahoma History, 1/2 unit of United States Government, and one unit from the subjects of History, Government, Geography, Economics, Civics, or non-Western culture;

• Six pathway units or sets of competencies approved at the discretion of the school district board of education which align with each student's Oklahoma State Department of Education Graduation FAQs 2 Individual Career and Academic Plan (ICAP) and may include, but are not limited to, any additional units or sets of competencies as provided in paragraphs 1 through 4 of this subsection, world or non-English language, computer technology, Junior Reserve Officers' Training Corps (JROTC), internship or apprenticeship programs, career and technology education courses, concurrently enrolled courses, advanced placement courses, International Baccalaureate courses approved for college admission requirements, music, art, drama, speech, dance, media arts, or other approved courses; and

• Three units or sets of competencies of elective courses approved by the school district board of education.

• Electives to complete 25 units

• Requirements for Personal Financial Literacy Passport

• Required instruction in CPR/AED

• Pass the US Naturalization Test

Seniors who lack more than one unit will not be allowed to participate in graduation exercises. Graduation exercises and attire will be under the authority of school administration. Only school issued/approved attire (honor chords, stoles, etc.) will be worn with graduation caps and gowns.

Graduating With Highest Honors

Latta High School will recognize students who graduate with "highest honors." The following criteria will be used:

Students must have a 4.0 or higher GPA

Cumulative GPA will be figured by rounding to the nearest 1/100 on a 5-point scale

All classes except those with Pass/Fail grades will be used to compute GPA

Students must have completed 4 advanced (5 pt) units

Students must complete the final four semester at Latta

Grades/Classes

5 Point Grading Scale Advanced Classes include:

90 - 100 % A = 5 points Trig, Calculus, Physics, Chemistry,

80 - 89 % B = 4 point Anatomy/Physiology, Pre AP English II,

70 - 79 % C = 3 points and all AP courses

60 - 69 % D = 2 points

59% below F = 0 points

4 Point Grading Scale

90-100% = A - Excellent 4 points

80- 89% = B - Above Average 3 points

70- 79% = C - Average 2 points

60- 69% = D - Below Average 1 point

59 below = F - Unsatisfactory 0 points

I = Incomplete (Work must be completed in 2 weeks or grade becomes an F)

Students exempt from semester tests will receive a final grade based on total points. Students taking semester tests will receive a final grade based on total points (80%) and semester tests (20%).

Oklahoma's Promise

Program provides resident tuition for courses needed to complete a degree/program within 5 years from award. To be eligible, students must:

- 1) Be a resident of Oklahoma
- 2) Commit to the program as an 8th, 9th or 10th grader
- 3) Complete college admission regulations
- 4) Graduate with a 2.5 GPA or higher
- 5) Have a family income of \$55,000 or less
- 6) Be admitted to an institution of higher education or a post-secondary career tech program.

Interested students / parents who feel they may be eligible should contact Wendy Norton in the Counselor's office, or call 332-3298.

Proficiency Based Credit

Upon written request of a student parent or guardian, a student will be given the opportunity to demonstrate proficiency in one or more of the core curriculum areas. Two opportunities (August & January) to demonstrate proficiency will be offered annually. Written requests must be submitted to district officials at least 25 days prior to the assessment date. Assessment dates will be announced.

Concurrent Enrollment

The concurrent enrollment program provides an opportunity for interested junior and senior students to expand their course studies. A cooperative program set forth by the State Board of Education and the Regents for Higher Education, concurrent enrollment allows junior and senior students enrolled in an accredited Oklahoma high school to be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as special students provided they meet certain requirements.

In accordance with the policy of the board, this regulation shall govern the concurrent enrollment of any student who wishes to attend a college or university during his or her junior and/or senior year. This policy begins with the Class of 2019. The student must be making satisfactory progress toward graduation and have sufficient credits to enroll in concurrent courses.

The student must complete a "Concurrent Enrollment" form and provide written permission from his/her parent or legal guardian along with the other required documentation - including a contract signed by the student and parent - to the counselor or principal before each semester begins. The student must present, to the Latta High School counselor or principal, an official grade report from the college or university where the course was completed within 10 days of completion of the course.

Students may enroll in college courses to meet minimum high school graduation requirements. Courses approved for concurrent enrollment shall be reflected on the high school transcript. Core academic courses taken concurrently that are equivalent to high

school courses shall be given core academic credit at the discretion of the high school principal. *Examples are: Freshman Composition 1 & 2 = English IV, College Algebra = a fourth HS math credit, A College Science = A third or fourth HS science, A College History = A fourth HS Social Studies (With the exception of Federal and State tested subjects, which will count only as elective credit.)*

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Concurrently enrolled students who elect to withdraw from or drop a college course prior to the completion of the semester must contact the school principal or counselor immediately and return to full time enrollment in his/her high school. The withdrawal grade will be reflected on the high school transcript as issued by the participating college or university. Students who have not completed the course requirements of any replacement course(s) will be subject to the LPS attendance policy for determination of a letter grade and credit.

Concurrent courses taken that are Federal or State required test subjects will only be counted as elective credit. Federal and State required test subjects must be taken at the high school. High school students concurrently enrolled in college courses taken for high school credit may continue concurrent enrollment in subsequent semesters if they achieve a college cumulative grade point average of 2.0 or above on a 4.0 scale.

Transcription of concurrently enrolled college courses shall occur as follows:

Academic credit shall be awarded for courses taken through concurrent enrollment that have been correlated with the academic credit awarded by the institution of higher education and approved by the Oklahoma State Regents for Higher Education. Each core college course must be worth 3 or more college credits in order for the student to receive 1 full credit on his/her transcript; with the exception of Freshman Composition 1 and 2 in which the student must take both semesters in order to receive a full credit of English IV on the student's transcript.

Courses taken for elective credit will be worth ½ credit on the student's high school transcript. Academic credit shall be transcribed as elective credit if there is no correlation between the concurrent enrollment higher education course and a course provided by the district. Grades received for college credit will be factored into the student's cumulative grade point average (GPA). College courses will be

transcribed as unweighted on the student's high school transcript. This could affect selection criteria for *Graduates With Highest Honors* or other academic honors programs.

(Changes in state regulations will apply in the event of a discrepancy between local and state regulations.)

Internship Program

Class options for Latta High School will include Latta Senior/Junior Career Internship. This class is available to seniors/juniors, after a graduation review following the sophomore year, to insure that each student is on-track for graduation and their schedule can accommodate the Internship. The Internship class may include, but is not limited to, the following:

- Seniors/Juniors may enroll in Internship for two class periods, as their schedule allows, for one semester at a time for an unpaid (unless other arrangements are made) internship.
- The purpose of the Latta Career Internship is to provide seniors/juniors with an opportunity to explore career options as they are mentored in the community.
- Class will include academic, attendance, and performance components to obtain elective credit and a grade. · Students will be placed at a site throughout the community in the student's fields of career interest for a semester at a time.
- Board policies apply to students enrolled in Internship, including attendance and behavior.
- The designated intern class time, two periods, includes travel time between school and the internship. · Students must provide their own transportation for this elective class.
- Some work sites may have additional paperwork or other requirements for students to be at their site. This is the responsibility of the student.
- Any student removed from an Internship site will report to In-School Detention during the intern time, receiving no credit for site work, for the remainder of that semester.

Honor Roll

The Honor Roll recognized students who achieve academically. A Student must have A's in each subject enrolled to make the Superintendent's Honor Roll. To make the Principal's Honor Roll, a student must have all A's and/or B's in all subjects enrolled.

National Honor Society

Latta School is a charter member of the National Honor Society. A faculty committee uses NHS criteria to select eligible members for NHS.

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Oklahoma Honor Society

Each year ten percent of the students at Latta who have the highest scholastic average for work done the first semester of the current year and the last semester of the previous school year are nominated for admission into the Oklahoma Honor Society. A certificate of membership is given at the awards assembly to each member who qualifies.

Scholastic Eligibility

The implementation of the OSSAA eligibility rules will be in effect for the school year with the exception of the following *rules* currently in effect at Latta School: A student must pass five classes (excluding PE/athletics) to meet eligibility requirements. Students failing to meet this standard may regain eligibility at the end of six weeks by passing all classes enrolled in during the current semester. Summer school credit earned during June or July sessions may be used to meet the end of the semester requirements for the spring semester.

The rule requires weekly review of the schoolwork of students participating in extracurricular activities – any activity that involves competition or requires a student to miss class. A student who is not passing all classes will be placed on probation for a week. If, after another week, the student is passing all classes, he will then be eligible to compete. If not, he will then be ineligible until he is passing in all classes.

Report to Parents

Report cards will be made available to students following the end of the grading period. Students owing charges will not receive grade cards.

During the grading period, grade averages will be provided in a timely manner to students. Failing or About-to-Fail notices will be sent by mail to parents the 5th week of each grading period.

Dropping a Class

Class changes may be made with permission from the counselor or principal during the first three school days each semester.

Retaking Classes

Letter grades from each class taken either by choice or through graduation requirements will be used in the computation of each student's GPA. Credit will be given only once for a particular class.

Attendance

In order to maximize their full educational potential, students should attend all classes. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to receive credit for any course in which the student is enrolled. Students with excessive absences in any class will receive a failing grade. Exceptions to this requirement will be considered for extended illness and other extenuating circumstances approved by the principal. Medical documentation will be required and must be received in the principal's office within one week of the student's return to school.

Attendance policies (FDC-R1) for students completing work in a distance learning program or virtual online program approved by the school district require participation at least 90% of the time instructional activities are provided. This participation may include online logins, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone. Additionally, students must be on pace for on-time completion of the course as required by the district.

Absences

Excused absences may be granted for the following reasons: 1) Illness 2) Medical appointments 3) Funerals 4) Legal matters 5) Extenuating circumstances deemed necessary by the principal. Parents are to contact the school on or before the day they are absent. In cases where this is not possible, the student is to bring to the office a note from the parent explaining the student's absence. This is to be done before school the day he returns. A student must be present a minimum of 30 minutes in a class to be counted present for that class.

Tardies (Begin new each 9 week period)

1. Students not in their seat when the bell begins ringing are tardy.
2. The following steps will be followed for tardy students:
First tardy: Teacher warning
Second tardy: Office and parent notified
Third tardy and beyond: Detention administered

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3. 3 tardies will count as an unexcused absence for test exemption.
4. If a teacher detains a student until the student is late for the next class, the student should request a note from that teacher for the next class, and the student will not be counted tardy.

Make-up Work A student will not be permitted to make up the work missed for *an unexcused absence or tardy*. Arrangements to make up tests should be made with the teacher. Students will be allowed one day to make up work missed for every day that an absence was excused. Students who miss a previously announced test, assignment, due date, etc. due to absence or school activity will be responsible for that test, assignment, due date, etc. as scheduled.

Test Exemptions Students meeting the following criteria may be exempted from semester tests. Students must meet the following criteria for exemption:

Grade Maximum Absences per Semester

A 4

B 3

C 2 (Students who have been suspended are not exempt from semester tests.)

Extra-Curricular Activities

At Latta Schools, we feel that extracurricular activities are an important part of the total school experience. We do realize that classroom participation and schoolwork are our main priorities. For this reason, the following attendance requirements will be in effect for students who participate in extracurricular activities:

A student will be in class a minimum of 4 class periods the day of an activity or the student may be considered ineligible to participate in activity on the same day. Exemptions include:

- 1) Medical appts (doctor note required from that day's appt)
- 2) Funerals
- 3) Extenuating circumstance deemed necessary by the principal
- 4) Legal matters
- 5) Observing a holiday required by student's religious affiliation
- 6) Participating in other school activities (school related)

Extracurricular Activity Student Code of Conduct

Suspension from School: Any contestant who violates the Code of Student Conduct in connection with an inter school contest or activity will be disciplined according to existing policies, rules, and regulations of the district. Suspension from school will be in addition to suspension from participation in athletics or other extracurricular activities.

Suspension from Sport or Other Activity: Coaches, sponsors or other school leaders shall review with athletes or others participating in school-sponsored activities expectations for student conduct and behavior including the requirements of the Student Conduct Code. Violations of the conduct code whether the student is in or out of school at the time of the violation may be punished by temporary removal from practice or competition. The length of the removal shall be determined by the coach, sponsor or leader and the Athletic Director.

Disqualification/Grievous Misconduct: Athletes and others involved in extracurricular activities are advised and informed in writing that participation in athletics and other school sponsored activities within Latta Public Schools is a privilege and not a right. All athletes' and other participants' conduct is expected to bring respect to themselves, their teams, their endeavor as well as to Latta Public Schools. Any behavior, whether occurring in school or out of school, bringing dishonor to the student, the team, the endeavor or the District will not be tolerated. Grievous misconduct, as determined by the superintendent or designee, may therefore result in permanent disqualification from participation in any and all athletic or other activities for the remainder of a student's enrollment in Latta Public Schools. Grievous misconduct may include, but is not limited to, bullying (including cyberbullying), hazing, brutality in any form, physical attack upon an official, coach or sponsor, violence of any nature, a pattern of continual misbehavior and/or any criminal act.

Notice: Any student whose privilege to participate in a school-sponsored sport or activity is revoked shall be provided with written notice of this circumstance simultaneously with notice to the student's parents/guardians by the principal of the school upon direction by the Superintendent or designee. The appropriate district Administrator will be provided a copy of the Notice. Where appropriate the Oklahoma Secondary School Activities Association (OSSAA) shall be notified.

Organizations

The following organizations have been established for students with the organization's mission and current sponsor listed:

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National Honor Society Mission: As a service organization, NHS's purpose is to improve the school and community around us. We do not exist in order to be recognized for our own benefit; we exist in order to serve others and to maintain the high standards of Latta School. Our organization is centered on the principles of scholarship, service, leadership, and character. **Sponsor: Tiffany Oliphant**

Student Council Mission: Advocate and advance the study and learning of student government
Encourage and support the development and implementation of meaningful and effective use of organizational structure and individual responsibility
Provide a program of stimulating and useful civic activities for members
Provide for educational and productive interaction among members, student body, administration, Board of Education, and students and leaders from other schools. **Sponsor: Jessica Tilley**

DECA Mission: The mission of DECA, Inc. is to enhance the co-curricular education of students with interest in marketing, management and entrepreneurship. DECA helps students to develop skills and competence for marketing careers, to build self-esteem, to experience leadership and to practice community service. DECA is committed to the advocacy of marketing education and the growth of business/education partnerships. **Sponsor: Stacy Oakley**

Latta Rotary Interact Mission: Rotary Interact is a service club for youth ages 14-18. Clubs benefit from sponsorship by Ada Sunrise Rotary Club, which provide support and guidance. Interact's global youth network is dedicated to community and international service. Every Interact club project, great or small, has a lasting impact on society worldwide. **Sponsor: Stacy Oakley**

4-H Club Mission: 4-H empowers youth to reach their full potential, working and learning in partnership with caring adults.
Sponsor: Stacy Oldenburg

Fellowship of Christian Athletes (FCA) Mission: To present to students and all they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church. **Sponsors: (HS) Seth Reeves & (MS) Clay Plunk**

Latta Organization of Speech and Theater (L.O.S.T.) Mission: To enable creative minds to learn how to experiment with speech, drama, and debate, to come together as a team and form new friendships, to learn how to perform and compete successfully, and to represent Latta High School with dignity and respect. **Sponsor: Nicole Barney**

Latta FFA Chapter Mission: FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education. **Sponsor: Seth Reeves**

FCCLA (Family, Career, & Community Leaders of America) Mission: To promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge and vocational preparation. **Sponsor: Darci Reeves**

Cheerleading Mission: To promote school spirit throughout the student body, faculty, and citizens of the community, support ALL organized athletic teams, and provide positive leadership in all aspects of school life. **Sponsor: Tera Fortner & Alyssa Tarver**

Latta Peacemakers Mission: To promote Native American cultural awareness, provide leadership opportunities and enrichment, and foster positive communication and relational skills for students of all cultures. **Sponsor: John Impson**

Letter Awards

The following criteria are used for students to order letter jackets:

1. The student must finish both seasons (fall and spring) in the sport or sports in which he is participating. 2. For a sophomore to order a jacket, the above requirements must have been met as a freshman participating on the sr high team. 3. Only students participating in varsity sports will be eligible for an athletic jacket. "JV" team participants will not be eligible for a letter. Any athlete suited up for State Tournament appearance will letter in the respective sport.

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Cheerleaders

Cheerleaders are selected for the forthcoming school year in the spring. Students are given an opportunity to try out and then are selected by a team of judges decided upon by the sponsor. To be eligible, a student must have good moral character and be

accepted by the student body. Students who are cheerleaders cannot be a member of a basketball team because of time requirement conflicts. The requirement to receive a letter for a cheerleader jacket is that the student must have been a cheerleader for a preceding year while in high school.

P.E. Classes

Students in PE classes will be required to suit out each day.

Livestock Shows

Students showing livestock through Latta 4-H/FFA will be granted school activity allowances for the Pontotoc County Fair and Spring Livestock shows, SE Regional Livestock Show, Tulsa State Fair, OYE, and if requested, one additional regional or national level show. The needed days granted will be at the discretion of the FFA/4-H advisors.

Truancy

A student is considered truant when he leaves school without permission from the office or when he remains away from school without the knowledge of his parents.

Students may not leave the school premises during the school day without receiving permission from the principal's office. Before permission is granted for a student to leave:

1. The principal's office must receive communication from the student's parent/guardian stating why the student needs to leave. 2. Students will check out through the principal or secretary and check in by same procedure if returning to school that same day. (Students are not allowed to leave school for lunch.)

Any student who fails to abide by these policies will be truant.

Closed Campus/Visitors

It is the policy of the Latta Board of Education to have a closed campus. Students will remain on campus from the time they arrive in the morning until the completion of the school day. Students arriving late to school must check in through the office. When a student leaves home for school in the morning, using school transportation, the school day starts for that student. Upon arrival on campus, students should gather materials for first period class and go to an approved area to wait for class. Sitting in a vehicle is not permitted.

No student visitors are allowed on campus unless permission has been granted through the principal's office. Parents/adult visitors should check in at the principal's office. All items (including lunch) brought to students must be delivered to the principal's office.

Vehicles/Driving Privileges

Students' vehicles must be properly parked in the high school parking lot. Each student who drives a vehicle may be assigned a parking space. Students will not be permitted to leave in a vehicle during school hours unless cleared through the principal's office. When students enter the parking lot, they are to park and exit their vehicle. Students are not to return to their vehicles during the school day. Use of excessively loud speakers when entering or leaving the school zone is prohibited. Students who drive recklessly or unsafely in school zones and/or on school property are in danger of losing driving privileges.

Tobacco Policy (Latta Policy FNCD, OK State HB #2529)

No form of tobacco (or related use items such as lighters, matches, etc.) will be allowed on campus, or campus property, either during or after school or at extra-curricular activities. Vaping and possession/use of vapers, e-cigarettes, etc. are prohibited.

Dress Code (Latta Policy FNCA)

Modest standards of dress and clean appearance reflect self-worth, maturity, and assist in creating an atmosphere conducive to learning.

- 1) Shorts, dresses, and skirts - garments must be at least mid-thigh length all the way around. No undergarments may be exposed.
- 2) Shoulders - minimum of 3 inch shoulder straps (Halter tops, backless clothing, and attire with over-sized arm openings that expose undergarments or upper body areas are not allowed.)

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3) No low-cut tops; midriff must be covered; no see-through clothing including pants, shorts, etc. with holes, rips, or tears above the mid-thigh level.

4) No clothing or accessories with inappropriate, obscene, or vulgar pictures or writing. (Includes references to alcohol, tobacco, sex, nudity, weaponry, violence, drugs, etc.)

5) No hats, caps, or other headwear worn in building

6) No piercings other than earrings or nose piercings. No lip, face, tongue, or any other exposed body piercings. **7)**

No costumes will be allowed.

8) No visible temporary body markings, **stickers, or colloidal skin care patches** will be allowed

Commented [3]: Add this

9) In order to ensure that students are on task and learning is taking place, students must wear their hair so their entire eye is visible 10)

Commented [4]: It does to me. Thanks for doing that.

Tights, workout/yoga pants, leggings, spandex, etc. may only be worn with a shirt or top that extends to the 3 inch inseam level

(If a student is sent home because of a dress code violation, it is not an expulsion or suspension, but a disciplinary measure to correct the violation. The student should return immediately to school because while a student is absent, he/she is unexcused during that time away from school.)

Any dress or accessories which adversely affects student safety, ability to communicate, or which impedes the educational process, will not be allowed. The Board of Education and school administration have the authority to make any decision to correct any situation pertaining to the dress code or any situations that are not in the best interest of the school, student body, or the educational process.

Discipline Policy

School Laws of Oklahoma: Article VI, Section 102, "The teacher of a child attending a public school shall have the same rights as parents to control and discipline such child during the time the child is in attendance or in transit to the school or classroom presided over by the teacher."

The discipline within the classroom is the responsibility of the principal of the school and the teachers, with the understanding that the teachers will try to solve their discipline problems first. The next step is to go to their principal, then to the superintendent, and finally to the Board of Education if a satisfactory solution is not reached.

The type of punishment to be used will be left to the discretion of the classroom teacher with approval of the principal and with the understanding that proper discretion be used at all times.

Corporal punishment may be administered when necessary. This shall be done at the discretion of the principal. In the event that a child refuses to allow the principal to administer discipline or correction, the parents will be called to remove the student from the school grounds. When it is necessary to suspend a child from school temporarily because of his inability or unwillingness to conform to the school situation and accepted standard behavior, the action and reason will be reported to the parent or guardian. Students suspended out-of-school will not be allowed to participate in or attend any Latta School activities on or away from school premises. Students who are assigned in-school suspension will not be allowed to participate in any school activities. (*Attendance* at school activities for students in ISS may be at the principal's discretion.)

The Superintendent may, with good reason, recommend to the Board of Education, the suspension, following due process, of any pupil found guilty of incorrigible conduct for the remainder of the semester and/or the succeeding semester. School officials recognize a student's right to "due process of law" in all matters concerning suspension and expulsion. The principal shall have authority to discipline, including suspension, any pupil who is guilty of any behavior deemed inappropriate, or guilty of, but not limited to, the acts listed below. (This authority applies while in attendance at Latta, in transit to or from school, under any school supervision, at any school function authorized by the school district, or when present at any facility under the control of the school district):

1. Immorality, profanity, or language not appropriate for school. (FOD)
 2. Violations of written school rules, regulations or policies. (FOD)
 3. Possession, threat, or use of dangerous weapons or any accessories associated with weapons of any kind. (FNCGA) 4. Assault and battery. (FOD)
 5. Possession of any narcotic, drug, stimulant, depressant, alcohol, tobacco, or related use items or any substance portrayed as such. (FNCE, FNDC, FO-R3)
 6. Possession or use of laser-pointing devices.
 7. Conduct which jeopardizes the safety of others or is calculated to disrupt the operation of the school. (FOD) 8. Truancy. (FDC-R)
 9. Stealing. (FOD)
 10. Hazing or Harassment, Bullying (FB, FNCC)
 11. Fighting
 12. Adjudication as a delinquent. (FOD)
- Students/parents who intend to appeal a suspension should notify the superintendent within 10 days. (Latta Policy FOD-R)

Gang Policy

Latta School wishes to provide students the opportunity for a quality education in a safe and pleasant environment. Therefore, no gang-related activity, behavior, paraphernalia, or style of dress shall be tolerated. This includes, but is not limited to, bandanas, sagging pants, gang signs, and chains.

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BULLYING/HARASSMENT (FNCD-R)

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

Definition of Terms

Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Bullying Protection Act defines the terms "harass, intimidate, or bully," as including, but not limited to, any gesture, written or verbal expression, or physical act that a reasonable person should recognize will: A. Harm another student;

B. Damage another student's property;

C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

2. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child;

3. General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. Bullying acts by students have been described in several different categories.

A. **Physical Bullying** includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim.

B. **Emotional Bullying** includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students. C. **Social Bullying** includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group.

D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body. Such conduct may also constitute sexual harassment – also prohibited by Latta Public Schools.

Procedures Applicable to the Understanding of and Prevention of Harassment, Intimidation, and Bullying of Students 1.
Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of harassment, intimidation, and bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Latta Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting harassment, intimidation, and bullying of students and the prevention and management of such conduct.

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

Student Reporting

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

Staff Reporting

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

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

Parental Responsibilities

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

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

HARASSMENT (FNCD)

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

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, gestures or written, verbal, or physical acts, or electronic communications. Such behavior is specifically prohibited.

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

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

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention

5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

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Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

Drug-Free Schools Policy (Latta Policy FNCF)

Students who possess, use, or distribute illicit drugs including steroids or alcohol, or any related drug use items including pipes, roach clips, rolling papers, etc., at school or at any school related function shall be subject to disciplinary action. Such disciplinary action may include long-term suspension for students. In addition to suspension, students are subject to referral for prosecution under applicable laws.

Any student or teacher who has reasonable cause to suspect that a student may be under the influence of or has in his possession: (1) alcoholic beverages (2) a controlled dangerous substance, as defined by State Law, shall immediately notify the principal of such suspicions. The principal shall immediately notify the school's superintendent **and the parent or legal guardian of said student concerning the matter.** (Ref. O.S. Title 70 Sec 133.)

Any suspension and/or search of said student will be subject to any applicable law. Any student of this school district who believes that

he or she may have a problem with drug abuse may be referred to **appropriate local agencies for counseling, treatment, or rehabilitation.**

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY

The Latta Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

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Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

Personal Responsibility

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his or her property.

Term of the Permitted Use

A student or staff member who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

Acceptable Uses

1. *Educational Purposes Only* - The school district is providing access to its computer networks and the Internet for educational purposes only. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.

2. *Unacceptable Uses of Network* - Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

A. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.

B. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.

D. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.

3. *Netiquette* - All users must abide by rules of network etiquette, which include the following:

A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

B. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

C. Do not assume that a sender of email is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her email address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.

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D. Be considerate when sending attachments with email (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

4. *Cyber Bullying* - Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

Sending mean or threatening messages via email, IM (instant messaging), or text messages.

Spreading rumors about others through email, IM, or text messages.

Creating a Web site or MySpace (or other social-networking) account that targets another student or other person(s).

Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web.

Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Latta Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.

2. **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.

3. **"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities. 5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using _____ for our technology protection measure (internet filtering software) to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school

administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

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6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Privacy

Network and Internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

Failure To Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

Updates

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

Google Apps for Education

The District provides Google Apps for Education accounts for student use in their academic program, which may include email accounts. Student data, which includes communications and work generated through these student accounts, are accessible to authorized District personnel for such monitoring, use or disclosure of this data as may be necessary for the educational program. Parents and students executing this Internet Use Agreement consent to this monitoring, use and disclosure by the District, and they consent to Google providing the District with the ability to do so. Parents and students executing this Internet Use Agreement authorize Google to provide these Services to the student as described in the Google Apps for Education Agreement and as administered by the District. Student data generated is stored and processed at Google facilities. Security and access to this data is governed by the Google Apps for Education

Cell Phones / Wireless Telecommunications Devices It is the policy of the Board of Education that a student may possess a personal electronic device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. Students may be issued a device by the school district such as a laptop, tablet or other electronic device. School-issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized only for educational purposes by students. Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from time of arrival to the end of the school day. Exceptions may be made as follows: Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to: Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure); or b. Natural Disasters or Lockdowns - Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or 2. Use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to, glucose monitoring which may occur multiple times during the school day; or 3. Students with special needs may use cell phones or personal electronic devices during class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan. "Bell to bell" means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time. "Personal electronic device" means a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school approved devices that are specifically limited for use in classroom instruction. Students found to be using any personal electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated by the administration of the school district. Any personal wireless communication device that is confiscated will be returned to the student at the end of the school day. Students violating this rule may be disallowed from carrying any wireless telecommunication device following the incident unless the device is utilized to monitor a health condition. Students found to be in possession of or using a personal electronic wireless-telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy. Punishment for violation will be determined by the administration on a case-by-case basis.

Commented [5]: New Cell Phone Policy

Buses

Buses used by Latta School meet requirements of the State Dept. of Education and operate in cooperation with its regulations. Safety is a priority and students are to regard a bus as a classroom relating to their conduct. Bus drivers have absolute authority and will maintain discipline to prevent accidents. Students may be suspended and/or lose riding privileges if rules are violated. Students riding buses should be careful when loading and unloading and should always wait for the bus to stop before proceeding. When a student enters a bus or bus zone, he is under supervision of the driver who is a school official and has the same authority as teachers.

Hallways

Students will refrain from loud talking, running, boisterous behavior, or other improper action in hallways. Excessive displays of affection between students will not be allowed in halls or elsewhere.

Assemblies

Students are expected to be attentive and show respect during assemblies. Students who misbehave or show disrespect will be removed from the assembly and disciplinary measures will be taken. All students will attend assembly programs unless exemptions are given by the school administration.

Marring of Physical Property

Latta students take great pride in keeping the building and grounds looking trim and neat. The proper cooperation of all students is necessary to keep the equipment, buildings, and grounds in good condition. Students responsible for damaging, breaking, or destroying school property are responsible for replacement costs associated with such.

Textbooks

Textbooks will be furnished to all students. Students will be charged for textbooks damaged or lost.

Lockers

Lockers will be assigned to each student. Students are to use only the locker they are assigned. Each student is expected to keep his locker neat and clean. Students who deface lockers will be responsible for damages. Students should never leave valuable/personal property in an unlocked locker.

School Meal Program

The school district offers nutritious school meals to students at a minimal cost. In order to avoid adversely affecting the school lunch program financially, the School Board establishes policy regarding the charging of school lunches. Negative student balances affect the ability of the lunch program to operate in a fiscally responsible manner.

The District discourages the charging of student lunches. Students that have charged meals shall not exceed \$30.00 in unpaid charges. If this amount is exceeded and not paid in a timely manner, then the student will be offered an alternate lunch. Students will not be allowed to have additional charges after May 1.

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Notices of unpaid charge balances will be sent to the parents/guardians on a regular and consistent manner to avoid the lunch program carrying charge balances. All communications will be directly with the parent or guardian. Under no circumstances will a child receive a hand-stamp or any other physical marking to show that they have unpaid charge balances. If no response to unpaid lunch charges is received by the District from parents/guardians and attempts are made to collect the balances, students will not be able to charge again until the charges are paid. All excessive balances may be subject to referral to a collection agency. The student will be provided an alternative meal.

Parents who could be eligible are encouraged to apply for Free and Reduced Lunch under the federal government guidelines.

Applications are available at the schools and on the district website.

Students will be treated with courtesy and respect regardless of whether or not the parent has provided payment to the school district. If a meal has been served to a child in error, the child will be allowed to consume the food that was provided to the student in error. Staff members will be instructed to adhere to this policy.

All funds in a student's account may be refunded upon request.

If at the end of the school year, the student does not request a refund, the remaining balance will be placed in the student's account for the next fiscal year.

If a student leaves the district without requesting a refund, the money will be handled in the following manner: Less

than \$10.00 – the money will be considered a donation to the Child Nutrition Program

\$10.00 or more – the money will be forwarded to the last known address of the student. If the envelope is returned unopened, the money will be treated as a donation to the Child Nutrition Program

Dispensing of Medication

Latta School will not provide any type of medication to students. If a parent wishes to send medication to school to be dispensed to his child, the parent must sign a form giving the school permission to dispense. Medication sent by a parent will be labeled with the student's name and dispensed per Latta Policy FFACA. Students are not to keep any medications with them unless permission has been granted through the principal's office.

Scheduling of Meetings

A master calendar is kept in the High School office for scheduling school events. Events must be scheduled through high school principal or secretary at least one week in advance. Students must have teacher/sponsor approval before scheduling meetings.

Withdrawal from School

When a student must withdraw from Latta School during the school term, he/she should report to the Principal's office on the morning of the last day in attendance and get a check out slip. Students must check out with the teacher of each class in which they are enrolled. Students will check in books, pay any fees/fines owed, and complete any other requirements set forth by the school/teacher before receiving a final grade.

Petitions

Any petition circulated at school must have prior approval by the principal.

Privacy Rights

State law requires local schools to inform students of their discipline policies concerning privacy. The law reads: "Pupils shall have no reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights toward school officials in school lockers, desks, and other school property."

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

*Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605*

Copies of the complete FERPA policy may be obtained by contacting the district superintendent, Mr. Cliff Johnson at 580/332-2092. The District will arrange to provide translations of this notice to non-English speaking parents in their native language.

Student Directory Information

Latta Public Schools proposes to designate the following personally identifiable information contained in a student's education records as "directory information," and it will disclose that information without prior written consent: 1- The student's name

- 2- The student's photograph
- 3- The student's class designation (i.e., 1st grade, 12th grade, etc.)
- 4- The student's extra-curricular participation
- 5- The student's achievement awards or honors
- 6- The student's ht. and wt. if a member of an athletic team.

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

NOTICE TO PARENTS OF LATTA SCHOOL STUDENTS

Under the provisions of NO CHILD LEFT BEHIND ACT OF 2001

Parents Right to Know . . .

Parents are to be notified that they (parent) may request information regarding the professional qualifications of the student's classroom teachers. Please contact your building principal if you need information. This information may include the following: (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

- (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
- (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

TESTING PROGRAM / STUDENT SURVEYS

The board of education recognizes surveys can be a valuable resource for schools and communities in determining student needs for educational services. Such collection of input from students and parents may be used to assist school staff in decision-making related to curriculum and instruction and in program development and operations. To this end, the board supports the use of appropriate surveys in accordance with the guidelines contained in these regulations.

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Administrators, teachers, other staff members, and the board of education may use surveys for many purposes, which may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys used in any experimental program or research project will be subject to the requirements outlined in policy found elsewhere in this manual. (See GBA-P.) Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

Prior to administering a survey, the board of education must approve all those that are received by the superintendent that include reference to any of the factors listed below. No student may, without prior parental consent, take part in a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or 7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8. Religious practices, affiliations, or beliefs of the student or the student's parent.

Prior consent to any such survey, analysis, or evaluation means the prior written consent of the student's parent or guardian or, if the student is emancipated, of the student.

Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the superintendent of schools and the approval of the board of education as to content and purpose. Results of such approved surveys must be shared with the board of education.

Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given.

Overall survey results following decisions must be shared with all parties who request such information. Parents/guardians shall be notified at least annually, at the beginning of the school year, of this policy and when enrolling students for the first time in district schools. This notification must explain that parent/guardians, or students 18 or older, have the right to "opt the student out of participation," in writing, in the following activities:

1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as: A. College or other postsecondary education recruitment, or military recruitment;
 - B. Book clubs, magazines, and programs providing access to low-cost literary products;
 - C. Curriculum and instructional materials used in schools;
 - D. Tests and assessments;
 - E. Student recognition programs; and
 - F. The sale by students of products or services to raise funds for school-related activities.
2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above; or 3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

Parents/guardians of a student have the right to inspect, upon request, instructional materials used as part of the educational curriculum.

Definitions:

The term "survey" includes an evaluation. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Immunization Law

Immunizations required by the State Dept. of Public Health prior to the enrollment of a child in public school are shown on the

following chart:

VACCINES REQUIRED BY SCHOOL YEAR AND GRADE LEVEL:

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*Students in Grades K-12 are required to have the following immunizations: 1 dose rubella, 2nd dose measles, 1 dose mumps, 5 doses DTP, 4 doses polio, 3 doses HEP B, 2 doses HEP A, and varicella (K-11). Chicken pox is required for 7th Grade. *All measles, mumps, & rubella must have been administered on or after the child's first birthday. ** If the 4th dose of DTP and/or 3rd dose of polio are administered on or after the child's 4th birthday, then the 5th dose of DTP and/or the 4th dose of polio are not required.*

Medical Release Forms

Minor children must have a medical treatment release form on file if they participate in school activities that require them to leave the school campus. This form is part of the enrollment packet and should be completed at enrollment. Students are not to participate in activities off campus unless a Medical Release Form is on file. Latta School does not provide insurance coverage for students. Students insurance from a private carrier is made available to students at the time of enrollment.

Photo Policy

All students must have portraits made with the official school portrait photographer to be included in the current volume of the yearbook. The school-selected studio provides yearbook photos at no charge. Therefore, any senior, underclassman, or faculty/staff member may have a picture in the yearbook at no charge. Seniors may be required to pay a sitting fee to cover the cost of proofs. If no order is placed, the fee will cover the cost of the picture on the senior panel, and composite of the senior class. All students and school personnel will be afforded two opportunities to have portraits taken. The second opportunity is provided for retakes, if necessary, as well as for anyone who missed the first opportunity. By having all portraits taken by the same photographer under the same conditions, the yearbook staff can be assured of the highest quality reproduction of all photographs serving the best interests of all students.

Obituary Policy

Should a student or any school personnel die during the current period covered by the yearbook, the staff will treat the death in a tasteful, respectful manner. The portrait of that individual will appear as it would under normal circumstances, but the name of the person and date of birth and death will be set off in 10% black screen.

Annual Asbestos Notification for Parents, Teachers, & Employees

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan, which is located at the supt's office and at each campus.

The Latta Schools annually notifies all parents, teachers, and other employees by posting this notice. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by posting a notice, or using handout bulletins, flyers, and/or using newspaper public notice statements.

The asbestos identified in our management plan will be checked regularly by a licensed asbestos company and by our staff to scrutinize any changes in the material which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law.

Child Identification, Location, Screening, & Evaluation

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities: Referral - Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special related services may be referred for screening and evaluation through the local schools. Local school districts coordinate with the Sooner Start Early Intervention Program for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Area-wide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

Screening: Activities may include vision, hearing, speech/language, and health. Other screening activities may include: review of records and educational history, interviews, observations, and specially developed readiness or educational screening instruments.

NONDISCRIMINATION

The _____ Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor.

The board directs the superintendent of schools to prepare necessary rules, regulations, and procedures to ensure that all local, state, and federal laws, regulations, and guidelines are followed.

The following statement will be included in all course announcements, bulletins disseminated to all students, materials used for recruiting or describing programs and training, application or enrollment forms, brochures, and catalogs:

"The _____ Board of Education does not discriminate on the basis of disability, race, color, religion, national origin, sex, age, or veteran status, or gender."

When an open forum is created whereby non-curricular groups are allowed to meet on school premises Boy Scouts and other designated youth groups will have equal access.

Inquiries concerning application of this policy may be referred to _____ who is the Title IX/504/ADA Compliance Coordinator.

District

Street Address

Telephone

City, State, Zip

REFERENCE: Oklahoma Constitution, Article 1, Section 6
Title 6, Title 7, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972
Executive Order 11246, as amended by Executive Order 11375
Equal Pay Act, as amended by the Education Amendments of 1972
Rehabilitation Act of 1973, §504
Education for All Handicapped Children Act of 1975
Immigration Reform and Control Act of 1986
Americans With Disabilities Act of 1990, 42 U.S.C. §12101
Individuals With Disabilities Education Act, 20 USC §1400, et seq.

RECORDS INVESTIGATION

The _____ Board of Education believes that it has a responsibility to employ only those persons who are qualified in every respect. The board further believes that it should avail itself of means and methods provided by the legislature to assist in the selection of employees. Therefore, it is the policy of this board of education that a national criminal history record check shall be conducted of all prospective employees. The board of education is not required to obtain a new criminal history record check for an individual who has obtained certification from the Oklahoma State Department of Education within the previous twelve (12) months. A national criminal history record check is defined at 74 O.S. § 150.9 and requires a check of criminal history records entailing the fingerprinting of the individual and submission of the fingerprints to the United States Federal Bureau of Investigation (FBI) for the purpose of obtaining the national criminal history record of the person from the FBI.

Any teacher employed prior to May 19, 2020 who does not have an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation as well as a national criminal history record check as defined above on file with the school district shall complete the criminal history background checks upon the next renewal of his or her Standard Teaching Certificate. Any other employee employed by the district prior to May 19, 2020 who does not have an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation as well as a national criminal history record check as defined above on file with the school district shall have until July 1, 2022 to complete the criminal history background checks.

A written consent will be required from the prospective employee consenting to a felony records check to be conducted as authorized by Oklahoma law. The records check shall be initiated by the school district's written request, through the superintendent, to the State Department of Education. Effective November 1, 2012, the school district may contract with a third-party vendor who is a member in good standing with the National Association of Professional Background Screeners to perform any and all employment screenings, background checks, and credit checks.

Any person applying for employment as a substitute teacher shall only be required to have one such national criminal history records check for the school year. Upon request of the substitute teacher, that felony records search results may be sent to any other school district in which the substitute teacher is applying to teach. The board of education may choose whether to require a national criminal history record check from a prospective substitute teacher who has been employed by the school district in the last year.

Any person employed as a full-time teacher by a school district in Oklahoma in the five (5) years immediately preceding an application for employment as a substitute teacher may not be required to have a national criminal history record check, if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was last employed stating the teacher left in good standing and whether the teacher was the subject of any allegation of inappropriate behavior with a student.

Any person who has been employed as a full-time teacher by a school district who applies for employment as a full-time teacher in another school district may not be required to have a national criminal history background check completed if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was employed stating the teacher left in good standing and whether the teacher was the subject of any allegation of inappropriate behavior with a student.

Any person who has been employed as a substitute teacher by a school for a minimum of five (5) years preceding an application to be employed as a full-time teacher may not be required to have a national criminal history record check

completed if the teacher can produce a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was employed as a substitute teacher
RECORDS INVESTIGATION (Cont.)

stating that the teacher left in good standing and whether the teacher was the subject of any allegation of inappropriate behavior with a student.

Any person employed as a full-time teacher by a school district in Oklahoma for ten (10) or more consecutive years immediately preceding an application for employment as a substitute teacher in the same school district is not required to have a national criminal history record check for as long as that person remains employed for consecutive years by that school. If the substitute teacher wishes to work in another Oklahoma school district, a national criminal history background check will be required.

If the applicant for employment meets all other criteria for employment in this school district, the applicant may be employed on a temporary basis for a maximum of sixty (60) days pending receipt of the national criminal history record check results. The temporary employment of the prospective employee shall terminate after sixty (60) days unless the school district receives the results of the national criminal history records check. The sixty (60) day temporary employment period shall begin on the first day the prospective employee reports for duty at the employing school district. If the applicant is offered permanent employment following the review of the records search, the search fee will/will not be reimbursed in full.

TECHNOLOGY CENTER SCHOOLS ONLY:

The requirement for a national criminal history record check shall not apply to technology center employees hired on a part-time or temporary basis for the instruction of adult students only.

REFERENCE: 70 O.S. §5-142

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

Teachers are charged with the education of the youth of this state. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles.

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire for the respect and confidence of their colleagues, students, parents, and the community; teachers are to be guided in their conduct by commitment to students and the profession.

**PRINCIPLE I
COMMITMENT TO THE STUDENTS**

The teacher must strive to help each student realize his or her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the teacher:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly
 - A. Exclude any student from participation in any program,
 - B. Deny benefits to any students,
 - C. Grant any advantage to any student.

This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.

7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted or required by law.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)**PRINCIPLE II
COMMITMENT TO THE PROFESSION**

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In order to assure that the quality of the services of the teaching profession meets the expectations of the state and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist entry into the teaching profession of any person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist an unqualified person in the unauthorized practice of the teaching profession.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decision or actions.

PRINCIPLE III

1. Pursuant to the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:
 - A. Willful neglect of duty.
 - B. Repeated negligence in performance of duty.
 - C. Mental or physical abuse to a child.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)

D. Knowing and willful failure to report suspected child abuse or neglect;

E. Incompetency.

~~F.~~ E. Instructional ineffectiveness.

~~G.~~ F. Unsatisfactory teaching performance.

~~H.~~ G. Commission of an act of moral turpitude.

~~I.~~ H. Abandonment of contract,

~~J.~~ I. Conviction of a felony,

~~K.~~ J. After a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties, or

~~L.~~ K. Failure to earn required staff development points.

2. A career teacher shall not be subject to dismissal or non-reemployment for items A, B, D, E, and F, above unless and until a written admonishment has been issued in accordance with relevant law.
3. A probationary teacher shall not be subject to dismissal or non-reemployment for inadequate teaching performance unless or until a written admonishment has been issued in accordance with relevant law.
4. Temporary teachers, substitute teachers, adult education teachers, and teachers employed in positions fully funded by private or federal grants shall not be protected by the provisions of the Teacher Due Process Act.
5. A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.
6. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties:
 - A. "Criminal sexual activity" means the commission of an act defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and
 - B. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity (70 O.S. §6-101.22).
7. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person has, either in the presence of a minor or in a manner that such person has participated in making available to a minor online, engaged in sexual acts, acts that appeal to the prurient interest in sex as found by the average person applying contemporary community standards, or acts that excessively promote sexuality in light of the educational value of the material and in light of the youngest age of any student with access to said material.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)

REFERENCE: 70 O.S. §6-101.21, et seq.

NOTE: In accordance with the referenced statutes, a copy of these standards of performance and conduct will be provided to each teacher.

THIS POLICY REQUIRED BY LAW.

MATERNITY LEAVE (REGULATIONS)

Career Technology Centers:

The board of education shall provide maternity leave to full-time classroom instructional employees of the technology center who have been employed by the technology center school district for at least one year and have worked for the technology center for at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period. Eligible employees shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of maternity leave shall be used immediately following the birth of the employee's child.

Common Education Schools:

The board of education shall provide maternity leave to all full-time employees of the school district who have been employed by the school district for at least one year and have worked for the school district for at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period. Eligible employees shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of maternity leave shall be immediately following the birth of the school district employee's child.

Employees who qualify for state paid-maternity leave are entitled to extend the duration of their maternity leave beyond the six (6) weeks provided by this policy if they have sufficient sick leave available to cover the extended duration. Such sick leave may be used for recovery from childbirth, bonding with a newborn, or caring for a newborn. Extended sick leave shall not exceed six (6) weeks unless a licensed medical professional provides written certification recommending additional leave for medical necessity related to the employee's recovery from childbirth or for the care of the newborn to achieve a combined twelve (12) weeks of leave as addressed in the Family Medical Leave Act (FMLA). FMLA leave shall run concurrently with maternity leave and the paid sick leave extended duration.

Any employee who intends to utilize available sick leave to extend the duration of maternity leave must notify the administration of the school district.

REFERENCE: 70 O.S. §6-104.8

**TERMINATION OF EMPLOYMENT
TEACHERS**

It is the policy of the _____ Board of Education that professional employees, who for any reason intend to resign or who intend to retire, are encouraged to indicate their plans in writing to the board as early in the school year as plans may become firm and the decision to leave the district is made. Resignations become effective at the end of the school year in which they are submitted. Resignations to become effective earlier than at the end of the school year require a release by the board and must be considered on an individual basis. Resignations for the subsequent school year likewise require a release by the board and will be considered on an individual basis. Letters of resignation must be mailed to the board by registered or certified mail.

Career teachers will be subject to dismissal at any time - or will not be eligible for reemployment - for:

1. Willful neglect of duty,
2. Repeated negligence in the performance of duty,
3. Mental or physical abuse to a child,
4. Knowing and willful failure to report suspected child abuse or neglect,
- ~~4.~~ 5. Incompetency,
- ~~5.~~ 6. Instructional ineffectiveness,
- ~~6.~~ 7. Unsatisfactory teaching performance,
- ~~7.~~ 8. Commission of an act of moral turpitude,
- ~~8.~~ 9. Abandonment of contract,
- ~~9.~~ 10. Conviction of a felony,
- ~~10.~~ 11. After a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties, or
- ~~11.~~ 12. Failure to earn required staff development points.

Mental or physical abuse to a child would also include, but is not limited to a finding that a teacher has, either in the presence of a minor or in a manner that such person has participated in making available to a minor online, engaged in sexual acts, acts that appeal to the prurient interest in sex as found by the average person applying contemporary community standards, or acts that excessively promote sexuality in light of the educational value of the material and in light of the youngest age of any student with access to said material.

Probationary teachers may be terminated or nonrenewed by the board for cause subject to any statutory due process requirements in effect at the time such teacher is recommended for dismissal or nonrenewal.

Procedures for dismissal of certified employees are governed by state law and all actions of the school district and the board are clearly identified in the statutes. However, nothing in this policy shall be construed to prevent layoffs due to

TERMINATION OF EMPLOYMENT, TEACHERS (Cont.)

lack of funds or work. No action regarding dismissal or nonrenewal of an employee shall be taken until the employee has received due process (see DO-R).

The board of education may vote to offer employment or to not offer employment for the subsequent school year in advance of the statutory deadline. Until a written contract is executed or until the statutory deadline passes, the board may vote to not reemploy a certified employee.

The superintendent is directed to prepare procedures for the termination of career and probationary teachers in support of this policy.

REFERENCE: 70 O.S. §6-101, §6-101.20, et seq.
70 O.S. §18-123
Accreditation Standard 210:20-29-5

**TEACHER TERMINATION
PROCEDURES**

In accordance with the policy of the board of education, the following procedures shall be followed in terminating the employment of career and probationary teachers.

Whenever the superintendent recommends to the board of education that a teacher employed within this school district be dismissed or not reemployed, the superintendent's written recommendation shall set forth the basis for the recommendation. The recommendation shall include the specific statutory grounds on which a career teacher should be dismissed or not reemployed, or the cause for which a probationary teacher should be dismissed or not reemployed, and shall include the underlying facts supporting the recommendation.

The school district shall provide a copy of the recommendation letter to the State Board of Education if the recommendation includes grounds that could form the basis of criminal charges sufficient to result in the denial or revocation of certification for the following reasons:

1. Abuse, Neglect, Exploitation, or Sexual Abuse of Child as defined by 21 O.S. Section 843.5;
2. Knowingly and willfully failing to report suspected child abuse or neglect of a child in violation of 10A O.S. Section 1-2-101.

Whenever the board of education receives a recommendation for the dismissal or nonreemployment of a teacher, the board or individual designated by the board shall mail, or cause to be mailed, a copy of the recommendation to the teacher, by personal delivery to the teacher with a signed acknowledgement of receipt, or serve the recommendation and notice of hearing by process server. If mailed, such mailing will be by certified mail, restricted delivery, return receipt requested. The notice must specify the statutory grounds - for career teachers - or the cause - for probationary teachers - upon which the recommendation is based and shall include the teacher's right to a hearing before the board and the date, time, and place set by the board for hearing. Such hearing shall be held within the school district no sooner than twenty days nor later than sixty days following the teacher's receipt of notice. The board delegates the superintendent, as its agent, to set a time, date, and place for the hearing after consultation with the board president.

Hearing procedures for teachers shall be as follows:

1. The parties to the hearing are the teacher and the superintendent or designee, and they shall be afforded the following rights at any hearing held pursuant to these regulations:
 - A. The right to be represented.
 - B. The right to present witnesses in person or to present their testimony by interrogatories, affidavits, or depositions if agreed to by the parties. A list of all witnesses and exhibits shall be furnished to the other party at least five (5) days before the hearing.
 - C. The right to cross-examine witnesses.
 - D. The right to testify in his/her own behalf and present evidence and argument on all issues involved.
 - E. The right to have an orderly hearing.
 - F. The right to have an impartial decision based upon the evidence presented.

TEACHER TERMINATION PROCEDURES (Cont.)

2. The board president or, in case of absence, a designee, shall be the presiding officer at the hearing.
3. The hearing shall be convened by the board president who shall state the purpose of the hearing, introduce the parties, and administer the oath to all persons who will testify.
4. Upon the request of either party, the presiding officer may exclude from the hearing room the witnesses not at the time under examination, except that a party to the proceeding and his/her representative shall not be excluded.
5. At the hearing, the burden of proof shall be on the superintendent and the standard of proof shall be by a preponderance of the evidence.
6. The local board of education shall maintain such a record (including a tape or other electronic or digital recording of the hearing and any documents or evidence presented to the board) for two (2) years from the date of the hearing.
7. Informal disposition of any recommendation for dismissal or nonrenewal may be made by written stipulation, agreed settlement, consent order, or default.
8. The order of the procedures shall be:
 - A. Opening statement by the superintendent.
 - B. Opening statement by the teacher.
 - C. Presentation of the superintendent's evidence, followed by cross-examination of witnesses by the teacher.
 - D. Questions by the board members.
 - E. Presentation of the teacher's evidence, followed by cross-examination of witnesses by the superintendent.
 - F. Questions by the board members.
 - G. Presentation of rebuttal and surrebuttal evidence as necessary.
 - H. Closing argument by the superintendent.
 - I. Closing argument by the teacher.
 - J. Deliberation by the board members.
 - K. Vote by the board to accept or reject the superintendent's recommendation and recitation of findings of fact upon which the decision is based.
9. Presentation and consideration of evidence shall abide by the following:

TEACHER TERMINATION PROCEDURES (Cont.)

- A. Only evidence that reasonably relates to the issues before the board, as reflected in the notice to the teacher, should be deemed relevant.
- B. Strict rules of evidence as required by a court of law shall not apply in these hearings.
- C. Rulings on admissibility of evidence will be made by the presiding officer.
- D. Documentary evidence may be received in the form of copies or excerpts.
- E. Documentary evidence presented to the board shall be marked with a distinguishing number or letter such as Teacher's Exhibit #1 or Superintendent's Exhibit #1.
- F. While hearings are open to the public, no questions or statements will be allowed by members of the public attending the hearing except through the parties or their counsel.

The board of education may convene into executive session to deliberate findings of fact. After due consideration of the evidence and testimony presented at the hearing, the board of education shall vote in open meeting whether or not to dismiss or nonreemploy the teacher. The board's decision shall include a recitation of the basic or underlying facts relied upon by the board in reaching its decision. The teacher shall be notified in writing of the board's decision by certified mail, restricted delivery, return receipt requested, or substitute process as authorized by law within ten (10) business days of the hearing. The decision of the board regarding a teacher shall be final and nonappealable.

The board of education must forward hearing information concerning teachers to the State Board of Education on a prescribed form available from the administrative office. The superintendent or designee shall notify the State Board of Education within ten (10) days of the dismissal or nonreemployment of a probationary or career teacher for either criminal sexual activity as defined in 21 O.S. § 886 (sodomy) or sexual misconduct as defined at 70 O.S. § 5-144.

SUPPORT PERSONNEL SUSPENSION, DEMOTION, NONRENEWAL, OR TERMINATION

The _____ Board of Education has adopted the following procedure for the suspension, demotion, or termination of support personnel in accordance with Title 70 of Oklahoma Statutes, Sections 6-101.40 through 6-101.47.

For the purpose of this policy, "support employee" means a full-time employee as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of one hundred seventy-two days (172) and who provides those services which are not performed by certified teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district. Those support employees who work less than one hundred seventy-two days (172) are not entitled to due process and shall be employed on an at-will basis.

No support employee who has been employed in the school district for more than one year may be suspended, discharged, or nonrenewed except within the provisions of this policy. However, this policy shall not be construed to prevent layoffs or reductions-in-force for lack of funds or work.

When the immediate suspension of a support employee is in the best interest of the school, the superintendent may suspend the employee with or without pay without a hearing. If an employee is suspended for a period exceeding 10 days, the superintendent shall initiate termination proceedings immediately upon the beginning of suspension. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Nothing herein shall prevent proceeding against the employee for termination of employment during or after the suspension.

If the district has received notice of felony investigation into a support employee by a law enforcement agency, the employee shall be placed on administrative leave. If the district does not place a non-certified employee on administrative leave during the time such employee is under investigation by law enforcement for a felony; and that employee is convicted of a felony, pleads guilty to a felony, or pleads nolo contendere to a felony at the conclusion of that investigation; the district shall be given a health and safety deficiency by the State Department of Education.

Prior to demotion, termination, or nonrenewal and after any suspension, the support employee shall receive notice of his or her right to a board hearing if so requested. Employees will be notified by certified mail of a superintendent's recommendation to demote or terminate employment, and the support employee must request a hearing by certified mail to the board clerk within 10 working days of said notice, or the employee shall be deemed to have waived his or her right to a hearing.

If a hearing is requested, the hearing shall be conducted at the next succeeding regular meeting of the board if the request is received by the board clerk at least 10 days prior to such meeting. However, a special meeting may be conducted if requested by the employee or at the discretion of the board of education. Such special meeting shall be conducted no sooner than 10 days, nor later than 30 days, after receipt of the hearing request. The decision of the board shall be final.

The procedures of this policy only protect employees who have been employed more than one year immediately preceding adverse employment action and are suspended or discharged during a contractual period of employment or are nonrenewed.

In accordance with Title 70 of the Oklahoma Statutes, Sections 6-101.40 through 6-101.47, the board hereby adopts the following causes for suspension, demotion, termination, or nonrenewal of support personnel:

Adoption Date:

Revision Date(s): 7/26/93, 10/21/94, 12/19/94,
12/1/97, 2/3/00, 4/6/05, 3/15/06, 4/14/14, 3/20/19,
1/15/21, 7/23/24, 7/1/25

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SUPPORT PERSONNEL, SUSPENSION, DEMOTION, NONRENEWAL OR TERMINATION (Cont.)

1. Leaving workstation without authorization prior to lunch periods or end of workday.
2. Excessive unexcused absenteeism.
3. Chronic absenteeism for any reason.
4. Excessive tardiness.
5. Persistently wasting time or distracting others during working hours.
6. Leaving work area during working hours without proper notification and permission.
7. Falsification of personnel or other records (personal or another employee's records).
8. Possession of weapons on the premises at any time.
9. Removing district property, records, or confidential information from premises without proper authority.
10. Willful abuse, misuse, defacing, or destruction of district property, including tools, equipment, or other property of other employees.
11. Theft or misappropriation of property of employees, students, or of this district.
12. Sabotage.
13. Refusal to follow instructions of supervisor.
14. Refusal or failure to do work assignment.
15. Unauthorized operation of vehicles, machines, tools, or equipment.
16. Threatening, intimidating, coercing, abusing or interfering with employees, supervisors, or students at any time.
17. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, students, or the district.
18. Creating or contributing to unsanitary conditions.
19. Practical jokes injurious to employee's or district property.
20. Possession, consumption, or reporting to work under the influence of alcohol, nonprescribed drugs, or controlled substances.
21. Creating disturbances on the premises at any time.

- 22. Disregard of known safety rules or common safety practices.

SUPPORT PERSONNEL, SUSPENSION, DEMOTION OR TERMINATION (Cont.)

- 23. Unsafe operation of motor driven vehicles.
- 24. Operating machines or equipment without safety devices provided.
- 25. Participating in or witnessing gambling, lottery, or any other game of chance on district property.
- 26. Unauthorized distribution of literature, written, or printed matter of any description on district property.
- 27. Posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of the administration.
- 28. Poor workmanship.
- 29. Immoral conduct or indecency including abusive and/or foul language.
- 30. Making or receiving personal telephone calls or texting, posting to Facebook, or use of other social media during working hours.
- 31. Walking off the job.
- 32. Continued poor or negative attitude while on the job, including poor relationship with other staff or students.
- 33. Smoking in unauthorized area or at unauthorized time.
- 34. Failure to dress appropriately for work assignment.
- 35. Refusal of job transfer within the district when transfer does not result in demotion.
- 36. Abuse of rest periods or meal period policies.
- 37. Inappropriate and/or unauthorized use of the school district's computer network or Internet connections.
- 38. Insubordination of any kind.
- 39. Racial discrimination, including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another employee, a student or a visitor. This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.
- 40. Violation of any district rule or policy.
- 41. Violation of any administrative rule or order.
- 42. Failure or inability to perform the essential functions or duties of the assigned position
- 43. If it is in the best interest of the school district, any support person may be suspended, demoted, or terminated.

Violations of any of the above may lead to the suspension, demotion, or termination of the support employee.

SUPPORT PERSONNEL, SUSPENSION, DEMOTION OR TERMINATION (Cont.)

The school district shall not take disciplinary action against support employees for:

1. Disclosing public information to correct what the support employee reasonably believes evidences a violation of the Oklahoma Constitution or law or a rule promulgated pursuant to law;
2. Reporting a violation of the Oklahoma Constitution or state or federal law; or
3. Taking any of the above action without giving prior notice to the support employee's supervisor or anyone else in the relevant chain of command.

REFERENCE: 70 O.S. §6-101.40, et seq.
Accreditation Standard 210:35-3-86

THIS POLICY REQUIRED BY LAW.

FLAGS

It is the policy of the _____ Board of Education that the American flag and the Oklahoma flag will be flown at the school during school hours except in bad weather. An assigned custodian will be responsible for raising and lowering the flags.

Any American flag flown on school premises shall be flown in accordance with 4 U.S.C. §§ 1 and 2 as well as all other provisions in federal law regarding the display of the American flag. Failure to adhere to legal requirements regarding the display of the American flag could lead to disciplinary action.

The school day will begin with a flag salute which shall include the recitation of the Pledge of Allegiance. However, students not wishing to participate in the pledge shall not be required to do so. A notice to this effect will be posted in a conspicuous place in each school building and/or classroom.

Flags representing United States Military branches may also be flown on school premises with the approval of the administration. No other flags shall be flown on school property at any time. In the event other flags are flown on school premises, individuals involved will be directed to remove them from the premises.

REFERENCE: 25 O.S. §91.2
25 O.S. §153
70 O.S. §24-106
Accreditation Standard 210:35-3-5

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT

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

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

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

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

REPORTING SUSPECTED CHILD ABUSE (Cont.)

- 13. Causing, inducing, persuading or encouraging a minor child to engage or continue to engage in prostitution, as described in Section 1088 of Title 21 of the Oklahoma Statutes;
- 14. Rape or rape by instrumentation, as described in Sections 1111.1 and 1114 of Title 21 of the Oklahoma Statutes; ~~and~~
- 15. Making any oral, written or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16) as described in Section 1123 of Title 21 of the Oklahoma Statutes; and
- 16. Sexual battery, when committed upon a person who is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or in the legal custody or supervision of any public or private elementary or secondary school, or technology center, by a person who is eighteen (18) years of age or older and is an employee of a private or public school system.

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

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

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

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

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

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

REPORTING SUSPECTED CHILD ABUSE (Cont.)

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

STUDENT CONDUCT

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

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

1. Any conduct, the purpose of which is to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any other activity sponsored or approved by the board of education.
2. Physical, emotional, or mental abuse of, or threat of harm to, any person on school owned or controlled property or at any school attended, sponsored, or supervised event or function. This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.
3. Damage, or threat of damage, to property of the school, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on school owned, controlled, attended, or supervised premises.
4. Forceful or unauthorized entry into or upon, or occupation of, school district facilities including buildings and grounds.
5. Unlawful use, possession, distribution, sale, or trade of drugs, alcohol, or controlled substances, or any substance or material believed to be drugs, alcohol or controlled substances, or any substance which is capable of causing or producing mood alteration or behavioral changes.
6. Conduct or speech that violates commonly accepted standards of society within the community.
7. Failure to comply with the reasonable and lawful directions of school district officials or law enforcement officers, acting in the performance of their duties, or failure to identify themselves to such officials or officers when directed to do so.
8. Any conduct constituting a breach of any federal, state, or city law or ordinance or duly adopted policy of the board of education.

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

STUDENT TRANSFERS

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability. The school district will begin accepting applications for the next school year starting February 1. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to capacity, disciplinary action or attendance issues. The district will not require parents resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

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

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
 - a. violation of a school regulation,
 - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
 - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

By the first day of January, April, July and October, the board of education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

TRANSFER POLICY(Cont.)

The district has a capacity of 60 in Grade PK at Latta Elementary School.
The district has a capacity of 100 in Grade K (includes TK) at Latta Elementary School.
The district has a capacity of 80 in Grade 1 at Latta Elementary School.
The district has a capacity of 80 in Grade 2 at Latta Elementary School.
The district has a capacity of 66 in Grade 3 at Latta Elementary School.
The district has a capacity of 80 in Grade 4 at Latta Elementary School.
The district has a capacity of 65 in Grade 5 at Latta Middle School.
The district has a capacity of 65 in Grade 6 at Latta Middle School.
The district has a capacity of 65 in Grade 7 at Latta Middle School.
The district has a capacity of 65 in Grade 8 at Latta Middle School.
The district has a capacity of 65 in Grade 9 at Latta High School.
The district has a capacity of 65 in Grade 10 at Latta High School.
The district has a capacity of 65 in Grade 11 at Latta High School.
The district has a capacity of 65 in Grade 12 at Latta High School.

A student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed as a teacher as per 70 O.S. § 8-113.

The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application. Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and
2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to capacity or for disciplinary reasons or a history of absences.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. If notice is after the deadline for posting, the board may consider the appeal at a special meeting of the board of education.

TRANSFER POLICY(Cont.)

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

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education.

A student who enrolls in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue as per 70 O.S. § 8-103.2.

REFERENCE: 70 O.S. §1-114
70 O.S. §1-113
70 O.S. §5-117.1
70 O.S. §8-101, et seq.
70 O.S. §24-101, et seq.; §24-102
Family Education Rights and Privacy Act
Atty. Gen. Op. No. 87-134, April 1, 1988

LEGAL NOTE: Senate Bill 783 repealed 70 O.S. § 8-104 effective March 31, 2021. Oklahoma law no longer allows emergency transfer of students. Oklahoma law regarding transfers will change again on January 1, 2022. A new sample policy has been created which addresses those changes that are effective with regard to student transfers on January 1, 2022.

THIS POLICY REQUIRED BY LAW.

**FOOD PROCUREMENT
(REGULATION)**

SECTION I - PROCUREMENT PLAN GENERAL REQUIREMENTS

The Latta Public Schools plan for procuring items for use in the Child Nutrition Program is as follows:

1. The procurement plan provides for free and open competition, transparency in transactions, comparability, and documentation of all procurement activities.
2. The following **Code of Conduct** will be expected of all persons who are engaged in the awarding and administration of contracts supported by Child Nutrition reimbursement funds. These written standards of conduct include:
 - a. No employee, officer, or agent shall purchase or establish a contract if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
 - 1) The employee, officer, or agent;
 - 2) Any member of the immediate family;
 - 3) His or her partner;
 - 4) An organization which employs or is about to employ one of the above.
 - b. Employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
 - c. The purchase during the school day of any food or service from a contractor for individual use is prohibited.
 - d. No item, food, or beverage purchased with nonprofit school food service funds will be removed from the school premises by school personnel.
 - e. Penalties for violation of the standards of code of conduct of the SFA School Child Nutrition Program (CNP) should be:
 - 1) Reprimand by Board of Education
 - 2) Dismissal by Board of Education
 - 3) Any legal action necessary
3. Regardless of procurement method, the following factors will be determined regarding the allowability of costs:
 - a. Be necessary and reasonable for proper and efficient administration of the program(s)
 - b. Be allocable to federal awards applicable to the administration of the programs(s)
 - c. Be authorized and not prohibited under state and local laws
4. Purchasing will be conducted at the most restrictive procurement threshold:

	Federal Procurement Thresholds	SFA/Sponsor Procurement Thresholds (input)
Micro-purchasing	Less than \$10,000	Less than \$10,000
Equipment	Over \$5,000	Over \$5,000
Small/Informal	Less than \$250,000	Less than \$250,000
Formal	Greater than \$250,000 or any total Food Service Management Contract	\$250,000 or greater

FOOD PROCUREMENT, REGULATION (Cont.)

5. All staff conducting purchasing will be trained on the procurement procedures.
6. All purchasing records will be maintained no less than the current year plus 3 additional years.
7. **Buy American Provision**
Section 104(d) amended Section 12(n) of the National School Lunch Act (NSLA) (42 U.S. 1760) to require SFAs participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in the United States *to purchase for those programs, to the maximum extent practicable, domestic United States Department of Agriculture (USDA) Foods or products.* For purposes of this provision, the term domestic food commodity or product means agricultural USDA Foods produced in the United States, including Guam, American Samoa, the Virgin Islands, Puerto Rico, and the Northern Mariana Islands, and food products processed in the United States **SUBSTANTIALLY** using agricultural USDA Foods that are produced in the United States. The Conference Report accompanying Public Law 105-336 makes it clear that the term **SUBSTANTIALLY** means that over 51 percent of the processed food comes from American produced products. (SD-24-2016)
8. **Geographical Preference**
The use of statutorily or administratively imposed in-state or local geographic preferences for procurements under USDA entitlement programs is prohibited, except for unprocessed locally grown or locally raised agricultural products. The Food, Conservation, and Energy Act of 2008 (Public Law 110-246, Section 4302), amended Section 9(j) of the National School Lunch Act (NSLA) to allow institutions receiving funds through CNP to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products.

When geographic preference is used, an SFA must still get quotes from several farmers when procuring unprocessed locally grown or locally raised agricultural products so that competitors have an opportunity to compete for the bid.
9. **Protest procedures** are required. SFAs will have protest procedures to handle and resolve disputes relating to their procurements and shall in all instances disclose information regarding the protest to the awarding agency. A protestor must exhaust all administrative remedies with the SFA before pursuing a protest with a federal agency. Reviews of protests by the federal agency will be limited to: (Reference USDA Policy Memo2006-SNP-06)
 - a. Violations of federal law or regulations and the standard of 7 CFR §3016 (violations of state or local law will be under the jurisdiction of state or local authorities).
AND
 - b. Violations of the SFA's protest procedures for failure to review a complaint or protest. Protests received by the federal agency other than those specified above will be referred to the SFA.
10. **Beverage and Snack Agreements** (Reference USDA Policy Memo 99-SP-09)
In some cases, the exclusive contracts do not involve nonprofit school food service account (SFSA) funds, in which case there are no federal FNS procurement issues involved. However, if any nonprofit school food service products are purchased via the exclusive contract, then all

federal procurement requirements must be met. If small purchase procedures are used for a procurement of \$250,000 or less, price or rate quotations must be obtained from an adequate number of qualified sources. Additionally, if nonprofit school food service products are included in the contract, any rebates, commissions, scholarship fund

FOOD PROCUREMENT, REGULATION (Cont.)

contributions, or any other payments back to the SFA or SFA-related organizations must be reimbursed to the nonprofit SFA on a prorated basis.

- a. No federal prohibition on multiyear contracts other than for FSMCs. It is suggested, however, that school procurement officials consider the impact of multiyear contracts, as opposed to one-year contracts, on beverages and snacks. Long-term contracts would appear to be more appropriate for nonperishable products and services such as warehousing and equipment rental. As noted above, however, there is no federal prohibition on these longer-term contracts.
 - b. Public Law 108-265, Section 102, requires a school participating in the NSLP shall not directly or indirectly restrict the sale or marketing of fluid milk products by the school (or by a person approved by the school) at any time or any place on the school premises or at any school-sponsored event.
 - c. Schools participating in the NSLP must check all beverage contracts for language that may limit the sale of milk on school grounds. The sale of milk cannot be limited at any time during the school day or at any place on the school premises. Contracts may have language that is hard to understand. Look for the term ***Exclusive Pouring Rights***. Every school district must have amended their beverage contracts that limit the sale of milk should such language exist. The primary effect of this provision is to prevent contract limitations on the sale of fluid milk in competition with other beverages.
11. The SFA will take all necessary affirmative steps to assure that **minority firms, women's business enterprises, and labor surplus area firms** are used when possible. Affirmative steps shall include:
- a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
 - b. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources.
 - c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises.
 - d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises.
 - e. Using the services and assistance of the Small Business Administration (SBA), and the Minority Business Development Agency of the Department of Commerce.
 - f. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.

Certifications

1. **Nonkickback Affidavit** - Please note that Oklahoma statute 62 O.S. §310.9 requires a signed and notarized nonkickback affidavit on every purchase order of \$25,000 or more. The affidavit is to be

signed by the person or persons authorized to accept payment on behalf of the architect, contractor, engineer, or supplier.

2. Lobbying Certification (Reference 200.326[1])
 - a. Lobbying certification must be obtained for procurement contracts of more than \$100,000. Any vendor whose contract award is for more than \$250,000 must complete a Certification Regarding Lobbying form. The SFA must keep this signed certification statement on file with a copy of the vendor's contract.

FOOD PROCUREMENT, REGULATION (Cont.)

- b. Any SFA or its vendors who participate in lobbying activities must complete a Disclosure of Lobbying Activities form. SFAs must submit this completed form to the State Agency. A vendor would submit its completed form to the SFA.
3. **Debarment or Suspension.** An SFA is prohibited from contracting with an individual or company that has been debarred or suspended in accordance with 2 CFR §180, as adopted and modified by USDA regulations at 2CFR §417. This prohibition does not extend to contracts in existence at the time of the debarment or suspension or to most contracts under \$25,000. Rather, it applies to new contracts and extensions or renewals of existing contracts of \$25,000 or more and to contracts for audit services, regardless of amount. **(FORMAL CONTRACTS)**
4. **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).** Where applicable, all contracts awarded by the nonfederal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 70 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market or contracts for transportation or transmission of intelligence.
5. **Equal Opportunity and Discrimination.** The vendor certifies it is an Equal Opportunity Employer, a provider of services and/or assistance, and is in compliance with the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, and Executive Orders 11246 and 11375. The vendor assures compliance with the Americans With Disabilities Act of 1990 (Public Law 101-336), all amendments to, and all requirements imposed by the regulations issued pursuant. **(FORMAL CONTRACTS OF \$10,000 OR MORE)**
6. Contracts in excess of \$150,000 shall contain provisions that require compliance with all applicable standards, orders, or requirements issued under Section 306 of the **Clean Air Act** (42 U.S.C. 1857[h]), Section 508 of the **Clean Water Act** (33 U.S.C. 1368), Executive Order 11738, and **Environmental Protection Agency (EPA)** Regulation (40 CFR §15), which prohibit the use of

nonexempt federal contracts, grants, or loans of facilities included on the EPA list of violating facilities. The provision shall require reporting of violations to the grantor agency and to the EPA Assistant Administrator for Enforcement. The contract must recognize mandatory standards and policies relating to energy efficiency that are contained in the State Agency conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

SECTION II - MICRO PURCHASING

If the amount of purchases for items is less than \$10,000 and less than the SFA/Sponsors' small purchase threshold, the following procedure will be used.

FOOD PROCUREMENT, REGULATION (Cont.)

1. Purchases will not be separated into 2 or more purchases to meet or be below the \$10,000 threshold.
2. The price quotes will not be required. Competition is not required.
3. When practicable, micro-purchases will be distributed equitably among qualified suppliers.
4. Documentation of purchases will be kept and maintained for 3 years plus the current year.
5. The Superintendent or Designee will be responsible for documentation of purchase.

Note: Federal threshold of \$2,000 is applicable in the case of acquisitions for construction subject to the Davis Bacon Act

SECTION III - PURCHASING EQUIPMENT

If the amount of purchases for equipment is greater than \$5,000, the following procedure will be used.

1. Written specifications will be prepared and provided to vendors.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of two vendors shall be contacted.
3. The price quotes will receive appropriate confidentiality before award.
4. If using USDA funding for the purchase, the SFA/Sponsor will seek prior approval from Oklahoma Child Nutrition Programs unless the equipment is placed on the Equipment Pre-Approval list located in the Child Nutrition Manual.
5. Quotes will be awarded by the Superintendent or Designee. Quotes awarded will be to the lowest and best quote based upon quality, service availability, and price.

- 6. The SFA will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and **written specifications**.
- 7. The SFA will be responsible for documentation that the actual product specified is received.

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also §200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.

FOOD PROCUREMENT, REGULATION (Cont.)

SECTION IV - SMALL PROCUREMENT

If the amount of purchases for items is greater than \$10,000 and less than \$250,000 (or the SFA/Sponsor's small purchase threshold), Small Purchase Procedures must be followed. There are two methods of Small Purchasing allowed, either Quotes and/or a Market Basket Study. Quotes documented from an adequate number of qualified sources will be required.

Select one

- Purchases over \$10,000 but below \$250,000
- Purchases over \$10,000 but below _____ (Sponsor input if threshold is below federal limit of \$250,000, must use most restrictive)

Method 1: Quotes

- 1. Written specifications will be prepared and provided to the vendor.
- 2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of two vendors shall be contacted.
- 3. The SFA will be responsible for contacting potential vendors when price quotes are needed.
- 4. The price quotes will receive appropriate confidentiality before award.
- 5. Quotes will be awarded by the Superintendent. Quotes awarded will be to the lowest and best quote based upon quality, service availability, and price.
- 6. The SFA will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.

- 7. The SFA will be responsible for documentation that the actual product specified is received.
- 8. Any time an accepted item is not available, the SFA will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item. Substituted items will not be made at the vendor's discretion.
- 9. Purchasing will be based on the following criteria:
 - a) Quality
 - b) Service Availability
 - c) Price

FOOD PROCUREMENT, REGULATION (Cont.)

SECTION V - FORMAL PROCUREMENT (N/A)

Select one or more as applicable

- Purchases over \$250,000 (*Sponsor input if threshold is below federal limit of \$250, 000, must use most restrictive*)
- Food Service Management Contracts at any total cost (*does not include vended meal agreements*) n/a, no purchases over \$250,000 or Food Service Management Contracts
- 1. If the amount of purchases is \$250,000 (or SFW Sponsor approved threshold if less), or for a Food Service Management Contract, formal procurement procedures will be used as required by 2 CFR Part 200.318-326, formerly 7 CFR §3016.36.
- 2. Formal bid procedures will be applied on the basis of:

Category	Procurement Method	Evaluation Used	Contract Award Type	Contract Duration/Frequency
Frozen Foods (<i>Meats, Fruits, Vegetable</i>); Canned Foods (<i>same as above</i>)	Formal	Bottom line	Fixed price	Bi-annual (August 1-January 31; February 1-June 15)
Fresh Fruits and Vegetables	Formal	Bottom line	Cost reimbursable plus fixed-fee	Bi-annual, same as above.
Dish Machine Chemicals	Formal	Bottom line	Fixed price with price adjustment	August 1-June 15

Fresh Bread	Formal	Bottom line	Fixed price with price adjustment	Annual by SY
Milk and Dairy Products	Formal	Bottom line	Fixed price with price adjustment	Annual by SY
Office Supplies	District contract	Bottom line	Cost reimbursable plus fixed-fee	Annual July 1-June 30

3. Formal bid procedures will be applied on the basis of a:

- Centralized System
- Individual Site
- Multi-Sponsor Systems
- State Contract
- Combination of above (specify): _____

4. Because of the potential for purchasing more than \$250,000, it will be the responsibility of the SFA to document the amounts to be purchased so the correct method of procurement will be followed.

FOOD PROCUREMENT, REGULATION (Cont.)

When a formal procurement method is required, the following **COMPETITIVE SEALED BID or an Invitation for Bid (IFB) or COMPETITIVE PROPOSAL in the form of a Request for Proposal (RFP)** procedures will apply:

- An announcement of an Invitation for Bid (IFB) or a Request for Proposal (RFP) will be placed in the (Newspaper/media, IPS Website, other internet source) to publicize the intent to purchase needed items. The advertisement for bids/proposals or legal notice will be run for (2 weeks).
- An advertisement is required for all purchases over the districts shall purchase threshold of \$150,000 or greater. The announcement will contain a:
 - general description of items to be purchased
 - deadline for submission of questions and the date written responses will be provided including addenda to bid specifications, terms and conditions as needed
 - date of pre-bid meeting, if provided, and if attendance is a requirement for bid award
 - deadline for submission of sealed bids or proposals, and
 - address of location where complete specifications and bid forms may be obtained.
- In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
- The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
- The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:

- Contract period
- SFA/Sponsor is responsible for all contracts awarded (statement)
- Date, time, and location of bid opening
- How vendor is to be informed of bid acceptance or rejection
- Delivery schedule
- Set forth requirements (terms and conditions) which bidder must fulfill in order for bid to be evaluated
- Benefits to be entitled if the contractor cannot or will not perform as required
- Statement assuring positive efforts will be made to involve minority and small business
- Statement regarding the return of purchase incentives, discounts, rebates, and credits to the nonprofit Child Nutrition account
- Contract provisions as required in Appendix II for 2 CFR Part 200, formerly 7 CFR Part 3016.36(i)
- Contract provisions as required in 7 CFR Part 210.21 (f) for all cost reimbursable contracts
- Contract provisions as required in 7 CFR Part 210.16(a)(I-10) for Food Service Management Company contracts
- Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding
- Price adjustment clause (escalation/de-escalation) based on appropriate standard or cost index (Consumer price index, or other as stated in terms and conditions for pricing and price adjustments)
- Method of evaluation and type of contract to be awarded
- Method of award announcement and effective date (if intent to award is required by State or local procurement requirements)

FOOD PROCUREMENT, REGULATION (Cont.)

- Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received
- Provision requiring access by duly authorized representatives of the SFA/Sponsor, State Agency, United State Department of Agriculture, or Comptroller General to any books, documents, papers and records of the contractor which are directly pertinent to all negotiated contracts
- Method of shipment or delivery upon contract award
- Provision requiring contractor to maintain all required records for **three** years after final payment and all other pending matters (audits) are closed for all negotiated contracts
- Description of process for enabling vendors to receive or pick up orders upon contract award
- Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL 94-165)
- Signed statement of non-collusion
- Signed Debarment/Suspension Certificate or statement included in contract or copy of Excluded Parties List System (EPLS).
- Specifications and estimated quantities of products and services prepared by SFA/Sponsor and provided to potential contractors desiring to submit bids/proposals for the products or services requested.

- If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, interpretation will be provided in writing to all potential bidders by the Superintendent or Designee and date specified.
- The Superintendent or Designee will be responsible for securing all bids or proposals.
- The Superintendent or Designee will be responsible to ensure all SFA/Sponsor procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.
- The following criteria will be used in awarding contracts as a result of bids/proposals.
 - Quality
 - Service Availability
 - Price

In awarding a competitive negotiation (RFP), a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration when awarding a contract. Following evaluation and negotiations a firm fixed price or cost reimbursable contract is awarded.

- The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the SFA/Sponsor, price, and other factors considered. Any and all bids or proposals may be rejected in accordance with law.
- The Superintendent is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
- The Superintendent reviewing the procurement system to ensure compliance with applicable laws.
- The Superintendent or Designee will be responsible for documentation the actual product specified is received.
- Any time an accepted item is not available, the Superintendent or Designee will select the acceptable alternate. The contractor must inform Superintendent within 10 days a product is not available. In the event a non-domestic agricultural product is to be provided to the SFA/Sponsor, the contractor must obtain, in advance, the written approval of the product. The SFA must comply with the Buy American Provision.

FOOD PROCUREMENT, REGULATION (Cont.)

- Full documentation as to the reason an accepted item was unavailable, and to the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is Superintendent or Designee.
- The Superintendent is responsible for maintaining all procurement documentation.

SECTION VI - NON-COMPETITIVE NEGOTIATION

If items are available only from a single source *when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation*, NON-COMPETITIVE NEGOTIATION procedures will be used:

1. Written Specifications will be prepared and provided to the vendor.

2. The SFA will be responsible for the documentation of records to fully explain the decision to use the non-competitive negotiation. The records will be available for audit and review.
3. The SFA will be responsible for documentation that the actual product or service specified was received.
4. The Superintendent or Designee will be responsible for reviewing the procedures to be certain all requirements for using single source or non-competitive negotiation are met.
5. Non-competitive negotiations shall be used for one-time purchases of a new food item in order to determine food acceptance by students and for samples for testing purposes. A record of non-competitive negotiation purchase shall be maintained by the Superintendent or Designee. The record of non-competitive purchases shall include, at a minimum, the following:
 - item name
 - dollar amount
 - vendor, and
 - reason for non-competitive procurement

**** Due to the rural location of the district, it is feasible the school will only receive one responsible response.**

SECTION VII - EMERGENCY PURCHASING

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, the purchase shall be made, and a log of all such purchases shall be maintained by the SFA. The following emergency procedures shall be followed. All emergency procurements shall be approved by the SFA/ Superintendent. At a minimum, the following emergency procurement procedures shall be documented:
 - item name
 - dollar amount
 - vendor, and
 - reason for emergency

FOOD PROCUREMENT, REGULATION (Cont.)

2. If the emergency purchasing need requires a contract, all books, records and other documents relative to the award of the contract must be retained for three (3) years after final payment. Specifically the SFA/Sponsor shall maintain, at a minimum, the following documents:
 - Written rationale for the method of procurement;
 - A copy of the original solicitation;
 - The selection of contract type;
 - The bidding and negotiation history and working papers;
 - The basis for contractor selection;
 - Approval from the State agency to support a tack of competition when competitive bids or offers are not obtained;

- The basis for award cost or price;
- The terms and conditions of the contract;
- Any changes to the contract and negotiation history;
- Billing and payment records;
- A history of any contractor claims; and
- A history of any contractor breaches.

INFORMAL PROCUREMENT LOG
TO BE USED FOR PURCHASES OF \$250,000 OR LESS

Check the box next to the supplier that you choose. If chosen supplier does not provide the lowest overall price, explain decision on attached sheet. Document contact with 2 or more vendors.

Items to be purchased and specifications:

	Date & Method of Contact	Bid Price	Negotiated Price	Notes
Supplier #1				
Supplier #2				
Supplier #3				

FOOD PROCUREMENT, REGULATION (Cont.)

CHART OF PROCEDURES

The SFA will purchase the following products or group of products and services as per the stated purchase period using the identified procurement method. Price quote time frame period is defined as the time frame for which bids or quotes are obtained and awarded.

PRODUCT	HOW OFTEN ARE PRICE QUOTES OBTAINED	PROCUREMENT METHOD USED
Groceries	Annually	Small/Micro Purchase